BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, June 18, 2020

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

Virtual Meeting - Burbank, California

Disclaimer: Please note that the Burbank Public Libraries (as listed below) are currently closed. Due to the Coronavirus Pandemic Social Distancing Guidelines, please continue to view the online agenda at www.burbankusd.org.

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that the Closed Session will be held by teleconference to discuss matters on the Closed Session agenda, at 6:00 p.m. The teleconference (6:00 p.m.) and online meeting (7:00 p.m.) is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom, which suspends certain requirements of the Ralph M. Brown Act. Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner, during the current State of Emergency and in the interest of public health and safety, most-and possibly all of the Board Members will be participating by teleconference. District facilities are closed to the public until further notice and the public will not be able to physically attend the Board of Education Meeting. The Board will reconvene in Public Session at 7:00 p.m. 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. In order to facilitate public participation at meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications via email at rosegarcia@burbankusd.org and/or by voicemail at (818) 729-4584, no later than 5:00 p.m., June 17, 2020. Comments will be read during Public Comment followed by staff and Board responses. Any communication received after this time, will be distributed to staff and/or Board of Education Members on June 19, 2020. The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

2. REQUESTS TO ADDRESS THE BOARD

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

2.a Public Communications

An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. In order to facilitate public participation at meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications via email at rosegarcia@burbankusd.org and /or by voicemail at (818) 729-4584, no later than 5:00 p.m., June 17, 2020. Comments will be read during Public Comment followed by staff and Board responses. Any communication received after this time, will be distributed to staff and/or Board of Education Members on June 19, 2020. The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION

The Board will meet in Closed Session for the purpose of the following:

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

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 960031132, 960002080, 130003043, 960031518 and 960027515

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REQUESTS TO ADDRESS THE BOARD

8.a Public Communications
An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. In order to facilitate public participation at meetings while adhering to proper social distancing guidelines, the Board of Education will accept public communications via email at rosegarcia@burbankusd.org and /or by voicemail at (818) 729-4584, no later than 5:00 p.m., June 17, 2020. Comments will be read during Public Comment followed by staff and Board responses. Any communication received after this time, will be distributed to staff and/or Board of Education Members on June 19, 2020. The meeting will be streamed by visiting the District's website Board of Education page at https://www.burbankusd.org/site/Default.aspx?PageID=1945.

8.b Staff Responses

8.c Board Members' Comments and Responses

9. REPORTS TO THE BOARD

9.a Superintendent's Comments
Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

9.b Budget Discussion
Debbie Kukta, Assistant Superintendent, Administrative Services, will report on recent developments at the federal and state levels and their impacts on the Burbank Unified School

District, as presented.

10. NEW AND/OR UNFINISHED BUSINESS

10.a Adoption of Resolution 52 Certifying Approval to Enter into a Contract with the California Department of Education for the Purpose of Providing Child Care and Development Service and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2020-2021 for Contract Number CSPP-0165.
Peter Knapik, Director, Elementary Education, recommends that the Board of Education Adopt the Resolution 52 certifying approval to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CSPP Resolution_2020-2021.pdf

10.b Adoption of Resolution 53 Concerning Funding of Child Development Programs for Fiscal Year 2020-2021, Contract Number CCTR-0070
Peter Knapik, Director, Elementary Education, recommends that the Board of Education Adopt Resolution 53 certifying approval by the Board of Education to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CCTR Resolution_2020-2021.pdf

10.c Approval of School Site and Department Software Licenses and Memberships for 2020 - 2021
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2020-2021 school year, as presented.

Approval_School Site and Department Software Licenses and Memberships for 2020-2021_061820.pdf

10.d Appointment of Alternate Member(s) and Reappointment of Member to the School Facilities Oversight Committee (SFOC)
Matt Hill, Superintendent, recommends that the Board of Education appoint up to six (6) Alternate Members and reappoint member Raymond Juarez to a two-year term to the School Facilities Oversight Committee, effective June 19, 2020, as presented.

SFOC Appointment of Alternate Members_Reappointment_061820.pdf

10.e Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations
Matt Hill, Superintendent, will facilitate the Board's second reading and approval of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_2nd Read_March 2020_061820.pdf

10.f Adoption of Resolution 54 for the Elimination or Reduction of Services for Classified Positions
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 54 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 54 - Reduction in Force.pdf

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

Gift Report_061820.pdf

11. 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.

11.a Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031132, not to exceed $5,500 (01.0-65000.0-50010-36000-5813-7440000), effective May 8, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031132_Settlement Agreement.docx.pdf

11.b Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031518, not to exceed $5,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 18, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031518_Settlement Agreement.docx.pdf

11.c Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 130003043, not to exceed $8,000 (01.0-65000.0-50010-36000-5813-7440000), effective May 28, 2020 through December 31, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130003043_Settlement Agreement.pdf

11.d Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the

Board of Education approve Final Settlement Agreement for Special Education Student 960027515, not to exceed $1,955 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2019 through May 27, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027515_Settlement Agreement.docx.pdf

11.e Amended Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960002080, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on August 15, 2019 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the original end date of May 21, 2020 to December 31, 2020, at no cost to the District.

SPED Student 960002080_Amended Settlement Agreement.docx.pdf

11.f Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of May 26, 2020, as presented.

Minutes.05.26.20.SP.pdf

11.g Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of June 4, 2020, as presented.

Minutes.06.04.20.pdf

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

Personnel Report 6-18-20.pdf

11.i 2019-2020 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through May 18, 2020, as presented.

2019-2020 Purchase Order Report.pdf

11.j Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $866,694.27 commercial warrants in the total amount of $1,154,794.36 as presented.

Warrants.pdf

11.k Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Rita Eichenstein, Ph.D., to provide an Independent Neuro-Psychological Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018286, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective April 20, 2020 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 16, 2020. The effective date was from April 20, 2020 through October 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of October 30, 2020 to December 30, 2020 at no additional cost to the District.

SPED Student 960018286_Eichenstein_IEE_Amended.pdf

11.l Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy for Burbank special education students effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Kids Physical Therapy.pdf

11.m Amended Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student 960029921, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective February 6, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 6, 2020. The effective date was from February 6, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to March 30, 2021. The assessor has also agreed to provide a Speech and Language IEE, which will increase the fiscal impact.

SPED Student 960029921_Epport_IEE_Amended.pdf

11.n Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student

130003043, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective June 19, 2020 through March 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 130003043_Epport_IEE.pdf

11.o Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway-Sycamores, to provide mental health services for Burbank special education students, not to exceed $195,405 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Hathaway-Sycamores.pdf

11.p Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director of Special Education, recommends that the Board of Education approve an agreement between the Burbank Unified School District and G & S Transit Management, Inc. (DBA: City Cab) for transportation services for Special Education Students on an as needed basis, effective July 1, 2020, through June 30, 2021, not to exceed $100,000 (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 G&S Transit Management.pdf

11.q Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director of Special Education, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Care Van Inc. for transportation services for Special Education Students on an as needed basis, effective July 01, 2020, through June 30, 2021, not to exceed $10,000 (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 Care Van.pdf

11.r Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2020 through June 30, 2021, not to exceed $1,050 (01.0-65000.0-57700-11900-5850-7448000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Melaragno Albert_OT Logs.docx.pdf

11.s Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for

qualifying special education students, effective July 1, 2020 through June 30, 2021, not to exceed $330,000 (01.0-651200.0-57500-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

SPED Family Service Agency.pdf

11.t Amended Agreement for Parent Reimbursement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend parent reimbursement for travel for Special Education Student 160003888, per IEP, not to exceed $1,988.88, effective February 21, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original agreement was approved on February 20, 2020 in the amount of $1,500. The Board of Education approved an amendment on April 16, 2020 to add an additional $488.88 to cover travel expenses. Due to COVID 19, student was unable to travel. This amendment extends the original end date of July 30, 2020 to June 30, 2021 at no additional cost to the District.

SPED Student 16003888_Parent Reimbursement_Amended.docx.pdf

11.u Approval of Reimbursement to Parent for Transportation (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, approve mileage reimbursement to the parents of Special Education Student 960004298 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $8,063, effective July 1, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 96004298_Parent Reimbursement.docx.pdf

11.v Approval of Reimbursement to Parent for Transportation (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, approve mileage reimbursement to the parents of Special Education Student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,300, effective July 1, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 96001537_Parent Reimbursement.docx.pdf

11.w Approval of the Teacher Assignments for 2020-2021
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for 2020-2021, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

Ed Code Authorizations.pdf

11.x Approval of Renewal of Bertrand's Music Contract (RFP : ID# 1819-009), Band and Orchestral Instruments (Music is Instrumental Funds)

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education renew the awarded contract between the Burbank Unified School District and Bertrand's Music (RFP: ID# 1819-009), to provide new and replacement instruments for secondary instrumental instruction programs, effective June 19, 2020 through June 30, 2021, with an option to extend for additional years as needed, and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval Bertrand's Renewal.pdf

12. REQUESTS TO ADDRESS THE BOARD

12.a Public Communications

12.b Staff Responses

12.c Board Members' Comments and Responses

13. ADJOURNMENT

Burbank Unified School District
Child Development Program

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Stephanie Fields, Coordinator, Child Development
SUBMITTED BY:	Gabriella Platten, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Adoption of Resolution 52 Certifying Approval to Enter into a Contract with the California Department of Education for the Purpose of Providing Child Care and Development Service and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2020-2021 for Contract Number CSPP-0165.

Background:

Contract CSPP-0165 in the amount of $292,869 provides subsidized care for preschool programs located at Washington Elementary School for families who meet eligibility criteria established by the California Department of Education.

Discussion/Issues:

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

Fiscal Impact:

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

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education Adopt the Resolution 5 2 certifying approval to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2020-2021.

RESOLUTION

BE IT RESOLVED that the Governing Board of BURBANK UNIFIED SCHOOL DISTRICT

authorizes entering into local agreement number CSPP 0165 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME	TITLE	SIGNATURE
Matt Hill	Superintendent	

PASSED AND ADOPTED THIS 18th day of June 2020, by the Governing Board of BURBANK UNIFIED SCHOOL DISTRICT of LOS ANGELES County, in the State of California.

I, Charlene Tabet, Clerk of the Governing Board of BURBANK UNIFIED SCHOO, of LOS ANGELES, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a BOARD meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) 6/18/2020 (Date)

Burbank Unified School District
Child Development Program

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Stephanie Fields, Coordinator, Child Development
SUBMITTED BY:	Gabriella Platten, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Adoption of Resolution 53 Concerning Funding of Child Development Programs for Fiscal Year 2020-2021, Contract Number CCTR-0070

Background:

This General Child Care and Development Program contract, CCTR–0070 in the amount of $586,916 provides subsidized care for the following school age programs serving kindergarten thru 5th grades at Bret Harte Children's Center, Washington Children's Center, Emerson Children's Center and for the teen parent program at Monterey School for families who meet eligibility criteria established by the California Department of Education.

Discussion/Issues:

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

Fiscal Impact:

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

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education Adopt Resolution 53 certifying approval by the Board of Education to enter into a contract with the California Department of Education for Funding of Child Development Programs, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2020-2021.

RESOLUTION

BE IT RESOLVED that the Governing Board of BURBANK UNIFIED SCHOOL DISTRICT

authorizes entering into local agreement number CCTR 0070 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME	TITLE	SIGNATURE
Matt Hill	Superintendent	

PASSED AND ADOPTED THIS 18th day of June 2020, by the Governing Board of BURBANK UNIFIED SCHOOL DISTRICT of LOS ANGELES County, in the State of California.

I, Charlene Tabet, Clerk of the Governing Board of BURBANK UNIFIED SCHOC, of LOS ANGELES, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a BOARD meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) (Date)

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Rick Vonk, Interim Director of Information Technology and Education Support Services
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of School Site and Department Software Licenses and Memberships for 2020 - 2021

Background:
The use of technology is growing and expanding daily. Software applications are not only being used by our departments on behalf of the District, but also in our classrooms. The cost can range anywhere from .99 cents to thousands of dollars. The use is increasing as we move into advanced methods of supporting our teachers and students in various areas of instruction. All software purchases are required to have Board approval on an annual basis, which is being strictly enforced by Los Angeles County of Education (LACOE).

Discussion/Issues:
At the same time we continue to grow the number of annual memberships for web-based services and software licenses, LACOE is requesting that all districts using software submit Board approval (not purchase orders) for all software licensing purchases. This requirement has been in place but was not enforced until July 1, 2014.

District wide application purchases are already submitted to the Board of Education each time we enter into a contract or when they are renewed. This request is intended to cover those smaller software applications used by individual teachers and students at our school sites. It's unrealistic to have each campus request Board approval for every software license purchase. Therefore, we have created a master list of software licenses and web-based memberships that were purchased last fiscal year for approval in this fiscal year. Technology will continue to update this list and bring it before the Board of Education for approval annually.

Fiscal Impact:
The funding sources will vary. However, these applications are being funded through site or department discretionary dollars, categorical funding or gifts and donations.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2020-2021 school year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT SOFTWARE LICENSES FOR 2020-2021

VENDOR	*LICENSE NAME*	*ESTIMATED COST 2020-21*	*FUNDING SOURCE*	*ACCOUNT STRING*
Academic Innovations	HS "My 10-Yr Plan"	$ 1,596.00	Instructional Lottery	01.0-63000.0-11100-10000-5840-7429000
Accelerate Learning	Stemscopes	$ 2,625.25	Stevenson	01.0-00010.0-11100-10000-5840-2150002
Accelerate Learning	Stemscopes	$ 1,000.00	McKinley	Site/District Office to provide
Accelerate Learning	Stemscopes	$ 85,000.00	Instruction Lottery	01.0-63000.0-11100-10000-5840-7429000
ACDC Leadership	Ultimate Review	$ 750.00	JBHS	01.0-90904.0-11100-10000-5840-4328100
Active Network LLC	Blue Bear Cloud	$ 1,000.00	Fiscal Services	01.0-00000.0-00000-72000-5840-7472000
Active Network LLC	Educate (SchoolBooks)	$ 609.25	Luther	01.0-90350.0-11100-10000-5840-3208000
Administrative Software Applications	ASAP	$ 14,600.00	BAS	11.0-00639.0-41100-27000-5840-5330000
Adobe Creative Cloud	TBD	TBD	BAS	11.0-63910.0-41104-10000-5840-5330000
Alphacard	Alphacard Pro 100	$ 298.00	CDS	01.0-02430.0-35500-27000-5840-5261000
AMS.NET	Ocularis Maintenance and Support	$ 3,036.76	Technology	01.0-00000.0-00000-72000-5840-7401000
Amazon	Prime	$ 131.20	Purchasing	01.0-00000.0-00000-72000-5840-7552000
American Registry for Internet Numbers (ARIN)	Annual Maintenance	$ 150.00	Technology	01.0-00000.0-00000-77000-5840-7731000
American Registry for Internet Numbers (ARIN)	Annual Maintenance	$ 150.00	Technology	01.0-00000.0-00000-77000-5840-7731000
American Technology Solutions Corp (ATS)	1095-C Software	$ 4,821.88	Human Resources	01.0-00000.0-00000-72000-5840-7552000
Amplified It LLC	GoGuardian	$ 1,680.25	Technology/Various	Sites to provide
Apex Learning	Digital Curriculum & Tutorials	$ 38,000.00	BAS	11.0-00639.0-41107-10000-5840-5330000 11.0-63910.0-41106-10000-5840-5330000
Apex Learning	Digital Curriculum	$ 46,350.00	LCAP Supp.	01.0-01500.0-11100-10000-5840-7420000
Apple Music	Subscription	$ 99.90	JBHS	01.0-00000.0-17011-10000-5840-4321000
Arey Jones Educational Solutions	Chrome Device Management	$ 22.96	Various	Site to provide
Art of Problem Solving	Beast Academy Online	$ 70.00	McKinley	01.0-30100.0-11100-10000-5840-2099000

Bad Wolf Press	Matter and Its Properties; American Revolution	$ 758.90	Stevenson	01.0-90711.0-11100-10000-5840-2158000
Bidding Owl	Software	$ 524.49	Stevenson	01.0-90201.0-11100-10000-5840-2158700
Biddle Consulting Group Inc	Opac Plus & Testgenius	$ 3,014.00	HR	01.0-00000.0-00000-72000-5840-7552000
Blackboard Inc.	Web hosting, mobile app & parent notification	$ 28,375.39	Technology	01.0-00000.0-00000-72000-5840-7401000
Blackboard Inc.	Teacher Communication Module	$11,250.00	Technology	01.0-00000.0-00000-72000-5840-7401000
Blue Street Capital	Sophos Endpoint Protection	$19,331.67	Technology	01.0-00000.0-00000-77000-5840-7732000
Bluebeam	Revu Standard & Maintenance	$ 448.00	Facilities	01.0-81500.0-00000-81100-5840-7523100
Brainpop	ELL teacher access	$ 150.00	Instruction/Providencia	01.0-42010.0-47600-10000-5840-7429000
Brainpop	Brainpop Jr teacher access	$ 175.00	Special Ed/Washington	01.0-65000.0-57700-11100-5840-7441000
Brainpop	Brainpop Jr teacher access	$ 175.00	BHS	01.0-65000.0-57700-11100-5840-4311000
Brainpop	School Combo 24/7	$ 2,550.00	Edison	01.0-90350.0-11100-10000-5840-2028000
Brainpop	School Combo 24/7	$ 2,550.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
Brainpop	School Combo 24/7	$ 2,500.00	Miller	01.0-30100.0-11100-10000-5840-2109000
Brainpop	School Combo 24/7	$ 1,895.00	Muir	01.0-30100.0-11100-10000-5840-3229000
Brainpop	Classroom Jr	$ 175.00	Roosevelt	01.0-90350.0-11100-10000-5840-2148000
Brainpop	School Combo 24/7	$ 2,590.00	Washington	Site to provide
Brainpop	School Combo 24/7	$ 2,395.00	Emerson	01.0-00000.0-11100-10000-5840-2031000
Brainpop	School Combo 24/7	$ 2,550.00	Stevenson	01.0-00000.0-11100-10000-5840-2151000
Brainpop	School ELL	$ 795.00	Jefferson	01.0-00000.0-11100-10000-5840-2061000
Breakoutedu.com	Platform Access	$ 60.00	Jordan	01.0-00000.0-13000-10000-5840-3211000
Breakoutedu.com	Annual Site License	$ 5,256.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Boardmaker	TBD	$ 2,865.00	Special Ed	01.0-65000.0-57700-11901-5840-7441000
California Financial Services	Keyanalytics	$ 60,000.00	Bond/Business Office	21.3-00000.0-92000-85000-5840-7400021
California School Boards Association (CSBA)	GAMUT	$ 8,500.00	Board of Education	01.0-00000.0-00000-71100-5840-7561000
Cambium Learning	TBD	$ 6,000.00	Washington	01.0-60100.0-11100-10000-5840-2169000
Cambium Learning	TBD	$ 6,130.00	Emerson	01.0-42030.0-47600-10012-5840-2039000
Cambium Learning	Ticket to Read	$ 3,500.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
Cambium Learning	Ticket to Read	$ 3,500.00	Miller	01.0-90904.0-11100-10000-5840-2108200
Cambium Learning	TBD	$ 3,500.00	Roosevelt	01.0-00000.0-11100-10000-5840-2141000

CanChild.ca	McMaster Handwriting Assessement Protocol	$ 225.00	Special Ed	01.0-65000.0-57500-31409-5840-7441000
Career Cruising	Springboard	$ 1,485.00	Special Ed	01.0-65200.0-57700-11100-5840-7440000
Carolina Biological Supply	Twig Science	$ 164.00	JBHS	01.0-00000.0-13400-10000-5840-4321000
Carolina Biological Supply	Twig Science & Math	$ 926.00	Luther	01.0-01500.0-00000-31100-5840-3200000
Cengage Learning	TBD	TBD	BAS	11.0-63910.0-41102-10000-5840-5330000
Cengage Learning	TBD	$ 833.00	JBHS	01.0-90904.0-11100-10000-5840-4328100
Clever Prototypes	Teacher Accounts	$ 287.97	Jordan	01.0-00000.0-11100-10000-5840-3211000
Committee for Children	Second Step Middle School Program Gr 6	$ 241.45	Special Ed/Muir	01.0-65000.0-57700-11100-5840-744100
Committee for Children	SS Gr El-5 Media	$ 2,697.00	LCFF Supplemental Stu Svcs	01.0-01500.0-00000-27000-5840-7450000
Committee for Children	TBD	$ 899.00	Instr/Emerson	01.0-01500.0-00000-27000-5840-7450000
Committee for Children	TBD	$ 899.00	Instr/Roosevelt	01.0-01500.0-00000-27000-5840-7450001
Committee for Children	TBD	$ 899.00	Instr/McKinley	01.0-01500.0-00000-27000-5840-7450002
Committee for Children	TBD	$ 899.00	Instr/Jefferson	01.0-01500.0-00000-27000-5840-7450003
Committee for Children	TBD	$ 5,999.00	Luther	01.0-30100.0-11100-10012-5840-3209000
Conover Company	Resources for Soft Skills	$ 627.30	Special Ed	01.0-65200.0-57700-11100-5840-7440000
Course Hero	Digital Curriculum	$ 150.00	ILA	01.0-90350.0-11100-10000-5840-5758000
Curriculum Associates	I-Ready	$ 17,946.25	Disney	01.0-30100.0-11100-10000-5840-2019000
Curriculum Associates	I-Ready	$ 11,900.00	Harte	01.0-01500.0-11100-10000-5840-2052000
Curriculum Associates	I-Ready	$ 11,900.00	Providencia	01.0-30100.0-11100-10000-5840-2139000 01.0-60100.0-11100-10000-5840-2139000
Curriculum Associates	I-Ready	$ 24,827.50	Miller	01.0-30100.0-11100-10000-5840-2109000
Curriculum Associates	I-Ready	$ 13,885.00	Washington	01.0-30100.0-11100-10012-5840-2169000
Curriculum Associates	I-Ready	$ 20,843.75	Emerson	01.0-01500.0-11100-10012-5840-2032000 01.0-01500.0-13000-10012-5840-2032000
Curriculum Associates	I-Ready	$ 20,843.75	Stevenson	Site to provide
DameWare Mini Remote Control	Solarwinds	$ 768.00	Technology	01.0-00000.0-00000-77000-5840-7731000
Decision Insite	StudentView Connect	$ 1,100.00	Student Services	01.0-00000.0-00000-72000-5840-7452000
Digicert	TBD	$ 1,425.00	Technology	01.0-00000.0-00000-77000-5840-7731000
Digicoach Inc	Digicoach	$ 2,240.00	Jordan	01.0-30100.0-11100-10000-5840-3219000
Digicoach Inc	Digicoach 4	$ 6,931.00	JBHS	01.0-00000.0-00000-27000-5840-4321000
Digicoach Inc	Digicoach Site License	$ 4,995.00	Luther	01.0-30100.0-11100-10000-5840-3209000

Digicoach Inc	Digicoach 4	$ 2,240.00	Emerson	01.0-00010.0-11100-10000-5840-2030002
Dimesion Data (NTT)	Cisco Wireless Controller System Maintenance & Software	$ 24,120.86	Technology	01.0-00000.0-00000-77000-5840-7732000
DNS Made Easy	TBD	$ 100.00	Technology	01.0-00000.0-00000-77000-5840-7731000
DocStar	Document Management System	$ 12,195.00	Technology	01.0-00000.0-00000-77000-5840-7731000
Document Tracking Services	DTS	$ 8,035.00	Instruction - CAASPP	01.0-00012.0-00000-31600-5840-7421000
Doodly	TBD	$ 164.00	Luther	Site to provide
Dorian Business Systems	Charms Account	$ 1,800.00	Instruction/Gen Fund	01.0-00000.0-11100-10000-5840-7421100
Drama Education Network	Drama Works!	$ 2,600.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700
Eagle Software	Aeries ASP	$ 81,510.00	Technology	01.0-00000.0-00000-72000-5840-7401000
Ebsco	TBD	$ 2,795.00	Luther	01.0-30100.0-11100-10000-5840-3209000
EdHelper	On Line Resources	$ 60.00	BHS	01.0-65000.0-57700-11104-5840-4311000
Edmentum, Inc.	Exact Path/Math Library	$ 825.00	Muir	01.0-30100.0-11100-10000-5840-3229000
Ekahau	Site Survey Pro Support	$ 899.00	Technology	01.0-00000.0-00000-77000-5840-7731000
Eleyo	TBD	$ 140,000.00	Child Development	Site to provide
EMS-LINQ	Website Hosting - School Nutrition and Fitness (Isite)	$ 1,140.00	Food Services	61.0-53100.0-00000-37000-5840-7490000
Enome dba Goalbook	ToolKit	$ 20,000.00	Special Ed	01.0-56400.0-57700-11100-5840-7448000
Everyday Speech	Complete Guided Therapy	$ 1,759.91	Special Ed	01.0-65000.0-57700-11100-5840-7441000
ExploreLearning LLC	Reflex	$ 875.00	Muir	01.0-30100.0-11100-10000-5840-3229000
ExploreLearning LLC	Reflex Math	$ 350.00	Washington	01.0-00000.0-11100-10000-5840-2161000
Flip Grid	Classroom Licenses	$ 400.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Flocabulary	Site License	$ 2,000.00	Muir	01.0-30100.0-11100-10000-5840-3229000
Flocabulary	Classroom Access	$ 480.00	Luther	01.0-90350.0-11100-10000-5840-3208000
Flocabulary	Site License	$ 4,500.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Flocabulary	Site License	$ 2,000.00	Jefferson	01.0-90201.0-11100-10000-5840-2068700
Flocabulary	Site License	$ 2,500.00	Washington	01.0-30100.0-11100-10000-5840-2169000
Fluence Learning	CCSS Math/ELA	$ 3,000.00	Instruction	01.0-00000.0-11100-10000-5840-7421000
Freshworks Inc	Freshservice & Freshcaller	$ 24,960.00	Technology/Facilities	01.0-00000.0-00000-77000-5840-7731000
Frontline Technologies (CRS)	Absence & Substitute Management	$ 25,011.96	Districtwide/HR	01.0-00000.0-00000-77000-5840-7401000
Game Salad	Student Licenses	$ 969.00	Instruction/Perkins	01.0-35500.0-38000-10000-5840-7429000

Generation Genius	Classroom license	$	120.00	Roosevelt	01.0-00000.0-11100-10000-5840-2141000
Generation Genius	Site license	$	795.00	Edison	01.0-90201.0-11100-10000-5840-2022010
GoDaddy.com	TBD	$	1,000.00	Technology	01.0-00000.0-00000-77000-5840-7731000
Goennounce	Parent Training Videos	$	500.00	Luther	01.0-30100.0-11100-10000-5840-3209000
GoNoodle	GoNoodle Plus	$	1,500.00	Roosevelt	01.0-00000.0-11100-10000-5840-2141000
Gopher Sport	Spark Subscription (3 years)	$	329.65	Instruction/Emerson	01.0-63000.0-11100-10000-5840-7429000
GovConnection Inc	Infrascale	$	22,762.40	Technology	21.0-93030.0-00000-85000-5840-7730000
Granicus Inc	Media Manager/Peak Agenda; Encoder	$	35,000.00	Districtwide/Superintendent	01.0-00000.0-00000-72000-5840-7401000
Greenfield Learning	Reading Plus	$	3,087.50	Jordan	01.0-42030.0-47600-10000-5840-7429000
Greenfield Learning	Lexia Reading Core 5	$	2,800.00	Providencia	01.0-30100.0-11100-10000-5840-2139000
Greenfield Learning	Reading Plus & Lexia Readings	$	15,635.00	Instruction/Muir	01.0-30100.0-47600-10000-5840-3229000
Greenfield Learning	Lexia Reading	$	3,000.00	Washington	01.0-30100.0-11100-10012-5840-2169000
Greenfield Learning	Reading Plus	$	8,100.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Hamrick Software	VueScan	$	80.00	Technology	01.0-00000.0-00000-77000-5840-7730007
Heartland School Solutions	Nutrikids	$	1,139.00	Food Services	61.0-53100.0-00000-37000-5840-7490000
Helios Tech	Helios	$	39,580.00	Districtwide	01.0-00010.0-00000-72000-5840-7400046
Houghton Mifflin Harcourt	Do the Math Refresher	$	1,295.00	Edison	01.0-01500.0-13000-10012-5840-2022000
Houghton Mifflin Harcourt	Reading Inventory	$	2,915.00	Instruction/title III	01.0-42030.0-47600-10000-5840-7429000
Humboldt County of Education	Personal Data Wizard	$	200.00	Special Ed	01.0-65200.0-57700-11100-5840-7440000
Illuminate Education	Assmt Software and Item Bank	$	105,100.00	LCAP Supp.	01.0-01500.0-11100-10000-5840-7420000
Indieflix Group	Single location license	$	925.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Insight Financial Services	Lightspeed Content Filtering	$	24,298.96	Technology	01.0-00000.0-00000-72000-5840-7401000
IXL Learning	Site License	$	6,000.00	McKinley	01.0-30100.0-11100-10000-5840-2090000
IXL Learning	TBD	$	199.00	Luther	01.0-70910.0-47600-10000-5840-3209000
IXL Learning	TBD	$	450.00	Muir	01.0-42030.0-47600-10012-5840-3229000
IXL Learning	Enrichment Resources	$	300.00	BHS	01.0-42030.0-47600-10012-5840-4319000
JAMF Software	JAMF Pro Casper Suite	$	22,933.00	Technology	01.0-00000.0-00000-77000-5840-7730006
Kagan Publishing	Timertools	$	555.31	Edison	01.0-00000.0-11100-10000-5840-2021000
Kagan Publishing	TBD	$	700.87	Harte	01.0-00000.0-11100-10000-5840-2051000
Kagan Publishing	Selectortools; Timertools	$	1,225.85	JBHS	01.0-00000.0-11100-10000-5840-4321000
Kagan Publishing	Selectortools; Timertools; Numbered Heads Together	$	2,778.15	Luther	01.0-30100.0-11100-10000-5840-3209000

Kahoot!	Premium Plan	$	72.00	Jordan	01.0-00000.0-11100-10000-5840-3211000
Key Code Media	Sibelius for Education	$	653.32	Instruction/Film LA	01.0-90711.0-11100-10000-5840-7428000
Kuta Software	Math Site License	$	894.35	Luther	01.0-01500.0-13000-10012-5840-3200000
Kuta Software	Math Site License	$	957.00	BHS	01.0-00000.0-11100-10000-5840-4311000
Kuta Software	Math Site License	$	1,127.00	JBHS	01.0-00000.0-13000-10000-5840-4321000
Learning A-Z	Reading A-Z; RAZ-Kids	$	3,782.22	Disney	01.0-42030.0-47600-10012-5840-2019000
Learning A-Z	RAZ-Plus & ELL Collection	$	2,217.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700
Learning A-Z	RAZ-Plus	$	1,199.70	McKinley	01.0-30100.0-11100-10000-5840-2099000
Learning A-Z	Reading A-Z	$	600.00	Miller	01.0-30100.0-11100-10000-5840-2109000
Learning A-Z	Reading A-Z Classroom	$	115.45	Muir	01.0-65000.0-57700-11104-5840-3221000
Learning Services	Kid Pix 3D	$	1,025.00	Roosevelt	01.0-00000.0-11100-10000-5840-2141000
Learning.com	EasyTech	$	3,595.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700
Lesson Pix	Individual Subscription	$	36.00	Special Ed	01.0-65000.0-57500-31409-5840-7441000
Lighthouse Learning Studios	Lumio Math	$	2,970.00	Edison	01.0-00000.0-11100-10000-5840-2021000
LinkedIn	LyndaCampus	$	7,500.00	BAS	11.0-63910.0-41104-10000-5840-5330000
Mail Chimp	Software	$	300.00	Stevenson	01.0-90201.0-11100-10000-5840-2158700
Mathalicious	Site License	$	185.00	JBHS	01.0-00000.0-13000-10000-5840-4321000
Mathalicious	Classroom Licenses	$	960.00	Muir	01.0-30100.0-11100-10000-5840-3229000
McGraw Hill Education	Medisoft	$	750.00	BAS	11.0-63910.0-41104-10000-5840-5330000
McGraw Hill Education	Redbird Mathematics	$	108.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
Method Test Prep	ACT & SAT Method Basic Combo	$	2,621.00	JBHS	01.0-70910.0-47600-10000-5840-4329000 01.0-90904.0-11100-10000-5840-4328100
Microsoft	Azure	$	499.00	BAS	11.0-63910.0-41104-10000-5840-5330000
Middlebury Interactive Languages	Foreign languages	$	897.00	JBHS	01.0-00000.0-11100-10000-5840-4321000
Mitchell 1	Prodemand	$	1,099.00	Facilities	01.0-81500.0-00000-81100-5840-7523100
MobyMax	Micro Teacher License	$	49.00	Harte	01.0-90201.0-11100-10000-5840-2058200
Moneyminder	Software	$	162.87	Horace Mann	01.0-90201.0-11100-10000-5840-5088700
Moniker.com	Website Domain		TBD	BHS	Site to provide
Mystery Science Inc	School Membership	$	999.00	Edison	01.0-00000.0-11100-10000-5840-2021000
Mystery Science Inc	School Membership	$	999.00	Jefferson	01.0-00000.0-11100-10000-5840-2061000
Mystery Science Inc	School Membership	$	999.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
Mystery Science Inc	School Membership	$	999.00	Washington	01.0-30100.0-11100-10000-5840-2169000
Mystery Science Inc	School Membership	$	999.00	Providencia	01.0-00000.0-11100-10000-5840-2131000

Mystery Science Inc	School Membership	$	999.00	Harte	01.0-00000.0-11100-10000-5840-2051000
Mystery Science Inc	School Membership	$	999.00	Stevenson	01.0-00000.0-11100-10000-5840-2151000
Mystery Science Inc	School Membership	$	999.00	Disney	01.0-30100.0-11100-10000-5840-2019000
Mystery Science Inc	School Membership	$	999.00	Miller	01.0-30100.0-11100-10000-5840-2109000
Mystery Science Inc	School Membership	$	999.00	Roosevelt	01.0-00000.0-11100-10000-5840-2141000
N2Y	Unique Learning System	$	4,526.55	Special Ed	01.0-65000.0-57700-11100-5840-7441000
NTT	Nimble Maintenance and Support	$	8,837.64	Technology	01.0-00000.0-00000-77000-5840-7732000
Nearpod	Site License	$	4,500.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Nearpod	Site License	$	2,500.00	Washington	01.0-30100.0-11100-10000-5840-2169000
Nessy Learning LLC	Reading & Spelling	$	1,431.00	Providencia	01.0-90350.0-11100-10000-5840-2138000
Nessy Learning LLC	Reading & Spelling	$	790.00	McKinley	01.0-90350.0-11100-10000-5840-2098000
Netop Tech Inc	Vision Class Kit	$	750.00	BHS	01.0-00000.0-11100-10000-5840-4311000
Netsupport Inc	Classroom Management	$	378.37	Muir	01.0-00000.0-11100-10000-5840-3221000
Newsela	Newsela Pro	$	6,800.00	Jordan	01.0-30100.0-11100-10000-5840-3219000
Newsela	Newsela Pro	$	1,080.00	Washington	01.0-30100.0-11100-10012-5840-2169000
Odysseyware	TBD	$	750.00	CDS	01.0-02430.0-35500-10000-5840-5261000
Paessler AG	PRTG	$	3,293.75	Technology	01.0-00000.0-00000-77000-5840-7731000
Parchment	Parchment Sender Services	$	12,705.00	Instruction/BHS/JBHS	01.0-00000.0-11100-10000-5840-4321000
Pitsco Education	Synergy ITC	$	219.40	Luther	01.0-00000.0-11100-10000-5840-3201000
Pitsco Education	D X-Plane 10	$	82.69	Instruction/Luther	01.0-90206.0-11100-10000-5840-3208000
Powerschool Group	L4U Library Management	$	8,725.00	Instruction	01.0-00000.0-00000-24200-5840-7421000
Precision Exams	Precision Exams	$	10,000.00	Instruction/CTEIG	01.0-63870.0-38000-10000-5840-7429000
Project Lead The Way	Computer Science for Innovators and Makers	$	1,200.00	Instruction/Perkins	01.0-35500.0-38000-10000-5840-7429000
Project Wisdom	K-12 Series 3	$	489.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Quia	Annual Subscription	$	99.00	Muir	01.0-00000.0-11100-10000-5840-3221000
Quizlet	Teacher Upgrades	$	230.33	Jordan	01.0-30100.0-11100-10000-5840-3219000
Quizlet	Teacher Upgrades	$	167.95	Luther	01.0-30100.0-11100-10000-5840-3209000
Quizlet	Teacher Upgrades	$	35.99	BHS	01.0-00000.0-11100-10000-5840-4311000
Raptor Technologies	Visitor Mngmnt Access Fee	$	10,395.00	Technology	01.0-00000.0-00000-77000-5840-7732000
Read Naturally Inc	Read Naturally Live	$	4,826.00	Special Ed	01.0-65000.0-57700-11100-5840-7441000
Read Naturally Inc	Read Live	$	92.00	Washington	01.0-30100.0-11100-10012-5840-2169000
Reading A-Z	TBD	$	600.00	Miller	01.0-30100.0-11100-10000-5840-2109000

Red Software	Annual Subscription	$	71.88	Print Shop	01.0-00500.0-00000-72000-5840-7401000
Renaissance Learning	Accelerated Reader/STAR	$	5,844.92	Edison	01.0-70910.0-47600-10000-5840-2029000
Renaissance Learning	Accelerated Reader/STAR	$	32,674.26	Luther	01.0-30100.0-11100-10000-5840-3209000
Renaissance Learning	Accelerated Reader/STAR	$	5,924.95	Jordan	Site to provide
Renaissance Learning	Accelerated Reader/STAR	$	6,039.84	Disney	01.0-30100.0-11100-10000-5840-2019000
Renaissance Learning	Accelerated Reader/STAR	$	4,702.00	Providencia	01.0-30100.0-11100-10000-5840-2139000
Renaissance Learning	Accelerated Reader/STAR	$	200.00	Muir	Site to provide
Renaissance Learning	Accelerated Reader/STAR & Math	$	6,520.32	Stevenson	01.0-00000.0-11100-10000-5840-2151000
Renaissance Learning	Accelerated Reader/STAR	$	5,463.85	Washington	01.0-30100.0-11100-10000-5840-2169000
Renaissance Learning	Accelerated Reader/STAR & Math	$	6,856.59	Jefferson	01.0-90201.0-11100-10000-5840-2068700
Renaissance Learning	Accelerated Reader/STAR	$	5,705.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
Renaissance Learning	Data Integration Maintenance Fee		$1,720.00 $1,410.00	Instruction/Title I	01.0-00000.0-11100-10000-5840-7421000 01.0-30100.0-11100-10000-5840-7429000
Research Institute for Learning & Development	Full Access License	$	575.00	Jordan	01.0-65000.0-57700-11200-5840-3211000
RJ Cooper & Associates	Spell-A-Word	$	59.00	Special Ed	01.0-65000.0-57700-11907-5840-7441000
Rschool Today	School-Age Child Care	$	3,000.00	Child Development	12.0-90602.0-00000-27000-5840-7540000
S/P2	Construction; Automotive (4 licenses)	$	1,200.00	Instruction/CTE	01.0-06350.0-38000-10000-5840-7910000
Salt Software	Salt 16	$	372.40	Special Ed	01.0-65000.0-50010-31600-5840-7441000
School Apptitude	Annual Hosting Plan	$	996.00	McKinley	01.0-30100.0-11100-10000-5840-2099000
School Apptitude	Annual Hosting Plan	$	996.00	Muir	01.0-30100.0-11100-10000-5840-3229000
School Apptitude	Annual Hosting Plan	$	996.00	Washington	01.0-30100.0-11100-10000-5840-2169000
School City	Gradecam	$	10,178.64	LCFF Suppl.	01.0-01500.0-11100-10000-5840-7420000
Senor Wooly	On Line Resources	$	120.00	BHS	01.0-00000.0-11100-10000-5840-4310000
Senor Wooly	(7 licenses)	$	535.50	Instruction	01.0-00000.0-00000-72000-5840-7421000
Senor Wooly	Pro subscription plan	$	152.25	Instruction	Site to provide
SHI International	Adobe Creative Suite	$	32,425.00	K-12 LAVC	01.0-63880.0-38000-10000-5840-6859000
Smartetools	Smartefinance	$	41,000.00	Undistributed	01.0-00000.0-00000-77000-5800-0000000

Softchoice	Microsoft Licensing	$ 88,754.52	Technology	01.0-00000.0-00000-77000-5840-7730006
SolarWinds	Remote Support Software & Maintenance	$3,420.00	Technology	01.0-00000.0-00000-77000-5840-7730000
		$768.00	Food Services	13.0-53100.0-00000-37000-5840-7490000
Splashtop	Mirroring 360	$ 11.99	Special Ed	01.0-65000.0-57700-11901-5840-7441000
Spotify	Subscription	$ 49.90	JBHS	01.0-00000.0-17011-10000-5840-4321000
Stardock	Fences	$ 9.99	Fiscal Services	01.0-00000.0-00000-72000-5840-7471000
Starfall Education	More-S	$ 300.00	Miller	01.0-30100.0-11100-10000-5840-2109000
The STEM Academy	STEM 101 Intro to Eng	$ 4,000.00	Instruction/CTEIG	01.0-63870.0-38000-10000-5840-7429000
Study.com	Teacher Licenses	$ 958.00	Instruction/JBHS	01.0-42010.0-47600-10000-5840-7429000
Survey Monkey	TBD	$ 350.00	Instruction	01.0-00000.0-00000-72000-5840-7421000
Survey Monkey	TBD	$ 594.00	Luther	Site to provide
TCI Teachers' Curriculum Institute	History Alive! Government Alive! Econ Alive!	$ 1,341.00	JBHS	01.0-00000.0-11100-10000-5840-4321000
Themathworksheetsite.com	Math Site License	$ 220.00	Roosevelt	01.0-90350.0-11100-10000-5840-2148000
TeachTown Inc	Teachtown Basics	$ 9,189.00	Special Ed	01.0-56400.0-57700-11100-5840-7448000
Teacher Gaming	Minecraft Edu	$ 545.00	Muir	01.0-00000.0-11100-10000-5840-3221000
Teachers Pay Teachers	El Mundo	$ 60.00	BHS	01.0-00000.0-11100-10000-5840-4311000
TechSmith	Camtasia	$ 149.25	Instruction/JBHS	01.0-06350.0-38000-10000-5840-7910000
Texthelp Inc	Read & Write	$ 145.00	Special Ed	01.0-65000.0-57700-11907-5840-7441000
Thrively	Premium License	$ 3,000.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Titan School Solutions Inc	Free and Reduced Point of Svc	$ 41,000.00	Food Services	61.0-53100.0-00000-37000-5840-7490000
Tobii Dynavox	Boardmaker	$ 2,865.00	Special Ed	01.0-56400.0-57700-11901-5840-7448000
Tools4Ever	User Management & Password Reset	$ 4,688.38	Technology	01.0-00000.0-00000-72000-5840-7401000
Tools To Grow	Subscription	$ 225.00	Special Ed	01.0-65000.0-57700-11100-5840-5480000
Tools To Grow	Full Premium Individual	$ 47.99	Special Ed	01.0-65000.0-57500-31409-5840-7441000
Tools To Grow	Full Premium Individual	$ 49.99	Special Ed	01.0-65000.0-57500-31409-5840-7441000
Toon Boom	Harmony Premium/ Storyboard Pro (3 years)	$ 47,040.00	K-12 GCC	01.0-63880.0-38000-10000-5840-6899000
Turnitin LLC	Originality Checking & Feedback	$ 7,640.00	JBHS	01.0-00000.0-11100-10000-5840-4321000
Turnitin LLC	Originality Checking & Feedback	$ 10,093.06	BHS	01.0-00000.0-11100-10000-5840-4311000
Twig Education	Science	$ 89.00	Luther	01.0-00000.0-13400-10000-5840-3201000

Typing Club	Student Licenses	$	1,545.50	Edison	01.0-90201.0-11100-10000-5840-2022010
United States Academic Decathlon	Annual curriculum package	$	700.00	BHS	01.0-00000.0-11100-10000-5840-4311000
US Games	Fitnessgram	$	549.00	JBHS	01.0-00000.0-11100-10000-5840-4321000
Vas Security Systems	CA4K Software	$	2,900.91	Facilities	01.0-81500.0-00000-81100-5840-7523100
Visible Body	Anatomy & Psysiology for Windows	$	49.25	JBHS	01.0-00000.0-13400-10000-5840-4321000
Vispero	Jaws Professional	$	1,200.00	Human Resources	Site to provide
Vocabularyspellingcity.com	Classroom Subscription	$	140.00	McKinley	01.0-65000.0-57700-11100-5840-2091000
WhyTry	Online Curriculum Subscription	$	99.00	Luther	01.0-30100.0-11100-10000-5840-3209000
You Can Book Me	1 license	$	110.00	Instruction	01.0-00000.0-00000-21400-5840-7421000
Z-Space	Annual Licenses	$	2,976.10	Luther	01.0-90201.0-11100-10000-5840-3208900
Z-Space	Z-Space (3 years)		$42,500.00	K-12 LAVC	01.0-63880.0-38000-10000-5840-6859000
			$167,500.00	CTEIG	01.0-63870.0-38000-10000-5840-7429000
Zing Apps LLC	Mobile App Service & Hosting	$	3,960.00	Luther	01.0-30100.0-11100-10000-5840-3209000
Zing Apps LLC	Mobile App Service & Hosting	$	2,280.00	BHS	01.0-90904.0-11100-10000-5840-4318100
Zoom	Standard & Webinar	$	54.99	Special Ed	01.0-65000.0-57700-11100-5840-7441000

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	June 18, 2020
SUBJECT:	Appointment of Alternate Member(s) and Reappointment of Member to the School Facilities Oversight Committee (SFOC)

Background

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

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

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

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

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

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

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

Alternate Members

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

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

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

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

At the June 4, 2020 Board of Education meeting, the Board appointed new applicants David Dobson and Brandon Mullins and Alternate Members Justin Worsham and Juan Redin to become voting members to replace four (4) members whose terms were expiring at the end of May 2020. Alternate Member Justin Worsham agreed to become a member of a bona fide taxpayers' association (and to pay the membership fees for same, a cost that must be borne by the Member) to fulfill that category vacancy.

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

Current Members	Term Expires/ Term #	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Juan Redin	5/2022 (1)					X**
David Dobson	5/2020 (1)				X**	
Justin Worsham	5/2020 (1)			X**		
Brandon Mullins	5/2020 (1)					X**
Raymond Juarez	5/2020 (1)	X**				
Elena Hubbell	5/2021 (3)		X**			
Joe Marando	5/2021 (1)	X**				
Brian Smith	5/2021 (3)				X**	
Janet Diel	5/2021 (2)		X**			

Thus, there are currently four (4) Alternate Members, as shown below:

Alternates	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Chris Durmick				X	
Ron Dziubla	X				
Dakota Hughes					X
John Steinreich	X				

Discussion/Issues:

The Superintendent's Office sent out a solicitation in late April for new Alternate Members/Members and received applications from Carolyn Bisson, Kevin Deegan, David Dobson, Serj Eyvazian, Shaun Hasas, Brandon Mullins, Chantal Sampogna, Geovanna Waters, and Michelle Wolloff indicating their interest in serving on this Committee. A copy of all applications (the original applications of the

current Alternates and new applications received prior to the deadline of May 11) accompany this report. After appointing the four new voting members on June 4 to replace those members whose terms were expiring at the end of May 2020, the alternate roster now contains four (4) members and the Board has the option to appoint up to six (6) more Alternate Members.

In August of 2019 the Board of Education appointed Alternate Member Raymond Juarez to fill the unexpired term of Debbie Kukta when she became employed by the District. Mr. Juarez's first term expired on May 31, 2020 and he has indicated his interest in serving a second term.

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

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

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

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

Fiscal Impact

N/A

Recommendation

Matt Hill, Superintendent, recommends that the Board of Education appoint up to six (6) Alternate Members and reappoint member Raymond Juarez to a two-year term to the School Facilities Oversight Committee, effective June 19, 2020, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Carolyn Bisson Email: cjbisson@gmail.com

Address: [redacted] N Doan Dr.

Phone: Home: _____ Work: 818-[redacted] Cell: 323-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 5 yrs Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background: BA Communications U of Michigan

Name of employer and position held: Warner Bros. - Executive Director Global Insights

Employer address: 4000 Warner Blvd. Burbank, CA 91505

Professional organizations: TV Academy, Women of Warner, MRC, ARF-LA

School, Community, and Youth Activities: Parent Volunteer Coordinator - JBHS Drama, Volunteer many hours for both Vocal Music Association & Drama at JBHS

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Carolyn Bisson

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None Known

What experience and qualifications would you bring to the SFOC?

20+ years working for major company supporting sales, marketing, production, development, corporate strategy, and executive suite.
Strong researcher with experience with multiple data sources/vendors.
Strong excel and powerpoint skills.

Why would you like to be appointed to this position?

Strong advocate for BUSD. Want to learn more and help anyway I can.

Signature Bisson, Carolyn Digitally signed by Bisson, Carolyn Date: 2020.05.08 12:40:18 -07'00'

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Kevin Email: Deegan

Address: [redacted] N Kenwood St Unit B

Phone: Home: Work: Cell: 323[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 12 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background:
Bachelor's Degree, CalState La, Master's of Divinity, Fuller Seminary

Name of employer and position held: Providence Holy Cross Medical Center, Chaplain

Employer address: Mission Hills, CA

Professional organizations: Association of Professional Chaplains (Candidate for Board Certification)

School, Community, and Youth Activities: Youth Basketball Coach, Burbank YMCA,
Garden Club Lead Volunteer Stevenson Elementary School

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Kevin Deegan

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I've been a Burbank resident for 12 years and have a deep love for our city and our School District. I am the parent of 3 children who are currently in the Burbank School District and have been involved in all of their schools. My eldest son is currently a junior at Burroughs, my middle son a freshman at John Burroughs and my daughter a 7th grader at Jordan. I have leadership experience from church, community and professional organizations that I think would benefit the committee.

Why would you like to be appointed to this position?

I have been a Burbank resident for 12 years and have a deep love for our city, community and School District. I have 3 children who are currently in the Burbank schools and am greatly concerned about funding and options in light of recent Budget cuts and the pandemic crisis. I would like an opportunity to serve my community through serving on this committee.

Signature 

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Burbank Unified School District
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Burbank, CA 91506
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*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

APPOINTED ON JUNE 4, 2020

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: David Dobson Email: dndobson@gmail.com

Address: [redacted] W. Alameda Ave., Unit A, Burbank, CA 91506

Phone: Home: cell Work: cell Cell: 818-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 20+ years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ■ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ☐ Parent Active in PTA/SSC

Educational background:

BA in English Literature - University of Hawaii, Manoa, 1986.

Leadership Burbank Alumni (2012)

Name of employer and position held: Self Employed - Video Editor and Motion Graphics Artist

Employer address: Same as Home

Professional organizations: None

School, Community, and Youth Activities: None Currently

Former Board Member of the Kids Community Dental Clinic.

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: David Dobson

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None

What experience and qualifications would you bring to the SFOC?

Have been a very active memebr of the school community for years. Received both the HSA and Golden Leaf awards from the PTA. Actively campaigned for the passaged of Measure S. Am a partime bookeeper and I once ran a contractor's licensing school.

Why would you like to be appointed to this position?

I feel it's the right place for me to be in order to serve the community again, I have the time, I don't have an agendam and its the kind of work I think I will enjoy.

Signature 

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Serj Eyvazian Email: seyvazian@gmail.com

Address: [redacted] Andover, Burbank, CA 91504

Phone: Home: _____ Work: _____ Cell: 818-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 1 year Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ■ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ■ Parent
- ■ Parent Active in PTA/SSC

Educational background: Masters in Management

Name of employer and position held: Executive Director, Children's Hospital Orange County

Employer address: 1201 W La Veta, Orange, CA 92868

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Serj Eyvazian

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

None

What experience and qualifications would you bring to the SFOC?

Over 10 years of management and finance experience. I am responsible for over $40M of capital projects, $30M in operational budgets. In one fiscal year, I saved CHLA $9M from non-labor resource management initiatives I am a part-professor at CSULA teaching Finance, Decision Making and Strategy. I am an Executive Director at Children's Hospital Orange County and believe that my finance expertise, management skills, and strategic planning experience can yield benefits in being a thoughtful partner.

Why would you like to be appointed to this position?

To provide insight on analysis, budgeting and spending efforts from a cost-benefit and ROI perspective that ensures stakeholders are viewing strategic action and financing from all angles leading to better efficiency and cost-effective strategies, as well as considering cost-saving strategies. Would like to be a thought partner in bringing industry thought to public practice.

Signature Eyvazian, Serj Digitally signed by Eyvazian, Serj Date: 2020.05.11 16:12:29 -07'00'

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Shaun Hasas Email: Shasas008@gmail.com

Address: [redacted] N. Screenland Dr. Burbank, CA 91505

Phone: Home: _____ Work: _____ Cell: (214) [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 5 years Are you a registered voter? No

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent
- ☒ Parent Active in PTA/SSC

Educational background: Arizona State University, New York Conservatory of Dramatic Arts

Name of employer and position held: Assisted Healthcare/Territory Manager

Employer address: 3731 Wilshire Blvd. Los Angeles, CA 90010

Professional organizations: D p omat que Ventures: Non-profit wh ch ass sts refugees throughout Los Ange es; Rephreshe for a cause: which aids the homeless of Los Angeles with housing to obtain clothing, haircuts, food, housing, and various other assistance.

School, Community, and Youth Activities: Burbank School Site Council, and Disney PTA

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Shaun Hasas

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

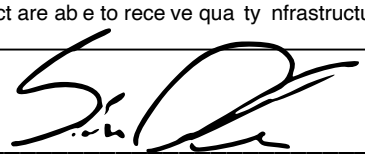
No, I do not have a reason that will impact my ability to serve on the School Facilites Oversight Committee.

What experience and qualifications would you bring to the SFOC?

I have served with the Burbank School Site Council for the past year and have had the opportunity to work with budget and planning. I have been a member of The Joint Commission for four years and have participated in various strategy-based meetings about the healthcare industry, specifically post-acute care. I am also a member of the Enhanced Provider team for USC and Cedars Sinai, which is an elite status for post-acute care providers. I also served as a management executive for 100 national American Apparel stores. I look forward to contributing to the SFOC through my leadership and effective decision-making.

Why would you like to be appointed to this position?

With a diverse background of experiences in management and a strong value for education, I am prepared to serve as an active member within the SFOC. I understand the mpact of the SFOC's budegtary dec s ons and the res dua effect on schoo s across the d str ct. My strong aptitude for conflict resolution and leadership allow me to have a multifacted lens to various situations. I want to ensure that the children throughout the Burbank Unified School D str ct are ab e to rece ve qua ty nfrastructures that support an engag ng earn ng env ronment.

Signature 

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Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

APPOINTED ON JUNE 4, 2020

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Brandon Mullins Email: bmullinspta@gmail.com

Address: [redacted]N Dymond St, Burbank 91505

Phone: Home: 818 [redacted] Work: 818 8[redacted] Cell: 818 [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 23 years Are you a registered voter? yes

Check the designation(s) which best describe your representation:

- ☒ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent
- ☒ Parent Active in PTA/SSC

Educational background: High School diploma

Name of employer and position held: Burbank Community YMCA, Director of Facilities

Employer address: 321 E. Magnolia Ave, Burbank 91502

Professional organizations: Leadership Burbank, YMCA

School, Community, and Youth Activities: AYSO board member, PTA past president & current volunteer, BUSD calendar committee, SSC at Providencia Elementary

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Brandon Mullins

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I feel that I would be qualified for this committee because of my work experience as a Director of Facilities, currently at the Burbank Community YMCA and previously as Building Engineer at Belmont Village. In these roles I worked closely on emplamenting yearly budgets, capital expenditures and 3 year capital plan. I also feel that my background in construction and staff management will help me be successful in the SFOC committee.

Why would you like to be appointed to this position?

I would like to be appointed to this position because I care passionately about our schools and communities. I am a father of 4 ranging from 11th grade at Burroughs to 1st and 3rd grade at Providencia Elementary and a JK at Bret Harte, and I would like to do all that I can to make their experience at BUSD memorable.

Signature Brandon Mullins Digitally signed by Brandon Mullins Date: 2020.04.23 22:00:50 -07'00'

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Chantal M. Sampogna Email: sampogna@sbcglobal.net

Address: [redacted]N. Cordova St.

Phone: Home: _____ Work: 213-[redacted] Cell: 510-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 4 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent
- ☐ Parent Active in PTA/SSC

Educational background: BA UC Berkeley, Major Rhetoric, Minor Public Policy. Juris Doctorate UC Hastings College of the Law

Name of employer and position held: CA Office of Administrative Hearings -- Administrative Law Judge. 320 W. 4th St., Ste. 630 L.A., 90013

Employer address:

Professional organizations: CA Bar Association

School, Community, and Youth Activities: 2018-2019 Parliamentarian R.L. Stevenson FFS 2017-2018 R.L. Stevenson ELAC member; 2018-2019 ELAC President

Please go to Page 2

Use additional sheets if necessary

Application – SFOC, page 2 Name: Chantal M. Sampogna

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

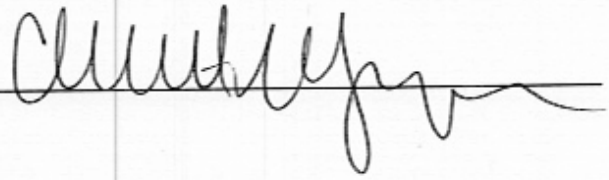
No.

What experience and qualifications would you bring to the SFOC?

Between 2012 and 2016, I served as an executive member of the Board of Directors for Luna Dance Institute (LDI) in Berkeley, CA, serving both as Secretary/Parliamentarian and Treasurer. I gained significant experience tracking budgets and overseeing adherence to education and arts grants for LDI to provide creative dance to children in schools and via government agencies. My 22 as a lawyer and 10 years serving as an Administrative Law Judge have provided me vast experience implementing and adhering to laws and regulations. I have three years' experience handling Contractor's State Licensing Board matters. I have basic familiarity with contractors' contracts, requirements, and timelines.

Why would you like to be appointed to this position?

My sons (12 and 7 years old) and I moved to Burbank 4 years ago. We are settled in and I am very thankful to BUSD for its administration, teachers, and staff, and for the unwavering commitment to education, our children & families, and the arts and recreation. I would like to give back in whatever way I can best use my skills. I work well dealing with tangible, safety related, infrastructure issues, and budgets, and I am skilled at resolving competing interests of multiple parties.

Signature 

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Geovanna H. Waters Email: geo.henao@gmail.com

Address: [redacted]Church St Burbank, CA 91504

Phone: Home:_____ Work:_____ Cell: 323-5[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 12 years Are you a registered voter? Pending

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☒ Parent Active in PTA/SSC

Educational background: Doctorate Degree- Organization Psychology

Name of employer and position held: MessageMe, Inc (HipDot)- SVP, Sales and Operations

Employer address: 12435 Oxnard St North Hollywood, CA 91606

Professional organizations: PTA

School, Community, and Youth Activities: PTA (Walt Disney Elementary)

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Geovanna H. Waters

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

N/A

What experience and qualifications would you bring to the SFOC?

I have been part of the Walt Disney Elementary PTA for the last 4 years. I have held several positions, Treasurer, Parlimentarian, and Secretary. In this time, I have worked closely with our school and PTA to familiarize myself with BUSD and our community. Furthermore, my experience is in business and overseeing budget to actuals, and P&L in general. I have spent the last 15 years working with start-ups and restructuring businesses, with a big part of it focused on using revenue effectively and reporting to its stakeholders.

Why would you like to be appointed to this position?

As a parent of a 9 year old and a 3 month old, I am fully invested in BUSD and the quality and safety of our schools. I take pride in raising my boys in Burbank and want to participate as much as I can to ensure we continue to work together to provide them and other children the best educational opportunities.

Signature

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Michelle Wolloff Email: mwolloffe@gmail.com

Address: [redacted] N. Clark Ave

Phone: Home: _____ Work: _____ Cell: 31[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 17yrs Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☒ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☐ Parent Active in PTA/SSC

Educational background: B.S. Psychology University of Tennessee

Name of employer and position held: Charter Communications VP, Sales

Employer address: 17777 Center Court Drive Cerritos, CA 90703

Professional organizations: Advisory Board member University of California Riverside, Extension Design + Thinking

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2 Name: Michelle Wolloff

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

What experience and qualifications would you bring to the SFOC?

I am a Seasoned Executive with extensive P+L Experience. My focus is on maximizing every dollar used to drive incremental learning opportunities + Growth.

Why would you like to be appointed to this position?

I believe my experience could lend a point of view that could be helpful in helping the district.

Signature

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received by the Superintendent's Office by 5:00 p.m. on Monday, May 11, 2020.

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2018 APR -3 P 4:31
BURBANK UNIFIED SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Chris Durmick Email: cdurmick@gmail.com

Address: [redacted] N. Avon St. Burbank, Ca 91505

Phone: Home: 818-[redacted] Work: 818-[redacted] Cell: 818-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 20 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent
- ☐ Parent Active in PTA/SSC

Educational background: Bachelor of Fine Arts Degree: Florida State University

Name of employer and position held: Thinkwell Group- Principal of Attractions and Museums

Employer address: 2710 Media Center Dr. Los Angeles, Ca 90065

Professional organizations: Themed Entertainment Association

School, Community, and Youth Activities: Member of Burbank Elks Club,
Active Coach for Burbank Park and Recs (basketball, baseball flag football),
The Cage Youth Roller Hockey (North Hollywood)

Please go to Page 2
Use additional sheets if necessary

you aware of any reason, such as a Conflict of Interest, which would adversely affect your ity to serve on the School Facilities Oversight Committee? If yes, please explain below:

N/A

ase answer the following questions by attaching your typewritten responses to this ɔlication:

What experience and qualifications would you bring to the School Facilities Oversight Committee?

Why would you like to be appointed to this position?

ıature _____

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

Chris Durmick
1123 N. Avon Street
Burbank, CA 91505
818-515-2922

Responses to SFOC Application questions

What experience and qualifications would you bring to the School Facilities Oversight Committee?

As the Principal of Attractions and Museums for Thinkwell Group I have had the opportunity to work closely with a wide spectrum of clients in developing visitor experiences ranging from theme park master plans to STEM-based touring exhibits for emerging readers. In every case, I function as the ambassador for the visitor, placing myself in their shoes to assure an engaging, memorable, and repeatable experience, whether it be an attraction, a museum exhibit, a play space, or even a restroom.

Getting there requires the careful integration of big ideas with the down-to-earth realities of budget, timeline, and sometimes, physics. Our process takes us from the no-limits, blue sky of concept through several phases of design where every aspect is thought through, evaluated, value-engineered, and finally realized. My main goal through these steps is pretty simple: mitigate compromise to assure a quality experience for as broad an audience as possible.

I was the acting Creative Director on projects like Sesame Street Presents: The Body, Warner Bros. Studio Tour London: The Making of Harry Potter, Warner Bros. Studio Tour Hollywood, Ferrari World Abu Dhabi, Fernbank Museum of Natural History (Naturequest and Wild Woods), The Getty Center's upcoming family space renovation, and the Center for Puppetry Arts' permanent exhibits: *The Worlds of Jim Henson* and *Worlds of*

Puppetry. Each of these projects had a well-defined target audience, but we had to ensure that *every* visitor, even the reluctant caregiver, would be engaged, excited, and satisfied with the experience on their own terms. This kind of thinking benefits any project, large or small.

In more practical terms, I am a skilled writer, speaker, and presenter with a fairly broad understanding of construction techniques, materials, ADA Standards, and available resources in the marketplace. I enjoy collaboration and can, if needed, facilitate discussions, meetings, and brainstorming sessions.

Why would you like to be appointed to this position?

I have been a Burbank resident for the past twenty-five years and I am very pleased that my two sons were born and raised in the same house, played in the same neighborhood, and have run in the same circle of lifelong friends.

My wife and I constantly remind ourselves of how fortunate we are to have both of our boys in the Burbank school system. In addition, we have also taken full advantage of the city's other education, entertainment, and sports programs (which I have also enjoyed coaching over the years).

As Burbank's growth continues to accelerate, I feel an obligation to take an active role in the community to help maintain our very special way of life. It would be a personal privilege to help maintain the district's standards of excellence in any way I can, and I think you for your consideration.

CURRENTLY SERVING ALTERNATE

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Ronald Dziubla Email: rondziubla@gmail.com

Address: [redacted] West Chandler Blvd., Burbank, CA 91506

Phone: Home: NA Work: 323 [redacted] Cell: 323 [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 3.6 years Are you a registered voter? YES

Check the designation(s) which best describe your representation:

- ☑ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☐ Parent Active in PTA/SSC

Educational background: California State University, Los Angeles, CA; Master of Arts in Education, Educational Technology Leadership. California State University, Los Angeles, CA; Graduate Certificate, Computer Applications in Schools. University of Miami, FL; Bachelor in Music, Studio Music and Jazz.

Name of employer and position held: Musicians Institute. Associate Dean, School of Performance Studies

Employer address: 6752 Hollywood Blvd., Hollywood CA 90028

Professional organizations: Professional Musicians, Local 47

Voting Member, The Recording Academy

Broadcast Music, Inc.

School, Community, and Youth Activities:

Please go to Page 2

Use additional sheets if necessary

Name: Ronald Dziubla

Application – School Facilities Oversight Committee, page 2

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No.

Please answer the following questions by attaching your typewritten responses to this application:

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?
2. Why would you like to be appointed to this position?

Signature _____ 05/08/2019

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

Ron Dziubla
BUSD SFOC application, page two question responses.

Please answer the following questions by attaching your typewritten responses to this application:

1.What experience and qualifications would you bring to the School Facilities Oversight Committee?

After twenty years of working as an independent contractor in the music industry, I pivoted into the world of higher education in 2010. My move into administration followed a brief stint as faculty, and I eventually rose to the position of Associate Dean of the School of Performance Studies at Musicians Institute in Hollywood. As Associate Dean, I directly manage a team of five administrators along with a team of twenty faculty members. Indirectly, I manage approximately another 100 faculty members, along with overseeing a student population of about 600. Faculty, student, and curricular matters form a good part of my daily duties, which includes making decisions and gaining approval for fiscal issues related to all said parties. Besides my career in academic administration, I earned a Master's Degree in Education from California State University Los Angeles only a few years ago, giving me insight to the modern classroom. As my degree program was Educational Technology Leadership, I gained valuable knowledge concerning the manners in which information is delivered to students today, besides the benefits of technology in the modern classroom.

2.Why would you like to be appointed to this position?

Before moving to Burbank, my wife and I continually worried about where our daughter Nova would attend school. We were fortunate to find a great situation within the Los Angeles Unified School District for Kindergarten through second grade, however, we always knew that were we to continue living within the boundaries of the LAUSD, we would always worry about schools. For this reason, we decided to realize the statement "if we can just get her into the Burbank schools" and we invested in a home in Burbank. After almost four years in Burbank, we can say that it has been completely worth the sacrifice of moving into the area, and in large part it is because of the schools. Our experience at Thomas Edison Elementary has been stellar. We look forward to our daughter moving to Jordan Middle School, and then to Burroughs High School.

Because of the great schools and the wonderful community, I would like to be more involved in the City of Burbank and its future. I would like to play a part in making decisions for the school district that presented itself as the answer to my worries concerning my daughter's education. I would love to utilize the skills I have gained in the entertainment industry and higher education for the betterment of the Burbank Unified School District, and hopefully earn some new skills in the process. The Burbank school system is a bright light to all families in the Los Angeles area. I've discussed the subject of public schools a number of times with fellow parents. All agree that if you can get your child into the Burbank Unified School District, you're good. I would like to play a part in continuing that tradition.

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2019 APR 12 A 8:47
BURBANK UNIFIED
SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Dakota Hughes Email: Dakota.hughes.651@my.csun.edu

Address: [redacted] E Valencia Ave

Phone: Home: _____ Work: _____ Cell: (818) [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 26 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☑ Parent Active in PTA/SSC

Educational background: B.S. Mathematical Economics, B.S. Political Economy
Masters of Public Administration

Name of employer and position held: CSUN (TUC) - Post-Award Analyst

Employer address: 18111 Nordhoff St. Northridge, CA 91330

Professional organizations: Applying to RACC

School, Community, and Youth Activities: School Site Council

Please go to Page 2
Use additional sheets if necessary

Hughes/2

Application – School Facilities Oversight Committee, page 2

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

N/A

Please answer the following questions by attaching your typewritten responses to this application:

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?
2. Why would you like to be appointed to this position?

Signature Dakota Hughes

Text

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

Application – School Facilities Oversight Committee

1. *What experience and qualifications would you bring to the School Facilities Oversight Committee?*

   My current employment as a Post-Award Analyst requires me to be knowledgeable about a wide array of regulations from local to federal as they pertain to funds and how they may be spent. This means I am familiar with Uniform Guidance, CDE, County Auditor Controller Handbook, etc. and have worked directly with funds from the DoE, CDE, and LACOE. I am also familiar with how these regulations can factor into funding and allowability with bidding processes, Davis-Bacon, and allocating the costs to different funds.

2. *Why would you like to be appointed to this position?*

   I believe in public service and am a life-long resident who went through BUSD my entire education and now has a child in BUSD. I believe in public education and want to see the district continue to succeed not just for my son but for the community.

APPOINTED JUNE 4, 2020

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SUPERINTENDENT'S OFFICE

2019 APR -2 P 3:45

BURBANK UNIFIED
SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Juan Redin Email: redinje@gmail.com

Address: [redacted] N. Parish Pl., Burbank CA 91506

Phone: Home: _____ Work: 213 [redacted] Cell: 818 [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 4 years Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☑ Parent
- ☑ Parent Active in PTA/SSC

Educational background: Bachelors in Political Science from UCLA and Juris Doctor from UCLA School of Law

Name of employer and position held: Locke Lord LLP, Senior Counsel

Employer address: 300 S. Grand Ave., Ste. 2600, Los Angeles CA 90071

Professional organizations: National Association of Bond Lawyers; Mexican American Bar Association

School, Community, and Youth Activities: UCLA Law School Alumni Association

Please go to Page 2
Use additional sheets if necessary

REDIN/p.2

Application – School Facilities Oversight Committee, page 2

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

Please answer the following questions by attaching your typewritten responses to this application:

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?
2. Why would you like to be appointed to this position?

Signature _____

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?

I have dedicated my entire professional career to representing public entities, including school districts, utility districts, and cities. For the last 11 years, I have focused my practice on public finance and corporate matters. I have extensive experience serving as bond counsel, disclosure counsel, and underwriter's counsel in financings that include: general obligation bonds, certificates of participation, tax allocation bonds, and lease revenue bonds. I also have substantial experience with 501(c)(3) organizations, including their formation and the exempt application process with the Internal Revenue Service.

My broad experience in public finance and specific proficiency with school-issued general obligation bonds makes me uniquely qualified to serve on the committee. I am familiar with the requirements of a citizen's oversight committee and would be able to assist fellow committee members review and understand complex financial data and legal documents.

2. Why would you like to be appointed to this position?

My eldest daughter is enrolled in first grade at Disney Elementary School. My youngest son will join her at Disney next year. My wife and I regularly attend PTA and booster meetings and try to be as involved as our professional lives allow us. Even though I have been involved at the specific school level, I would like to contribute and serve the overall District. So, In addition to being uniquely qualified for this position, I also want to serve the District succeed with its facilities program.

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2019 APR 11 P 12:28
BURBANK UNIFIED
SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: JOHN STEINICH Email: johnnyrocks67@gmail.com

Address: [redacted] WINONA AVE, BURBANK, CA 91504

Phone: Home: 818-[redacted] Work: 818-[redacted] Cell: 818-[redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 7 YEARS Are you a registered voter? YES

Check the designation(s) which best describe your representation:

- ☑ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☑ Parent Active in PTA/SSC

Educational background: BA IN SPANISH (RUTGERS UNIVERSITY 1989); CALIFORNIA CLEAR MULTI-SUBJECT TEACHING CREDENTIAL (CLAD 1992); CERTIFICATE IN READING RECOVERY (CAL STATE SAN BERNARDINO 1997); MA IN CHURCH HISTORY (COLORADO THEOLOGICAL SEMINARY 2016)

Name of employer and position held: NORTH LOS ANGELES COUNTY REGIONAL CENTER

Employer address: 9200 OAKDALE AVE #100, CHATSWORTH, CA 91311

Professional organizations: AMERICAN SOCIETY OF COMPOSERS, AUTHORS, AND COMPOSERS

School, Community, and Youth Activities: GEORGE WASHINGTON ELEMENTARY PTA; VOLUNTEER SUNDAY SCHOOL TEACHER TURNING POINT CHRISTIAN CHURCH

Please go to Page 2
Use additional sheets if necessary

Steinreich/2

Application – School Facilities Oversight Committee, page 2

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

Please answer the following questions by attaching your typewritten responses to this application:

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?
2. Why would you like to be appointed to this position?

Signature

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

John Steinreich
SFOC application questions

1. **What experience and qualifications would you bring to the School Facilities Oversight Committee?**

My career in working with youth began in 1990 in Newark, New Jersey as my first job after graduating from college was as a bilingual teacher's assistant. Thereafter, I relocated to Southern California, where I earned my teaching credential through the LAUSD District Intern program. I worked in grades 1 through 6 as a bilingual teacher from 1990 to 1999 at Roscoe Elementary School in Sun Valley, CA. In this position, I acquired a post-graduate certificate in the English and Spanish instructional components of the specialized Reading Recovery program, which was an intensive language arts intervention program for children who came out of kindergarten with limited reading skills. In 1999, I moved from education into public social services, taking a position as a Consumer Service Coordinator with the North Los Angeles County Regional Center, where I currently work. This position has allowed me to work as the case management planner for families of children ages 3 to 14 who have developmental disabilities, including autism, intellectual disabilities, cerebral palsy, epilepsy, and similar conditions. Annually, I serve over 100 families on my caseload, and oversee the administration of approximately $1 million per year of purchase of service authorizations for these families in the areas of child care, nursing, behavioral health, 1-to-1 aide support, adaptive equipment, and the like. Additionally, my Regional Center work often takes me to IEP meetings for the purpose of advocating for proper supports and services for my clients in the context of their educational programming. Through the course of my career in developmental disabilities, I have had the opportunity to do lobbying work on behalf of the disabled with local members of the state legislature, to offer comments in a committee session at the state Capitol, to give training sessions on the Lanterman Developmental Disabilities Act, and to participate in a statewide panel at the Department of Developmental Services to develop strategies for cost-effective implementation of services for the disabled population. In my personal life, I have been an active member of the Turning Point Christian Church since 1994, and have been a volunteer in the church's youth program since 2003. My wife and I were responsible for developing the curriculum for our youth ministry's toddler program, and this curriculum has been used routinely in our church's Sunday school program for more than a decade. Currently, I have two daughters who are respectively enrolled at Burbank High School and George Washington Elementary, and I have served on the George Washington Elementary PTA during the 17-18 and 18-19 school years. I am also the owner of a home-based music and entertainment business in the city of Burbank and am a member of the American Society of Composers, Authors, and Performers (ASCAP).

2. **Why would you like to be appointed to this position?**

I would like to be appointed to the School Facilities Oversight Committee because as a stakeholder parent of two students in Burbank schools I would like to participate in the process of ensuring that our district's facilities are meeting the needs of all the students of the Burbank Unified School District. Furthermore, as an employee of a state agency who has oversight of public dollars, I recognize the importance of being a guardian of the public trust and would like to add my experience in public administration to this Committee.

APPOINTED JUNE 4, 2020

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2019 APR -2 P 3:45

BURBANK UNIFIED
SCHOOL DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name: Justin Worsham Email: Justin@VonKeithProperties.com

Address: [redacted]W Wyoming Ave Burbank, CA 91505

Phone: Home: _____ Work: _____ Cell: [redacted]

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank? 12 yrs Are you a registered voter? Yes

Check the designation(s) which best describe your representation:

- ☑ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☑ Parent
- ☑ Parent Active in PTA/SSC

Educational background: Went to college to be an elementary school teacher, but could not finish due to cost

Name of employer and position held: Realtor ® for VonKeith Properties

Employer address: 4405 Riverside Dr Ste 103 Burbank, CA 91506

Professional organizations: Burbank Association of Realtors ®

School, Community, and Youth Activities: Bret Harte Booster Club President, School Site Council Member and Chair BEF Fundraising Committee Member

Please go to Page 2
Use additional sheets if necessary

Worsham | 2

Application – School Facilities Oversight Committee, page 2

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

No

Please answer the following questions by attaching your typewritten responses to this application:

1. What experience and qualifications would you bring to the School Facilities Oversight Committee?
2. Why would you like to be appointed to this position?

Signature

Submit completed application* to:
Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on May 8, 2019.

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School Facilities Oversight Committee Application

1. As a Realtor I am well aware that one of the many things that makes Burbank great are our schools. People will often relocate from other areas so their kids can go to Burbank Schools. As a Real Estate Investor I am aware of the needs to maintain and update facilities and my work as a property manager will help inform my decisions. But I think the real reason I am qualified is because I love this city and my community. When my wife and I got into escrow for our house in Burbank in 2013 we would drive to our new neighborhood and walk around it cuz we loved it so much. I love the pride that the people of Burbank take in their city.
2. As I mentioned above, I love this community. So I am trying in every way I can to invest in it. I think that one of the many reasons Burbank is a great city to have a family is, because the residents care about the city and the people.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	June 18, 2020
SUBJECT:	Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

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Background:

The Board of Education began the process of comprehensive review and revision of the entire Board Policies and Administrative Regulation Manual, contracting with the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), beginning in December 2005. CSBA – GAMUT provided consultation and facilitated the policy revision process. The District's continuing agreement with CSBA – GAMUT provides for suggested policy periodically throughout each calendar year.

The updates presented at this time are the March 2020 Board Policies sent to the District by CSBA. This set of updates also includes two new policies related to the Covid-19 pandemic: BP 4113.5 / 4213.5 / 4313.5: Working Remotely and BP 6157: Distance Learning. These policies have also been reviewed by a subcommittee consisting of two members of the Board of Education and appropriate administrative staff. A first reading was held on June 4, 2020, and no additional changes were identified at that time. Changes appear in red on the PDF version; text to be added is underlined and/or highlighted and text to be deleted is shown as struck through.

Discussion/Issues:

Copies of revised policies and administrative regulations will not be duplicated for general distribution. Copies may be obtained by contacting the Superintendent's Office at (818) 729-4422 or via e-mail at: KimberleyClark@burbankusd.org

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, will facilitate the Board's second reading and approval of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

POLICY GUIDE SHEET: March 2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0420.4 - Charter School Authorization
(BP/AR revised)

Policy updated to reflect **NEW LAWS (AB 1505 and 1595)** which extend the timeline for holding a public hearing to determine the level of support for a charter petition, extend the timeline for making a final decision to grant or deny the petition, define receipt of the petition for the purpose of determining the beginning of this time period, and require publishing staff recommendations 15 days prior to the hearing at which the final decision will be made. As amended, criteria for reviewing the petition require consideration of the interests of the community in which the school is proposing to locate and prohibit the approval of a new charter school offering nonclassroom-based instruction until January 1, 2022. Regulation reflects **NEW LAWS (AB 1505 and AB 1595)** which revise the required components of a petition to delete a requirement to include annual goals that apply to the nature of the program operated, add a requirement that the petition describe the means by which the charter school will achieve a balance of special education students and English learners that is reflective of the general population within the district, and require that a petition for a charter school operated by or as a nonprofit public benefit corporation include the names and qualifications of the governing body. Regulation also reflects **NEW LAW (AB 982)** which requires the petition to include requirements for providing homework assignments, upon request, to students who have been suspended for two or more days. Regulation also reflects **NEW LAW (AB 1507)** which limits the ability of a charter school to establish a resource center, meeting space, or other satellite facility used for nonclassroom-based independent study outside district boundaries.

BP/E 0420.41 - Charter School Oversight
(BP/E revised)

Policy updated to reflect **NEW LAWS (AB 1505 and AB 1595)** which require a charter school to request a material revision to its charter whenever it proposes to expand operations at one or more grade levels, and AB 1505 which revises criteria for the provision of technical assistance to charter schools beginning with the 2020-21 school year. Exhibit updated to add new requirements for charter schools pursuant to **NEW LAWS**, including requirements to refrain from discouraging a student from enrolling for any reason **(SB 75)**, hold a public hearing when adopting the local control and accountability plan **(SB 75)**, provide assistive technology devices to a student at home or a student who transfers to another school **(AB 605)**, pay a student's tuition and conduct on-site visits if the charter school has a master contract with a nonpublic, nonsectarian school **(AB 1172)**, phase in a requirement for teachers to hold the certificate or permit required for their certificated assignment **(AB 1505)**, provide parent/guardian notices in English and in the primary language when 15 percent or more of the students speak a language other than English **(SB 75)**, provide students with a meal of their choice regardless of unpaid meal fees **(SB 265)**, adopt policy on suicide prevention applicable to grades K-6 **(AB 1767)**, print the national domestic abuse hotline number on student identification cards **(SB 316)**, post specified information on bullying and harassment prevention **(AB 34)**, include the charter school's sexual harassment policy in student orientations and notify students of the policy by posting a poster **(AB 543)**, neither expel a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or willfully defying the authority of school personnel **(SB 419)**, provide a student who is suspended for two or more days with the homework assigned during the period of suspension **(AB 982)**, and update and reissue a former student's records to include the student's updated name or gender **(AB 711)**. Exhibit also reflects current law requiring charter schools to accept and provide full or partial credit for coursework completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or immigrant student participating in a newcomer program at another school.

BP 0420.42 - Charter School Renewal
(BP revised)

Policy updated to reflect **NEW LAW (AB 1505)** which revises the criteria for granting or denying charter renewals, provides that renewal of a high-performing school may be granted for up to seven years, and provides that a low-performing charter school shall not be granted a renewal unless it adopts a written plan with meaningful steps to address the underlying cause(s) of low performance and there is clear and convincing evidence of either measurable increases in academic achievement or strong postsecondary outcomes, as defined. Policy also reflects **NEW LAWS (AB 1505 and AB 1595)** which extend the timeline for holding a public hearing on the renewal, extend the timeline for making a final decision to grant or deny the renewal, define receipt of the petition for the purpose of determining the beginning of this time period, and require publishing staff recommendations 15 days prior to the hearing at which the final decision will be made. Section on "School Closure" added to clarify that if the charter school is not renewed and ceases operation, the closure procedures specified in the charter will be implemented.

BP 0420.43 - Charter School Revocation
(BP revised)

Policy updated to move up the material regarding immediate revocation of a charter school in the event of a severe and imminent threat to the health or safety of students and to reflect **NEW LAW (AB 1505)** which provides that increases in student achievement for all numerically significant student subgroups should be a factor, but not necessarily the most important factor, in determining whether to revoke a charter. Section on "School Closure" added to clarify that if the charter school is revoked and ceases operation, the closure procedures specified in the charter will be implemented.

BP 3471 - Parcel Taxes
(BP added)

New policy addresses the major requirements of levying, with voter approval, a parcel tax on real property which may be used by the district for any purpose specified in the ballot statement. Policy includes, but is not limited to, the requirement for the board to hold a public hearing; board approval of a resolution for the adoption of a parcel tax; the prohibition against using district funds, services, supplies, or equipment to support the parcel tax; and persons who may be exempted by the board from paying the parcel tax.

BP/AR 3551 - Food Service Operations/Cafeteria Fund
(BP/AR revised)

Policy updated to reflect **NEW LAW (SB 265)** which provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that any student is required to receive an alternate meal. Policy also reflects a waiver granted by the U.S. Department of Agriculture extending the three-year Administrative Review cycle to a five-year cycle for school years 2017-18 through 2021-22. Regulation updated to reorganize the section on "Unpaid and Delinquent Meal Charges" to emphasize the prohibition against directing any action toward a student to collect unpaid school meal fees and reflect requirements, as amended by SB 265, to treat students with unpaid meal fees the same as other students.

BP 4112.2 - Certification
(BP revised)

Policy updated to clarify the hiring hierarchy if the district is unable to hire a person who possesses a clear or preliminary credential, including one who is approved for a limited assignment option. Policy reflects Commission on Teacher Credentialing (CTC) Coded Correspondence stating that, if the district needs to hire a person who has been granted a credential waiver by CTC, that person must qualify for a "variable term waiver." Policy also expands section on "National Board for Professional Teaching Standards Certification" to add examples of incentives that may encourage teacher participation.

E 4112.9/4212.9/4312.9 - Employee Notifications
(E revised)

Exhibit updated to reflect **NEW LAWS** adding requirements to notify employees regarding the district's policy on lactation accommodation **(SB 142)** and the deadline to withdraw funds from a flexible spending account before the end of the plan year **(AB 1554)**. Exhibit also revises the policy reference for the March 15 reelection notice for certificated employees, now addressed in BP 4116, and adds the requirement to notify the superintendent at least 45 days before the expiration of the employment contract of any decision not to reemploy the superintendent, as specified in BP 2121.

BP/AR 5141.52 - Suicide Prevention
(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 1767)** which mandates age-appropriate policy on suicide prevention, intervention, and postvention for students in grades K-6 beginning in the 2020-21 school year. Policy reflects requirements to consult with specified stakeholders on policy development, coordinate with the county mental health plan whenever a referral is made for mental health or related services for a student in grades K-6 who is a Medi-Cal beneficiary, and ensure that employees act within the authorization and scope of their credential or license. Policy also reflects **NEW LAW (AB 34)** which requires the district, beginning in the 2020-21 school year, to post its suicide prevention policy in a prominent location on its web site. Regulation updated to move material regarding the printing of the national suicide hotline number on student identification cards to a new section. Regulation also adds an optional postvention strategy to identify and monitor students significantly affected by suicide and those at risk of imitative behavior.

BP/AR 5144.1 - Suspension and Expulsion/Due Process
(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (SB 419)** which prohibits districts from suspending students in grades 4-8 for disrupting school activities or willfully defying the authority of school personnel. Policy also references **NEW LAW (AB 982)** which requires a district to provide a student who is suspended for two or more days with the homework assigned during the period of suspension. Regulation adds new section on "Additional Grounds for Suspension and Expulsion: Grades 9-12" reflecting the option to suspend, but not expel, a student in grades 9-12 for disruption or willful defiance.

BP/AR 6172.1 - Concurrent Enrollment in College Classes
(BP/AR revised)

Policy updated to include exceptions in determining the five percent enrollment cap on the number of students at each grade level who may be recommended for community college summer session and to reflect **NEW LAW (AB 1729)** which extends such exceptions through January 1, 2027. Policy reflects **NEW LAW (SB 554)** which authorizes an adult education student pursuing a high school diploma or high school equivalency certificate to attend community college as a special part-time student. Policy and regulation add new sections for districts that wish to establish a College and Career Access Pathways (CCAP) partnership program, in which the board enters into an agreement with the governing board of a community college district to offer or expand dual enrollment opportunities for students who may not already be college bound or are unrepresented in higher education. Regulation clarifies the board's responsibility, whenever a community college class will be offered on a high school campus, to determine the time that the campus is considered open to the general public and available for members of the public to attend such a class at the high school.

CHARTER SCHOOL AUTHORIZATION

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

Timelines for Board Action

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

CHARTER SCHOOL AUTHORIZATION (continued)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

Approval of Petition

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1.Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

CHARTER SCHOOL AUTHORIZATION (continued)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

2. Convert a private school to a charter school (Education Code 47602)

3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)

4. Offer nonclassroom-based instruction (Education Code 47612.7)

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school.

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

3. The petition does not contain the number of signatures required.

CHARTER SCHOOL AUTHORIZATION (continued)

4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220.

5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c).

6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.

7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances regarding:

   a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings

   b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

8. The district is not positioned to absorb the fiscal impact of the proposed charter school. The district meets this criterion if it has a negative interim certification, or has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

(cf. 0430 - Comprehensive Local Plan for Special Education)

CHARTER SCHOOL AUTHORIZATION (continued)

Appeals

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and grant shall or deny the petition within 30 days. (Education Code 47605)

Legal Reference: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference:

EDUCATION CODE
200 Equal rights and opportunities in state educational institutions
220 Nondiscrimination
1240 Duties of County Superintendent
17078.52-17078.66 Charter schools facility funding; state bond proceeds
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
32282 Comprehensive safety plan
33126 School Accountability Report Card
41365 Charter school revolving loan fund
42131 Interim certification
42238.51-42238.2 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992
47640-47647 Special education funding for charter schools
47650-47652 Funding of charter schools
49011 Student fees
51745-51749.6 Independent study
52052 Accountability: numerically significant student subgroups
52060-52077 Local control and accountability plan
56026 Special education
56145-56146 Special education services in charter schools
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations
GOVERNMENT CODE
1090-1099 Prohibitions applicable to specified officers
3540-3549.3 Educational Employment Relations Act
6250-6270 California Public Records Act
54950-54963 Ralph M. Brown Act
81000-91014 Political Reform Act of 1974
CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11968.5.5 Charter schools

Legal Reference continued: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20
7223-7225 Charter schools
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
Opinion No. 11-201 (2018)
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources:

CSBA PUBLICATIONS
Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016
Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016
Charter Schools: A Guide for Governance Teams, rev. February 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample Copy of a Memorandum of Understanding
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016
Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.ccsa.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org
U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL AUTHORIZATION

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation

2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

A petition that proposes to convert an existing public school to a charter school must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Probationary/Permanent Status)

Any petition circulated to collect signatures shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having a child attend the charter school, or a teacher's signature means that the teacher is meaningfully interested in teaching at the charter school. (Education Code 47605)

Staff Advisory Committee

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

All charter petitions shall comply with the applicable requirements of Education Code 47605, other state and federal laws, and district policies.

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge

CHARTER SCHOOL AUTHORIZATION (continued)

tuition; and will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

   The petition shall include a description of the charter school's annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)
(cf. 0460 - Local Control and Accountability Plan)

   If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served by the charter school.

CHARTER SCHOOL AUTHORIZATION (continued)

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

4. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.

5. The qualifications to be met by individuals to be employed by the charter school.

6. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:

   a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237.

   b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(J).

   c. The charter school's safety plan shall be reviewed and updated by March 1 each year.

7. The means by which the charter school will achieve a balance of racial and ethnic students, special education students, and English learner students, including redesignated fluent English proficient students, that is reflective of the general population residing within the district's territorial jurisdiction.

8. The charter school's student admission policy. The petition shall, in accordance with Education Code 47605(e), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.

9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction.

CHARTER SCHOOL AUTHORIZATION (continued)

10. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605 and a statement that the suspension procedures will include requirements pertaining to the provision of homework assignments to suspended students as specified in Education Code 47606.2.

    Such procedures shall also include processes by which the charter school will notify the superintendent of a district, and by which the charter school may be notified by the superintendent of a district, when a student or former student of the charter school is expelled or subject to any of the circumstances specified in Education Code 47605(e)(3).

11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.

12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.

13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.

14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

15. A declaration as to whether or not the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:

    a. Designation of a responsible entity to conduct closure-related activities

    b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the charter school participates,

CHARTER SCHOOL AUTHORIZATION (continued)

the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

(1) The effective date of the closure

(2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure

(3) The students' districts of residence

(4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements

c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above

d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity

e. Transfer and maintenance of personnel records in accordance with applicable law

f. Completion of an independent final audit within six months after the closure of the charter school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school

g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962

h. Completion and filing of any annual reports required pursuant to Education Code 47604.33

i. Identification of funding for the activities identified in item #16a-h above

CHARTER SCHOOL AUTHORIZATION (continued)

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the charter school, including where the school intends to locate

(cf. 7160 - Charter School Facilities)

2. The manner in which administrative services of the charter school are to be provided

3. Potential civil liability effects, if any, upon the charter school and district

4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

5. If the charter school is to be operated by or as a nonprofit public benefit corporation, the names and relevant qualifications of all persons whom the petitioner nominates to serve on the governing body of the charter school

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school may establish a resource center, meeting space, or other satellite facility within the jurisdiction of the school district where the charter school is physically located if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.

2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

CHARTER SCHOOL OVERSIGHT

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)
(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

The Superintendent or designated charter school contact shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 - Waivers)

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

CHARTER SCHOOL OVERSIGHT (continued)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

The Superintendent or designee shall monitor each charter school that is authorized by the district to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

CHARTER SCHOOL OVERSIGHT (continued)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the charter school is able to obtain substantially rent-free facilities from the district, the district may charge up to three percent of the charter school's revenue for actual costs of supervisorial oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. If the district is given responsibility for supervisorial oversight of a charter school that was authorized by SBE on appeal, the district is not limited to these percentages and may charge for the actual costs of supervisorial oversight and for the administrative costs necessary to secure charter school funding. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 45607.3)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

CHARTER SCHOOL OVERSIGHT (continued)

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school based on the California School Dashboard

2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

Complaints

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

CHARTER SCHOOL OVERSIGHT (continued)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference:

EDUCATION CODE

215 Suicide prevention policy
215.5 Student identification cards, inclusion of safety hotlines
220 Nondiscrimination
221.61 Posting of Title IX information on web site
221.9 Sex equity in competitive athletics
222 Lactation accommodations for students
222.5 Pregnant and parenting students, notification of rights
231.5-231.6 Sexual harassment policy
234.4 Mandated policy on bullying prevention
234.6 Bullying and harassment prevention information
234.7 Student protections relating to immigration and citizenship status
17070.10-17079.30 Leroy F. Greene School Facilities Act
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
32282 Comprehensive safety plan
32283.5 Online training on bullying prevention
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
35179.4-35179.6 Interscholastic athletic programs, safety
35183.1 Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance
35330 Field trips and excursions; student fees
38080-38086 School meals
39831.3 Transportation safety plan
39843 Disciplinary action against bus driver; report to Department of Motor Vehicles
41024 Report of expenditure of state facility funds
42100 Annual statement of receipts and expenditures
44030.5 Reporting change in employment status due to alleged misconduct
44237 Criminal record summary
44691 Information on detection of child abuse
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
45125.1 Fingerprinting; employees of contracting entity
46015 Accommodations for pregnant and parenting students; parental leave
47600-47616.7 Charter Schools Act of 1992
47634.2 Nonclassroom-based instruction
47640-47647 Special education funding for charter schools
47651 Apportionment of funds, charter schools
48000 Minimum age of admission for kindergarten; transitional kindergarten
48010-48011 Minimum age of admission (first grade)
48206.3-48208 Students with temporary disabilities; individual instruction

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)
48850-48859 Educational placement of foster youth and homeless students
48901.1 Suspension and expulsion, willful defiance
48907 Students' exercise of free expression; rules and regulations
48913.5 Suspended students, homework assignments
48950 Student speech and other communication
48985 Parental notification,
49005-49006.4 Seclusion and restraint
49011 Student fees
49014 Public School Fair Debt Collection Act
49061 Student records
49062.5 Student records, name or gender changes
49070 Challenging student records
49073.2 Privacy of student and parent/guardian personal information
49076.7 Student records; data privacy; Social Security numbers
49110 Authority to issue work permits
49381 Human trafficking prevention
49414 Epinephrine auto-injectors
49414.3 Administration of opioid antagonist
49428 Notification of mental health services
49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:
49431.9 Advertisement of non-nutritious foods
49475 Health and safety, concussions and head injuries
49557.5 Child Hunger Prevention and Fair Treatment Act of 2017
49564 Meals for needy students
51224.7 Mathematics placement policy
51225.1-51225.2 Exemption from local graduation requirements; acceptance of coursework
51225.6 Instruction in cardiopulmonary resuscitation
51513 Diploma of graduation, without passage of high school exit examination
51745-51749.6 Independent study
51930-51939 California Healthy Youth Act
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plans
52075 Uniform complaint procedures
56026 Special education
56040.3 Availability of assistive technology devices
56145-56146 Special education services in charter schools
56365-56366.12 Nonpublic, nonsectarian schools

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)
60600-60649 Assessment of academic achievement
64000 Categorical programs included in consolidated application
64001 School plan for student achievement, consolidated application programs
65000-65001 School site councils
69432.9-69432.92 Cal Grant program; notification of grade point average and high school graduation
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations
GOVERNMENT CODE
1090-1099 Prohibitions applicable to specified officers
3540-3549.3 Educational Employment Relations Act
6250-6270 California Public Records Act
54950-54963 Ralph M. Brown Act
81000-91014 Political Reform Act of 1974
HEALTH AND SAFETY CODE
104420 Tobacco Use Prevention Education grant program
104559 Tobacco-free schools
LABOR CODE
1198.5 Personnel records related to performance and grievance
PENAL CODE
667.5 Definition of violent felony
1192.7 Definition of serious felony
VEHICLE CODE
28160 Child safety alert system
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
Article 16, Section 8.5 Public finance; school accountability report card
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex
6311 State plan
7221-7221j Charter schools
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.78 Accountability
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
Opinion No. 11-201 (2018)
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)
CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS
Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017
Charter Schools: A Guide for Governance Teams, rev. 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
Sample Copy of a Memorandum of Understanding
Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program: Title V, Part B of the ESEA, January 2014
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org
U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, the following requirements.

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)

2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

Operations

3. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

4. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)

CHARTER SCHOOL OVERSIGHT (continued)

6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

7. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)

8. Admit all students who wish to attend the charter school, according to the following criteria and procedures:

   a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)

      If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

   b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

   c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)

9. Not discourage a student from enrolling or seeking to enroll in the charter school, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The charter school shall not request or require a student's records to be submitted before enrollment. The charter school shall post on

CHARTER SCHOOL OVERSIGHT (continued)

its web site the California Department of Education's (CDE) notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Education Code 47605)

10. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

11. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

12. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

13. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

14. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7

15. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)

16. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

CHARTER SCHOOL OVERSIGHT (continued)

17. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)

18. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

19. Not charge tuition (Education Code 47605)

20. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools

21. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

School Plans

22. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, after holding a public hearing, consulting with specified stakeholders, and using the template adopted by the State Board of Education (SBE). As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE. (Education Code 47604.33, 47606.5, 52064, 52064.1)

23. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)

CHARTER SCHOOL OVERSIGHT (continued)

24. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)

25. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

26. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)

27. If the charter school offers a kindergarten program, also offer a transitional kindergarten program to students whose fifth birthday is from September 2 through December 2 (Education Code 48000)

28. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)

29. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school(Education Code 51931, 51934)

30. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources (Education Code 49381)

31. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

CHARTER SCHOOL OVERSIGHT (continued)

32. Accept and provide full or partial credit for coursework satisfactorily completed by a foster youth, homeless student, former juvenile court school student, child of a military family, migrant student, or a student participating in a newcomer program while attending another school (Education Code 51225.2)

33. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

Special Education

34. Provide assistive technology devices in a student's home or other settings if the individualized education program team determines that such access is necessary. The charter school shall also provide an assistive technology device or comparable device to a student who enrolls in another local educational agency, for two months after the student leaves the charter school or until alternative arrangements can be made, whichever occurs first. (Education Code 56040.3)

35. If the charter school is an independent member of a special education local plan area and has a master contract with a nonpublic, nonsectarian school:

    a. Pay the full amount of the tuition or fees for students with disabilities enrolled in programs or services provided pursuant to that contract (Education Code 56365)

    b. Conduct at least one onsite visit to the nonpublic, nonsectarian school prior to a student's placement and at least once each school year (Education Code 56366.1)

High School Graduation

36. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any of the charter school's graduation requirements that exceed state requirements, unless the charter school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)

CHARTER SCHOOL OVERSIGHT (continued)

37. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)

Student Expression

38. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)

39. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

Staffing

40. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) as required for the teacher's certificated assignment. Teachers employed by the charter school during the 2019-20 school year shall have until July 1, 2025 to obtain the required certificate required. (Education Code 47605, 47605.4)

41. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)

42. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

43. If the charter school chooses to make the state teachers' retirement plan available to its employees, meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)

CHARTER SCHOOL OVERSIGHT (continued)

44. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Parent/Guardian Involvement

45. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)

46. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)

47. If 15 percent or more of the students at the charter school speak a single primary language other than English, provide all notices, reports, statements, or records sent to parents/guardians in English and in the primary language (Education Code 48985)

Nutrition

48. Provide each eligible student with one nutritionally adequate free or reduced-price meal during each school day, except as provided for a charter school that offers nonclassroom-based instruction (Education Code 47613.5)

49. If the charter school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)

50. If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; not take any action directed at a student to collect unpaid school meal fees; ensure that a student with unpaid school meal fees is not denied a meal of the student's choice, shamed, or treated differently; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)

CHARTER SCHOOL OVERSIGHT (continued)

51. If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)

Student Health

52. Adopt a policy on suicide prevention, intervention, and postvention for grades 7-12, and an age-appropriate policy for grades K-6, and review the policy at least every five years (Education Code 215)

53. If the charter school serves grades 7-12 and issues student identification cards, print the telephone numbers of the National Suicide Prevention Lifeline and the National Domestic Violence Hotline on the identification cards (Education Code 215.5)

54. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)

55. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

56. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

57. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)

CHARTER SCHOOL OVERSIGHT (continued)

58. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)

59. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

60. Adopt a policy on bullying and cyberbullying prevention, post specified information on bullying and harassment prevention, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 234.6, 32283.5)

61. Adopt and display a written policy on sexual harassment, include the policy as part of any orientation for new and continuing students, and post a poster notifying students of the policy (Education Code 231.5, 231.6)

62. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

63. Neither recommend for expulsion a student in grades K-12 nor suspend a student in grades K-8 for disrupting school activities or otherwise willfully defying the authority of school personnel in the performance of their duties (Education Code 48901.1)

64. Upon request, provide a student who is suspended for two or more days with the homework assigned during the period of suspension (Education Code 48913.5)

Student and Parent/Guardian Records

65. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)

CHARTER SCHOOL OVERSIGHT (continued)

66. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)

67. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

68. If the charter school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

69. Upon receipt of government-issued documentation of a change of name or gender or, if such documentation is not available, upon request in accordance with the procedure in Education Code 49070, update and reissue a former student's records to include the student's updated legal name or gender (Education Code 49062.5, 49070)

Facilities

70. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)

    a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.

    b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

CHARTER SCHOOL OVERSIGHT (continued)

Finance

71. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)

72. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

73. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

74. Annually prepare and submit financial reports to the district Board and the County Superintendent of Schools in accordance with the following reporting cycle:

    a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

    b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)

    c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)

    d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)

    e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

75. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

76. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

CHARTER SCHOOL RENEWAL

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)

The Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal. (Education Code 47607)

CHARTER SCHOOL RENEWAL (continued)

In determining whether to grant a charter renewal, the Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. (Education Code 47607)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

1. Renewal of Five to Seven Years

   A renewal shall be granted for a period of five to seven years to a charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 and that, for two consecutive years immediately preceding the renewal, achieved either of the following: (Education Code 47607)

   a. Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels

   b. For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average

2. Renewal of Five Years

   a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)

      (1) Measurable increases in academic achievement, as defined by at least one year's progress for each year in school

      (2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers

CHARTER SCHOOL RENEWAL (continued)

b. For any such charter school, the Board may deny the renewal petition upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)

3. Denial with Option for Two-Year Renewal

a. The Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, either of the following applies: (Education Code 47607.2)

(1) The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels.

(2) For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average.

b. However, the Board may grant a two-year renewal to any such charter school if the Board makes written factual findings, setting forth specific facts to support the findings, that:

(1) The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.

(2) There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

CHARTER SCHOOL RENEWAL (continued)

In addition to all the grounds stated above for denial of a charter renewal, the Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The renewal shall be denied if the Board finds either that the corrective action proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

A charter school that is eligible for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

Timelines for Board Action

Within 60 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the charter renewal within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter petition, the Board shall publish all staff recommendations and recommended findings

CHARTER SCHOOL RENEWAL (continued)

regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605)

If the Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to CDE, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

School Closure

If a charter is not renewed and the charter school ceases operation, the Board and/or the charter school shall implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962. (Education Code 47603.32)

Legal Reference: (see next page)

CHARTER SCHOOL RENEWAL (continued)

Legal Reference:

EDUCATION CODE
47600-47616.7 Charter Schools Act of 1992
52052 Definition of numerically significant student subgroup
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement
CODE OF REGULATIONS, TITLE 5
11960-11969 Charter schools
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS
The Role of the Charter School Authorizer, Online Course
Charter Schools: A Guide for Governance Teams, rev. 2016
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.charterauthorizers.org
U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL REVOCATION

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter. The Board may revoke a charter in accordance with law.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.42 - Charter School Renewal)
(cf. 0500 - Accountability)

When the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students, the Board may immediately revoke the school's charter. When such a determination is made, the Board shall approve and deliver to the charter school's governing body, the County Board of Education, and the California Department of Education (CDE) a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety. (Education Code 47607; 5 CCR 11968.5.3)

In all other circumstances, the Board may revoke a charter after providing due process and using the procedures described below. The Board may revoke a charter if it makes a written factual finding specific to that charter school and supported by substantial evidence that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter

2. Failed to meet or pursue any of the student outcomes identified in the charter

3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement

4. Violated any law

The Board shall also consider revoking the charter of any charter school for which the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance pursuant to Education Code 47607.3 if CCEE has issued either of the following findings: (Education Code 47607.3)

1. That the charter school has failed or is unable to implement the recommendations of the CCEE

CHARTER SCHOOL REVOCATION (continued)

2. That the inadequate performance of the charter school, as based on the California School Dashboard, is so persistent or acute as to require revocation of the charter

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052. (Education Code 47607, 47607.3)

Revocation Procedures

If the Board is considering a revocation of a charter school, it shall take action to approve and deliver a Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).

2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.

3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

At least 72 hours prior to any meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including, as applicable, a refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

CHARTER SCHOOL REVOCATION (continued)

At the conclusion of the remedy period specified in the Notice of Violation, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

2. Continue revocation of the charter, by issuing a Notice of Intent to Revoke to the charter school's governing body within 60 calendar days of the conclusion of the remedy period, if there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction. All evidence relied upon by the Board for the decision shall be included in the Notice of Intent to Revoke.

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision on the revocation of the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to CDE and the County Board. (Education Code 47604.32; 5 CCR 11968.5.2)

Appeals

If the Board revokes a charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. The County Board's decision may subsequently be appealed to the State Board of Education by either the charter school or the district. However, a revocation based upon the findings of CCEE pursuant to Education Code 47607.3 may not be appealed. (Education Code 47607, 47607.3; 5 CCR 11968.5.3-11968.5.5)

CHARTER SCHOOL REVOCATION (continued)

School Closure

If a charter school ceases operation due to revocation, the Board and/or the charter school shall implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962. (Education Code 47603.32)

Legal Reference:

EDUCATION CODE
47600-47616.7 Charter Schools Act of 1992, especially:
47607 Charter renewals and revocations
52052 Accountability: numerically significant student subgroups; definition
CODE OF REGULATIONS, TITLE 5
11960-11969 Charter schools, especially:
11968.5.1-11968.5.5 Charter revocations
COURT DECISIONS
Today's Fresh Start, Inc. v. Los Angeles County Office of Education (2013) 57 Cal.4th 197

Management Resources:

CSBA PUBLICATIONS
The Role of the Charter School Authorizer, Online Course
Charter Schools: A Guide for Governance Teams, rev. 2016
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org
U.S. Department of Education: http://www.ed.gov

PARCEL TAXES

The Governing Board recognizes its obligation to provide a high-quality educational program within safe facilities and secure campuses, and that additional funds are at times necessary to fulfill this responsibility. The Board may consider appropriate methods of financing and, when it is in the best interest of the district, may order the placement of a parcel tax on the ballot for approval by the voters.

(cf. 3100 - Budget)
(cf. 3470 - Debt Issuance and Management)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)
(cf. 7214 - General Obligation Bonds)

The Board shall hold a noticed public hearing prior to approving a resolution for the adoption of a parcel tax. The resolution shall be approved by a two-thirds vote of the Board in order to be placed on the ballot. The resolution shall include the type and rate of the tax to be levied, the method of collection, and the date upon which an election shall be held to approve the levy of the tax. (Government Code 50077, 53724)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The parcel tax shall apply uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property. (Government Code 50079)

The Board shall consult with legal counsel to ensure compliance with all requirements of law, including its determination of the appropriate amount of the proposed parcel tax and whether exemptions from the tax will be granted.

Any parcel tax to be proposed for voter approval shall provide for accountability measures, including, but not limited to, a statement indicating the specific purposes of the special tax and that the proceeds of the tax shall be used only for the specific purposes identified, creation of a separate account into which the proceeds shall be deposited, and annual reporting pursuant to Government Code 50075.3. (Government Code 50075.1)

No district funds, services, supplies, or equipment shall be used to support or defeat a parcel tax ballot measure. The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to a parcel tax ballot measure, including information about the impact of the parcel tax on the district. (Education Code 7054)

(cf. 1160 - Political Processes)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Upon approval of the tax by two-thirds of the votes, the district may levy the tax or contract with the county to collect the tax on the district's behalf. (Government Code 50077)

PARCEL TAXES (continued)

Exemptions

The Board may grant an exemption from the parcel tax for any or all of the following: (Government Code 50079)

1. Persons who are 65 years of age or older

2. Persons receiving Supplemental Security Income for a disability, regardless of age

3. Persons receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guideline issued by the U.S. Department of Health and Human Services

Any exemption granted by the Board shall remain in effect until the taxpayer becomes ineligible. If the taxpayer becomes ineligible for the exemption for any reason, a new exemption may be granted in the same manner. (Government Code 50079)

If the district provides for an exemption from the parcel tax and contracts or enters into an agreement with the county to collect such tax, the district shall annually provide to the tax collector a phone number where requests for exemption information may be directed and the link, if available, to the location on the district's web site that contains exemption information and the application for exemption. (Government Code 50079)

Legal Reference: (see next page)

PARCEL TAXES (continued)

Legal Reference:
EDUCATION CODE
7054 Prohibition against use of district property for campaigning; informational only
ELECTIONS CODE
324 General election, definition
328 Local election, definition
341 Primary election, definition
348 Regular election, definition
356 Special election, definition
357 Statewide election, definition
1302 Local election to select governing board members
15372 Elections official certificate statement of election results
GOVERNMENT CODE
50075-50077.5 Voter-approved special taxes
50079 Qualified special taxes of school district
53724 Board resolution for special tax
54952 Definition of legislative body, Brown Act
REVENUE AND TAXATION CODE
2611.6 County tax bill special tax information
CALIFORNIA CONSTITUTION
Article 13A Taxation
COURT DECISIONS
Borikas v. Alameda Unified School District (2013) 214 Cal.App.4th 135

Management Resources:
CSBA PUBLICATIONS
The Impact of Pension Cost Increases on California Schools, January 2018
Behind the Numbers: The Cold, Hard Facts of California Public School Funding, January 2018
California Education Funding: Students Deserve Better, Fact Sheet, August 2017
California's Challenge: Adequately Funding Education in the 21st Century, December 2015
Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011
WEB SITES
CSBA: http://www.csba.org
U.S. Department of Health and Human Services: https://www.hhs.gov

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or denied a meal of the student's choice. (Education Code 49557, 49557.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~**OPTION 1:** The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)~~

~~**OPTION 2:**~~ The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. *Domestic commodity or product* means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference: (see next page)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Legal Reference:

EDUCATION CODE
38080-38086.1 Cafeteria, establishment and use
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services; restrictions
49490-49493 School breakfast and lunch programs
49500-49505 School meals
49550-49564.5 Meals for needy students, especially:
49550.5 Universal breakfast
49554 Contract for services
49580-49581 Food recovery program
FOOD AND AGRICULTURE CODE
58595 Preference for California-grown agricultural products
HEALTH AND SAFETY CODE
113700-114437 California Retail Food Code
PUBLIC CONTRACT CODE
2000-2002 Responsive bidders
20111 Contracts
CODE OF REGULATIONS, TITLE 5
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769j School lunch programs
1771-1793 Child nutrition, including:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 2
200.56 Indirect costs, definition
200.317-200.326 Procurement standards
200.400-200.475 Cost principles
200 Appendix VII Indirect cost proposals
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.33 National School Lunch Program
220.1-220.22 National School Breakfast Program
245.8 Nondiscrimination practices for students eligible for free and reduced price meals and free milk
250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
Food Distribution Program Administrative Manual
Paid Lunch Equity Requirement and Calculation Tool-Updated Guidance for School Year 2019-20, NSD Management Bulletin, SNP-11-2019, May 2019
Professional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin, SNP-10-2019, April 2019
Senate Bill 250: Child Hunger Prevention and Fair Treatment Act of 2017 and USDA Meal Charge Policy Requirements, NSD Management Bulletin, SNP-05-2018, January 2018

Management Resources continued: (see next page)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Management Resources: (continued)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Meals - FAQs

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, SP 29-2017, May 2017

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu

California School Nutrition Association: http://www.calsna.org

U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year

2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually

3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year

4. Posting the policy on the district's web site

5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports a ticket as lost or stolen.

However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)

Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)

No later than 10 days after a student's school meal account has reached a negative balance, the Superintendent or designee shall so notify the student's parent/guardian. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application. (Education Code 49557.5)

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to CDE using the online Child Nutrition Information and Payment System.

Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

(cf. 3510 - Green School Operations)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

With CDE approval, the district may use cafeteria funds to supplement the provision of universal breakfast. On or before July 1 of each year, the district shall submit to CDE a

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Board-signed application certifying that breakfast will be provided to all students at no charge and that any cost above the amount provided in federal reimbursement will be covered by the district with nonfederal funds. (Education Code 49550.5)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 3600 - Consultants)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212 - Appointments and Conditions of Employment)

CERTIFICATION

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

   The Board shall approve, as an action item at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

CERTIFICATION (continued)

3. An individual who has been granted a credential waiver by the CTC

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification

2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students

CERTIFICATION (continued)

3. Providing substitute teachers to provide release time for participating teachers

4. Providing stipends for teacher participation that match other professional development stipends

5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

3. Is teaching in the field of discipline of the teacher's certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference: (see next page)

CERTIFICATION (continued)

Legal Reference:

EDUCATION CODE
8360-8370 Qualifications of child care personnel
32340-32341 Unlawful issuance of a credential
35186 Complaints regarding teacher vacancy or misassignment
44066 Limitations on certification requirements
44200-44399.1 Teacher credentialing, especially:
44250-44277 Credential types; minimum requirements
44300-44302 Emergency permit
44325-44328 District interns
44330-44355 Certificates and credentials
44420-44440 Revocation and suspension of credentials
44450-44468 University intern program
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills
56060-56063 Substitute teachers in special education
CODE OF REGULATIONS, TITLE 5
80001-80674.6 Commission on Teacher Credentialing
UNITED STATES CODE, TITLE 20
6312 Title I local educational agency plans; notifications regarding teacher qualifications
CODE OF FEDERAL REGULATIONS, TITLE 34
200.48 Parent notification regarding teacher qualifications
COURT DECISIONS
Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
CL-667 Basic Skills Requirement
CL-856 Provisional Internship Permit
CL 858 Short-Term Staff Permit
Credential Information Guide
Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016
Waiver Requests Guidebook, 2015
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Subject Matter Authorization Guideline Book, 2012

Management Resources continued: (see next page)

CERTIFICATION (continued)

Management Resources: (continued)

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS (continued)
Supplementary Authorization Guideline Book, 2012
California Standards for the Teaching Profession, 2009
The Administrator's Assignment Manual, rev. September 2007
NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS PUBLICATIONS
Considerations for Using Federal Funds to Support National Board Certification, 2018
WEB SITES
CSBA: http://www.csba.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
Commission on Teacher Credentialing, Credential Information Guide (for employers' use only): http://www.ctc.ca.gov/credentials/cig
National Board for Professional Teaching Standards: http://www.nbpts.org
National Board Resource Center: nbcalistrong.net
U.S. Department of Education: http://www.ed.gov

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023**;** 34 CFR 104.8, 106.9	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

EMPLOYEE NOTIFICATIONS (continued)

II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
By March 15 of employee's second year of employment, in districts that grant permanent status after two years	Education Code 44929.21	BP 4116	Whether or not employee is reelected for next school year

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing policy and strategies for suicide prevention and intervention, the Superintendent or designee shall consult with school and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, and school nurses; suicide prevention experts such as local health agencies, mental health professionals, and community organizations; law enforcement; and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students, as described in the accompanying administrative regulation

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

SUICIDE PREVENTION (continued)

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

(cf. 5141.6 - School Health Services)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

SUICIDE PREVENTION (continued)

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Legal Reference:

EDUCATION CODE
215 Student suicide prevention policies
215.5 Suicide prevention hotline contact information on student identification cards
216 Suicide prevention online training programs
234.6 Posting suicide prevention policy on web site
32280-32289.5 Comprehensive safety plan
49060-49079 Student records
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors
GOVERNMENT CODE
810-996.6 Government Claims Act
PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
5698 Emotionally disturbed youth; legislative intent
5850-5886 Children's Mental Health Services Act
COURT DECISIONS
Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012
Preventing Suicide: A Toolkit for High Schools, 2012

Management Resources continued: (see next page)

SUICIDE PREVENTION (continued)

Management Resources: (continued)

WEB SITES

American Association of Suicidology: http://www.suicidology.org
American Foundation for Suicide Prevention: https://afsp.org
American Psychological Association: http://www.apa.org
American School Counselor Association: https://www.schoolcounselor.org
California Department of Education, Mental Health: http://www.cde.ca.gov/ls/cg/mh
California Department of Health Care Services, Mental Health Services: http://www.dhcs.ca.gov/services/MH
Centers for Disease Control and Prevention, Mental Health: http://www.cdc.gov/mentalhealth
National Association of School Psychologists: https://www.nasponline.org
National Institute for Mental Health: http://www.nimh.nih.gov
Suicide Prevention Resource Center: https://www.sprc.org/about-suicideSuicide Prevention Lifeline: https://suicidepreventionlifeline.org
Trevor Project: http://thetrevorproject.org
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov

SUICIDE PREVENTION

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

SUICIDE PREVENTION (continued)

(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed

8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age appropriate manner and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors in oneself and others and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide

2. Develop coping and resiliency skills and self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

SUICIDE PREVENTION (continued)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary

2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene

4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)

SUICIDE PREVENTION (continued)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

SUICIDE PREVENTION (continued)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds

2. While going to or coming from school

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

~~**OPTION 1:**~~ No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

~~**OPTION 2:** No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)~~

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

(cf. 5148.3 - Preschool/Early Childhood Education)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference:

EDUCATION CODE
212.5 Sexual harassment
233 Hate violence
1981-1981.5 Enrollment of students in community school
8239.1 Prohibition against expulsion of preschool student
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52052 Numerically significant student subgroups
52060-52077 Local control and accountability plan
64000-64001 Consolidated application
CIVIL CODE
47 Privileged communication
48.8 Defamation liability
CODE OF CIVIL PROCEDURE
1985-1997 Subpoenas; means of production
GOVERNMENT CODE
11455.20 Contempt
54950-54963 Ralph M. Brown Act
HEALTH AND SAFETY CODE
11014.5 Drug paraphernalia
11053-11058 Standards and schedules
LABOR CODE
230.7 Employee time off to appear in school on behalf of a child

Legal Reference continued: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

PENAL CODE
31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
417.27 Laser pointers
422.55 Hate crime defined
422.6 Interference with exercise of civil rights
422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors, or stun guns
868.5 Supporting person; attendance during testimony of witness
WELFARE AND INSTITUTIONS CODE
729.6 Counseling
UNITED STATES CODE, TITLE 18
921 Definitions, firearm
UNITED STATES CODE, TITLE 20
1415(K) Placement in alternative educational setting
7961 Gun-free schools

Legal Reference continued: (see next page)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 42
11432-11435 Education of homeless children and youths
COURT DECISIONS
T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118
Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
ATTORNEY GENERAL OPINIONS
84 Ops.Cal.Atty.Gen. 146 (2001)
80 Ops.Cal.Atty.Gen. 348 (1997)
80 Ops.Cal.Atty.Gen. 91 (1997)
80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.oag.ca.gov
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf
U.S. Department of Education, Office of Safe and Healthy Students:
http://www2.ed.gov/about/offices/list/oese/oshs

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level

2. Referral to a certificated employee designated by the principal to advise students

3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)
(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

    Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

    Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

    Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

placing a reasonable student in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

a. A message, text, sound, video, or image

b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(cf. 1114 - District-Sponsored Social Media)
(cf. 5131.2 - Bullying)
(cf. 6163.4 - Student Use of Technology)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

    A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

   Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

   Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race,

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

   This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

   This notice shall state the specific offense committed by the student. (Education Code 48900.8)

   In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

   If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session)

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.

3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication or other medication prescribed by a physician

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. Receive five days' notice of the scheduled testimony at the hearing

2. Have up to two adult support persons present at the hearing at the time the witness testifies

3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing

2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based

3. A copy of district disciplinary rules which relate to the alleged violation

4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

   This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

   Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing

7. The opportunity to confront and question all witnesses who testify at the hearing

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

   Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

   Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

   If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

   a. Any complaining witness shall be given five days' notice before being called to testify.

   b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.

   c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

   d. The person presiding over the hearing may remove a support person who is disrupting the hearing.

   e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

   f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission

2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)

3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)

4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior

2. The seriousness of the misconduct

3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)

4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems

2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these

3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)
(cf. 6185 - Community Day School)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

CONCURRENT ENROLLMENT IN COLLEGE CLASSES

The Governing Board desires to provide opportunities for eligible district students to enroll concurrently in courses offered at postsecondary institutions in order to foster individual student achievement, increase opportunities for students to complete college preparatory course requirements and/or participate in career technical education (CTE), and prepare students for a smooth transition into college by providing exposure to the collegiate environment.

(cf. 6143 - Courses of Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

When it is determined that the postsecondary course in which the student intends to enroll is substantially equivalent to a course provided by the district, the student may receive credit toward high school graduation requirements in addition to credit received from the college.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Approval of Concurrent Enrollment

The Board may approve a limited number of students of any age or grade level to apply for part-time or full-time concurrent enrollment in a community college or four-year college when it is determined to be in the student's best interest and the student is adequately prepared for such coursework.

Upon recommendation of the principal and with parent/guardian consent, the Board may authorize a student to attend a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of instruction offered at the community college level. (Education Code 48800)

Within the enrollment limits and exceptions allowed by law, the principal may recommend a student for community college summer session if that student demonstrates adequate preparation in the discipline to be studied and exhausts all opportunities to enroll in an equivalent course, if any, at the school of attendance. (Education Code 48800)

A student's parent/guardian, regardless of the student's age or grade level, may petition the Board to authorize special full-time attendance at a community college on the ground that the student would benefit from advanced scholastic or career technical work that would be available. If the petition is denied, an appeal may be filed with the County Board of Education. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented, the Board shall issue its

CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

written recommendation and the reasons for the denial at its next regularly scheduled Board meeting that falls at least 30 days, but within 60 days, after the request has been submitted. (Education Code 48800, 48800.5)

The Board may authorize a student who is pursuing a high school diploma or a high school equivalency certificate through an adult education program, upon recommendation of the administrator of the student's adult school, to attend a community college during any session or term as a special part-time student. (Education Code 52620)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6200 - Adult Education)

College and Career Access Pathways Partnerships

The Board may enter into a College and Career Access Pathways (CCAP) partnership agreement with the board of a community college district for the purpose of offering or expanding dual enrollment opportunities for students. The agreement shall be approved at an open public Board meeting, with an opportunity for public input provided prior to the Board taking action. If the CCAP agreement provides for CTE pathways, the Board shall consult with and consider input from appropriate local workforce board(s) to determine the extent to which the pathways are aligned with regional and statewide employment needs. (Education Code 76004)

Program Evaluation

The Superintendent or designee shall regularly report to the Board regarding the number and demographics of district students participating in the concurrent enrollment option, their success in completing college preparatory courses ("a-g" courses) and postsecondary courses, and any impact on their achievement in district courses and graduation rates.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

Legal Reference:

EDUCATION CODE
11300-11302 Early and middle college high schools
42238.02 Definition of unduplicated student
46141 Minimum day, high school
46145-46147 Minimum day, high school
48800-48802 Enrollment of gifted students in community college
51225.3 Alternative means of satisfying graduation requirements
52620 Adult education and attendance at community college
76000-76004 Enrollment in community college
76140 No community college fee/tuition for special part-time students
87010 Definition of sex offense
87011 Definition of controlled substance offense

Management Resources:

WEB SITES
California Community Colleges: http://www.cccco.edu
California Department of Education: http://www.cde.ca.gov
California Postsecondary Education Commission: http://www.cpec.ca.gov
California State University: http://www.calstate.edu
Foundation for California Community Colleges: https://foundationccc.org
University of California: http://www.universityofcalifornia.edu

CONCURRENT ENROLLMENT IN COLLEGE CLASSES

Credit

Unless enrolled as part of a College and Career Access Pathways (CCAP) partnership agreement in which students are authorized to take up to 15 units per term in a community college, as described below, district students enrolled in a community college as special part-time students may enroll in up to 11 units per semester, or the equivalent. Such students shall receive credit for community college courses that they complete in an amount jointly determined appropriate by the district and the community college governing board. (Education Code 48800, 76001, 76004)

(cf. 6146.11 - Alternative Credits Toward Graduation)

A written agreement regarding the student's enrollment in postsecondary courses and the credits to be awarded for successful completion shall be signed by the student, parent/guardian, principal, and college representative. The student shall be informed whether the credits to be earned are considered academic credits or elective credits, whether the credits count towards high school graduation requirements, and whether the course would need to be completed again during the college years to satisfy college graduation requirements.

To receive district credit for coursework completed at a community college or four-year college, the student or parent/guardian shall submit a transcript showing completion of the course with a passing grade.

(cf. 5125 - Student Records)

College and Career Access Pathways Partnerships

The district may enter into a CCAP agreement, in accordance with Education Code 76004, which includes terms regarding course offerings, student eligibility, protocols for sharing information, joint facilities use, and staff qualifications.

A copy of the CCAP agreement shall be filed with the Office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the agreement. (Education Code 76004)

Only courses that provide career technical education or preparation for transfer, assist in improving high school graduation rates, or help high school students achieve college and career readiness shall be offered, and physical education courses shall not be provided. (Education Code 76004)

Students may enroll in up to 15 units of community college courses per term if all of the following circumstances are satisfied: (Education Code 76004)

1. The units constitute no more than four community college courses per term.

CONCURRENT ENROLLMENT IN COLLEGE CLASSES (continued)

2. The units are part of an academic program that is part of a CCAP agreement.

3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

A high school student shall submit one parental consent form and principal recommendation for the duration of the student's concurrent enrollment under a CCAP partnership. (Education Code 76004)

The district shall report information annually to the office of the Chancellor of the California Community Colleges as specified in Education Code 76004.

Minimum School Day

The minimum day of attendance in district schools shall be 180 minutes for any student who is enrolled part-time in a community college and any student in grades 11-12 who is enrolled part-time in the California State University or University of California, when the student is enrolled in classes for which academic credit will be provided upon satisfactory completion of enrolled courses. (Education Code 46146, 48801)

(cf. 6112 - School Day)

A student enrolled full-time at a community college shall be exempted from full-time attendance in the district's regular education program. (Education Code 48800.5)

(cf. 5112.1 - Exemptions from Attendance)

However, both part-time and full-time community college students shall be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (Education Code 48800.5, 48801)

Community College Classes on High School Campus

If a community college class is to be offered at a district high school campus, the class shall be held during the time the campus is open to the general public as determined by the Governing Board. Members of the public who are enrolled in community college class(es) shall register immediately upon entering school buildings or grounds.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)

CSBA Sample
Board Policy

All Personnel BP 4113.5(a)
4213.5
WORKING REMOTELY 4313.5

Note: The following optional policy may be subject to collective bargaining agreements and should be revised to reflect district practice.

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4113 - Assignment)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

WORKING REMOTELY (continued)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)

~~The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access.~~ Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

WORKING REMOTELY (continued)

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference:
GOVERNMENT CODE
6250-6270 California Public Records Act
12900-12996 Fair Employment and Housing Act
LABOR CODE
226.7 Mandated meal, rest, or recovery periods
6400 Safe and healthful employment and place of employment
6401 Unsafe workplace
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:
WEB SITES
California Department of Industrial Relations: https://www.dir.ca.gov

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CSBA Sample
Board Policy

Instruction BP 6157(a)

DISTANCE LEARNING

Note: The following optional policy may be subject to collective bargaining agreements and should be revised to reflect district practice.

For further information regarding the implementation of distance learning in the event of a school closure, see the California Department of Education's COVID-19 Guidance for K-12 Schools.

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

DISTANCE LEARNING (continued)

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. 4131 - Staff Development)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 6159 - Individualized Education Program)
(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. 0440 - District Technology Plan)
(cf. 3311.4 - Procurement of Technological Equipment)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. 6020 - Parent Involvement)

DISTANCE LEARNING (continued)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.3 - Reciprocity of Academic Credit)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference:
EDUCATION CODE
35182.5 Contracts for electronic products or services; prohibitions
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51740-51741 Authority to provide instruction by correspondence
51745-51749.3 Independent study
51865 California distance learning policy
PUBLIC CONTRACT CODE
20118.2 Contracting by school districts; technological equipment
UNITED STATES CODE, TITLE 20
7131 Internet safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate); Internet safety

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
COVID-19 Guidance for K-12 Schools
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines
WEB SITES
California Department of Education: http://www.cde.ca.gov
World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

Policy Reference UPDATE Service
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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:	June 18, 2020
SUBJECT:	Adoption of Resolution 54 for the Elimination or Reduction of Services for Classified Positions

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Background:
When it becomes necessary to eliminate or reduce classified bargaining unit positions, the Board of Education must approve such reductions and/or eliminations. Subsequent to the Board's approval, employees must be notified not less than 60 days prior to the effective date of the reduction or elimination of their positions.

Discussion/Issues:
These recommendations have been shared with a representative from the California School Employees Association (CSEA), Chapter 674

There is one position being recommended for elimination:

- There is one 4 ¾ hr/day Health Care/Instructional Assistant for the Severely Impaired position at Horace Mann being recommended for elimination due to lack of work. This position is a 1:1 and per IEP, the student no longer needs the support. This position is funded through the following appropriation number, 01.0-33100.0-57300-11100-2110-5083000. The elimination of this position may involve bumping.

There is one position being recommended for a reduction:

- There is one 6 ¼ hr/day Food Service Cook II position at Jordan Middle School being recommended for a reduction to 6 hr/day due to lack of work. This position is funded through the following appropriation number, 13.0-53100.0-00000-37000-2210-3210000. This position is currently vacant and will not involve bumping.

Fiscal Impact:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 54 for the Elimination or Reduction of Services for Classified positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
June 18, 2020

In the Matter of Layoff of
Classified Employees **RESOLUTION 54**

WHEREAS, Due to lack of work and/or lack of funds this Board hereby finds that it is in the best interest of the Burbank Unified School District to eliminate or reduce classified positions pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, to the following extent:

	FTE
Eliminate one Health Care/Instructional Assistant for the Severely Impaired	.59375
Reduce one Food Service Cook II	.0313

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 18th day of June 2020, by the Governing Board of the Burbank Unified School District.

_____
Clerk

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	June 18, 2020
SUBJECT:	Acceptance of Gifts

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

a. Chiquita Fresh North America LLC wishes to donate to the District 48 cases of Chiquita bananas to be provided to families during meal distribution by the Food Services Department of the Burbank Unified School District.

b. The John Muir Middle School PTSA wishes to donate to the District $300 be used to help pay for Student of the Month pins for students at John Muir Middle School.

c. The Wells Fargo Community Support Campaign wishes to donate to the District $1,153.86 to be used as needed at William McKinley Elementary School.

d. The Walt Disney Company Foundation wishes to donate to the District $50 to be used as needed at William McKinley Elementary School.

e. Read-a-Thon wishes to donate to the District $1,708.80 to be used as needed at William McKinley Elementary School.

f. Edison International wishes to donate to the District $200 to be used as needed at William McKinley Elementary School.

g. Kyle and Sky Mahony wish to donate to the District $1,000 to be used as needed at William McKinley Elementary School.

h. The Wells Fargo Foundational Educational Matching Gifts Program wishes to donate to the District $50 to be used as needed at Theodore Roosevelt Elementary School.

i. Musicians at Play Foundation wishes to donate to the District $13,788.74 to be used to purchase instruments and auditorium equipment at Burbank and John Burroughs high schools.

j. 20th Century Fox Television wishes to donate to the District $500 to be used as needed at Theodore Roosevelt Elementary School.

k. Disney Matching Gifts wishes to donate to the District $246 to be used to pay consultant fees at Thomas Edison Elementary School.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960031132 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960031132 concerning services and/or school placement, a formal settlement agreement was offered on May 8, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $5,500.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031132, not to exceed $5,500 (01.0-65000.0-50010-36000-5813-7440000), effective May 8, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960031518 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960031518 concerning services and/or school placement, a formal settlement agreement was offered on May 21, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $5,000.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031518, not to exceed $5,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 18, 2020 through June 30, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 130003043 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 130003043 concerning services and/or school placement, a formal settlement agreement was offered on May 28, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $8,000.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 130003043, not to exceed $8,000 (01.0-65000.0-50010-36000-5813-7440000), effective May 28, 2020 through December 31, 2021 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960027515 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960027515 concerning services and/or school placement, a formal settlement agreement was offered on May 26, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $1,955.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027515, not to exceed $1,955 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2019 through May 27, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Amended Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960002080 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960002080 concerning services and/or school placement, a formal settlement agreement was offered on June 25, 2019 to the Parent. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
There is no expense to the District.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960002080, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on August 15, 2019 at no cost to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the original end date of May 21, 2020 to December 31, 2020, at no cost to the District.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

May 26, 2020

Virtual (Online) Meeting
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications – All comments were read during item 7a.

2.b Staff Responses

2.c Board Members' Comments and Responses

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 Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Board Member Roberta Reynolds led the Pledge of Allegiance.

Rose Garcia, Recording Secretary called for the Roll Call at this time. All Board Members were present.

5. REPORTING ON CLOSED SESSION

President Reynolds reported that items 3a through 3c, were for discussion only, with no action taken.

6. ITEMS FOR FUTURE AGENDAS

There were no items for future meetings.

7. REQUESTS TO ADDRESS THE BOARD

7.a Public Communications

Kimberley Clark, Executive Assistant to the Superintendent read messages from the following public speakers:

Stephen Powell, Parent, Budget Reductions (voice recording); Brittany McNamara, Engineering Program, Heather Powell, Parent, Proposed Positions/Hours Cuts for Library Coordinators, Nikki Capshaw, Library Coordinator, Bret Harte Elementary School, Elimination of Library Coordinator, Ashley Erikson, PTA President, Bret Harte, Support for Elementary Librarians, MaryAnne Wassem, Instructional Assistant Special Education, Salary Reduction Proposal, Oscar Macias, Principal and BASA President, BASA Representation.

The following comments were submitted in support of the Horace Mann Child Development Center:

Cynthia and Jeremy Sadowski, Parents, Brooke Martin, Parent, Jasman Sepraki, Employee, Michael and Heather Miller, Parents, Mychi Davis, Parent, Ann-Kristin Karling, Parent, Angela Ottinger, Parent, Randall Davis, Parent, Barry Gussow, Resident and Community Member, Paul Nadjmabadi, Parent, Gregory Madore, Parent and 2019-20 President - Rotary Club of Burbank.

The following messages were submitted after the May 25, 2020 deadline and the messages forwarded to the Board and Staff regarding support for Horace Mann and Budget Cuts:

Jeff Budsberg, Parent, Horace Mann, Rosemary Morrison, Parent, Budget Cuts, Tiffany and Rick Loverd, Parents, Horace Mann, Tina Mirzakhanian, Parent, Horace Mann, Libby Minarik, Parent, GATE, Melineh M. Khackikian-Volpattto, Parent, Horace Mann, Macy Chan, Parent, Horace Mann, Teachers and Staff, H Mann, Jascha Little, Parent, Horace Mann, Lauren Anderson, Parent, GATE, Christina Cook, Parent, Horace Mann, Jeff Prosser, Parent , Horace Mann, MaryJoy D. Macalintal, Parent, Horace Mann, Susan Kipp, Educator and Grandparent, Horace Mann Support, Zoe Stephenson, Parent, Horace Mann, Ilysha Buss, Library Coordinators Support.

7.b Staff Responses

Superintendent Hill thanked everyone for their comments and noted that additional comments had been submitted after the deadline, which will be sent to the Board and staff. This is one of the most challenging times that the District is currently facing. The last time the District faced a similar financial crisis was in 2008-2009 during the recession. The current financial crisis is forecasted to be worse and it is happening

in a short time period. The recent May Revise forced districts to have these conversations. Decisions have not been made and tonight's discussion is the first level of discussion in an effort to identify options totaling $13.5M in cuts. The District's website will be used to find the latest information in one place and to submit additional comments, as community feedback is critical. At the next regular meeting on June 4, 2020, a budget update will be provided. On June 10, 2020, another Study Session is scheduled to continue the budget conversation, a budget update will be provided on June 18, 2020 during a regular meeting, and the budget adoption will take place during a Special Meeting on June 25, 2020. The Board and staff agree with the comments and suggestions. In the Superintendent's Weekly Update, Superintendent Hill includes a link connecting the community with federal, state, and local officials to let them about what is happening in Burbank and districts across the state. Districts are being cut 10% and are being asked to do more with less funding and it is not OK. Legislators want to hear personal stories from the community to let them know the impact to families if funding is not restored. Burbank is a strong community and he asked for their support. He then responded to questions regarding class size and noted that a re-opening of schools committee will review different models and options. For the last two years, positions have been frozen and programs and services reduced totaling $3.5M and then $3.8 M, and now an additional $13M. The District cannot have cuts like this and be able to function. He then thanked BASA President Oscar Macias and said that he was looking forward to continue to work with BASA, as well as with BTA and CSEA and congratulated him on his appointment. He clarified some of the comments made regarding the Horace Mann Program and noted that the potential closure was not due to the failure of Measure I. Cuts had been made in the past two-years, such as closing of classrooms and fee increases. The COVID-19 is creating a one-time pressure because revenues are not being collected. This decision is not based on children not returning to the program. For years, K-12 funds have been used to offset the shortfall, but now the District is faced with a 10% cut to the K-12 budget, which is a larger challenge. He appreciated the comments and suggestions and said that a decision has not been made and encouraged community support.

7.c Board Members' Comments and Responses

Member Ferguson thanked everyone for the comments submitted via emails, text message, and/or phone calls. He echoed the Superintendent's comments and added that cuts had been anticipated as a result of the failure of Measure I. In addition, as a result of the COVID-19 pandemic, the budget has been turned upside down. For several years, the Board has been doing its best to stay alive despite the budget situation. Decisions have not been made and it is a challenge to try to make $13M in cuts when you see a program costing the District thousands and thousands of dollars annually to keep it open. When K-12 education cannot be funded, this is when it becomes a challenge. The Board does not want to make it harder for parents and reading the comments breaks his heart. The Governor has not funded K-12 education, which it impacts programs such as Mann. A decision has not been made and noted that advocacy is important now that a budget has to be created. He praised the Board, Superintendent Hill, and the community for planning consecutive budget meetings to keep everyone informed. He knows that this is special community and creative solutions will come up. He thanked the parents and the community for their support. He then congratulated Dr. Macias for his new BASA leadership role and the thanked all District administrators and site administrators for the recent drive by and online celebrations and for sharing the love and support and for making the students and the community see the love in Burbank.

Member Reynolds thanked Member Ferguson for his comments. She noted that this was dejavu. as she had gone through a similar budget situation in 2008-2009. However, this time is different, as in-person meetings to receive feedback and information are not taking place due to social distancing. She hoped that in the coming weeks, a meeting could take place at a school site observing social distancing to allow the public to share their input and emotions. She then shared her personal childcare story at Horace Mann and said that this situation is tearing her apart. She understands the situation and agreed that this is a community issue. A decision has not been made and the funding part is much more difficult. She again said that this is a community issue because of the need and work need to take place with partners to come up with possible solutions. She then responded to the other speakers regarding the Library Coordinators and other positions listed and said that all positions were devastating to consider as possible cuts and that advocacy is important to try to avoid at least some of the cuts. She hoped to maintain structure so that when we come back a framework will be needed to restore positions and programs and she did not know how long it is going to take.

Clerk Tabet thanked Superintendent Hill and her colleagues for their comments. She also shared her personal story regarding her children attending Horace Mann and noted that it was the best experienced she had hoped for. Reading the comments was heart breaking. This is not a choice that the Board wants to make. Programs are implemented and put into place because the Board believes that the programs are good for students. This is a budget problem and no Board Member wants to be in this position. The worse decision to make is to cut programs and people and her hands are tight now. Please understand that the budget crisis is not a mismanagement of funds, it need to ta place in order to keep the doors open for students. She thanked everyone who submitted their comments and for the suggestions. Please continue to email and provide feedback, as someone may come up with an idea to save programs. She also encouraged staff to continue to submit ideas.

Vice President Frintner thanked all the speakers for their written comments and voice mail messages. He appreciated the topic brought up and said not one subject was to be taken lightly. The Board is challenged to try to make decisions and noted that a decision has not been made and that conversation is part of the decision process. The District is faced with a $13M deficit and a way must be found to make this work. There are no good solutions, as some services, program, salaries, and/or jobs, will need to be cut. He responded to parent Stephen Powell regarding the justification to increase class size. The justification is to try to find solutions and a way to make the current budget work. He agreed with Nikki Caphaw's comments that student services are not reduced. He noted that the goal for the past few years is to keep cuts away from the classroom and instead many positions had been reduced. He thanked Gary Gussow for his support and said that community leaders were needed to help the District advocate with legislators, as legislators want to hear from parents and community leaders. He did not agree that Horace Mann has been mismanaged. In addition, District staff have tried for many years to continue to operate despite the budget deficit. The Board has had to make difficult decisions to continue to offer student services in grades K-12. The Board cares about Horace Mann and they know the challenges. He also agreed that this a community problem and the decisions would need to be made to cut some services and staff. Also, the issue of possibly closing Horace Mann is not a response to COVID-19 and said that children must be safe and rushing back was not going to resolve the financial crisis.

President Aghakhanian thanked his colleagues for bringing the human factor into the conversation and the community for their comments and for sharing their personal stories. He understands that families are facing critical challenges and noted that we are in this together. He encouraged the audience to continue to write to the Board, as feedback is needed and appreciated to work through the budget crisis. He also reported that a decision has not been made about any of the cuts listed in the budget report and asked everyone to advocate for children by writing to elected officials.

8. STUDY SESSION

8.a Budget Discussion 2020-2021

Debbie Kukta, Assistant Superintendent, Administrative Services, facilitated a presentation of options to address the upcoming 2020-2021 fiscal year budget deficit, as presented.

Budget Discussion 2020-2021 and_PP_052620.pdf (OF 28,169)

Debbie Kukta introduced Fiscal Services Director Alyssa Low. Ms. Low used a PowerPoint to guide her presentation. She provided an update regarding the current budget situation and the options to address possible budget reductions. She noted that the District is facing unprecedented economic times. She reviewed the May Revise Board Estimates and noted that the District is expected to receive $13.5M, 10% less than the projected $138M. In addition, apportionment deferrals will take place in 2020-2021 and 2021-2022. She then reviewed the potential reductions, which total $13.6 to become fiscally solvent. She then noted that Superintendent Hill would continue the discussion at this time.

8.b Board and Staff Comments

Superintendent Hill reviewed the potential LCAP Supplemental Reduction Options by line item totaling $2,923,559 in an effort to reduce the $10M budget.

Vice President Frintner asked for clarification regarding options to "reduce staff by half statement." Superintendent Hill explained that hours vs. staff would need to be considered as options.

Member Ferguson requested that a report is provided regarding each potential reduction. Dr. Knapik will work with the sites to receive feedback.

Member Reynolds suggested that principals provide feedback regarding the impact on the possible cuts.

Vice President Frintner asked if the District would be in compliance if the EL Summer Credit were cut since the LCAP mission is to support these subgroups. Superintendent Hill explained that with the overall $10M Supplemental Funding is focused on supporting the targeted subgroups. These cuts would scale back the support, as the State is cutting 10% in funding. These options have been veted through the LCAP Committee and by reviewing data. The suggested cuts is the start to try to come up with $1.5M in reductions and noted that these items are not essential items.

President Aghakhanian was concerned with the ripple effects that may affect other programs and asked if a comparison had been made. Superintend Hill noted that these cuts will have a ripple effect on students and the community.

Member Ferguson clarified that continued meetings prior to finalizing any cuts was critical.

Member Reynolds noted that most of the programs listed had been added within the last five-years and the possible cuts would take us back to five-years before making these improvements.

President Aghakhanian felt that showing more detail would create a stronger case for elected officials listing the effects to each cut. Superintendent Hill will highlight the broader impact of the potential reductions in future reports.

Clerk Tabet asked if the District is considering reducing salaries instead of eliminating positions. Superintendent Hill explained that this topic would need to take place with the collective bargaining partners. He will work with BTA, CSEA and BASA.

Member Ferguson would like to have a conversation regarding the ELD program and how the cuts is going to impact the success of the program.

Superintendent Hill clarified that the cost of positions noted includes not only salary but overtime, stipends, benefits, and pension.

President Aghakhanian asked if a timeframe was in place if additional funding is provided by the State. Superintendent Hill noted that advocacy is essential and explained the layoff notice process. Cutting positions is devastating and it is not something we can just bring back. We are talking about lives and families. He then asked if the Board wished to prioritize the suggested list at this time. The Board agreed to continue to the conversation at the next Study Session on June 10, 2020.

Member Reynolds would like to hear from principals before making any decisions.

Vice President Frintner asked for the number of counselors at each high school and that the information is provided to the Board. Dr. Paramo reported that the count was five counselors.

Member Ferguson asked for a one or two year restoration plan using staff and administrator feedback on how to restore some of the cuts if money comes back and how to prioritize the best pathway to recovery.

Superintendent Hill will come back with details and feedback for the Supplemental Reductions. The Base Grant is the core-operating budget with an estimated reduction option of $9.9M. These are items added

over the last five years. In addition, this is not a recommendation from staff it is simply options.

President Aghakhanian requested an asterisk be added to each item to show the items that would have helped if Measure I had passed.

Superintendent Hill clarified that we have 6 counselors at each high school and he would come back with more details, as well as a breakdown for middle and high school outcome measures.

Member Ferguson also asked about the impact to grant eligibility without a designated arts position.

President Aghakhanian asked if class size would be an issue with social distancing. Superintendent Hill noted that the state has not provided any guidelines and he would work with principals and the union to make a decision.

President Aghakhanian asked if the District is losing students due to the current situation. Superintendent Hill said that families are losing their job and cannot afford rent and/or mortgages and some families are moving out of Burbank. The District was forecasting a drop in enrollment for the next year, but the magnitude is unknown at this time, which will eventually impact the budget.

Superintendent Hill reviewed the surplus property option and said that the loss is to be determined. Member Ferguson and Clerk Tabet agreed that surplus property not be considered. Ms. Tabet asked if these properties could be refinanced. Superintendent Hill will work with Ms. Kukta to review this option.

Superintendent Hill said again that the potential cuts are devastating and that advocacy is critical.

Member Ferguson suggested that the staff send a letter to current vendors asking if interested in a lower rate rather than losing a contract. Superintendent Hill appreciated the suggestion and he will work with staff to send a letter.

Member Reynolds noted that the list was comprehensive in terms of the classroom and asked for a recap summary of the positions that have been eliminated at the District Office aside of what is currently listed.

President Aghakhanian thanked staff and the community for their feedback and caution on using the word "cut" on social media because decisions have not been made. The conversation will continue and encouraged everyone to participate.

9. ADJOURNMENT

The meeting adjourned at 9:31 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/18/2020
_____
DATE

_____
CHARLENE TABET, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

June 4, 2020

Virtual (Online) Meeting
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

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

1. CALL TO ORDER

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

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

There were no public comments for Closed Session.

2.b Staff Responses

There were no staff comments at this time.

2.c Board Members' Comments and Responses

There were no comments from the Board.

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

3. CLOSED SESSION

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

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

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 960023095 and 960032205

Confidential Exhibit (OF 28,171)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Board Member Ferguson, let the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Aghakhanian reported that items 3a through 3e were for discussion only, with no action taken. He then announced the passing of former District employee Kathy Licursi and expressed his condolences to her family and friends. He also announced that the meeting would adjourn in her memory.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

There were no requests for future agendas.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of Ed100 Online Education Program Graduates

Armond Aghakhanian, President, Board of Education, facilitated the recognition of the graduates of the Ed100 online education program.

President Aghakhanian thanked Diana Abasta for completing the Ed100 online Education program and noted that a Certificate of Recognition would be mailed to her.

8.b Presentation on Donation to the District by the Syrian Community of Burbank

Armond Aghakhanian, President, Board of Education, accepted a donation presented to the District by the Syrian Community of Burbank, to support the needs of the most-impacted residents in the city and within the school district with matching donations of $10,000 each to the City of Burbank and the Burbank Unified School District.

President Aghakhanian accepted a $10,000 donation presented to the District by the Syrian Community of Burbank. A short video was shared highlighting former Student Board of Education Member Alex Khalil and a picture displaying the $10,000 donation to the District.

The Syrian Community of Burbank is a group of Burbank residents who immigrated to the United States from Syria over 100 years ago. During this unprecedented time, the Syrian Community of Burbank, has come together to support the needs of the most-impacted residents in the city and within the school district with matching donations of $10,000 each to the City of Burbank and The Burbank Unified School District. The goal is to secure a second round of matching donations and their vision is to establish its members as a well-known community of responsible Burbank residents, who can be relied on to give back to Burbank.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications

The following written messages were read by Kimberley Clark, Executive Assistant to the Superintendent and Gabriella Platten, Administrative Secretary:

Audrey Hanson, Former Board of Education Member and Community Member (Fundraising Committee), Brian Smith, SFOC Outgoing Chair (Appreciation to outgoing SFOC Members), Amanda Silver and Sofia Remelius, Chair and Vice Chair of the Student Mental Health Board (Mental Health), Jerry Mullady, Social Science Teacher, JBHS (Social Science Textbook Adoption), Sandra Macias, Culinary Arts Science Teacher (SkillsUSA Members, who participated in a recent competition), Nicky Moore, Parent (Distance Learning), Maxwell Sinovoi, Parent (Distance Learning and fundraising), Lana Sinovoi, Parent and Student Taylor Sinovoi, JBHS (Opening of schools in August 2020), Nicole Martin, Parent (Future of Dual Immersion Programs), Dawud Akram, BHS School Counselor (Advocacy Strengthening of Student Support System), Diana Abasta (Retiree Announcements), Caroline Solberg, Parent (GATE and Budget Cuts), Joan L. Becker (Budget), Rosemary Morrison (Budget), Shari Auproux (Budget), and Karen Johnson (Budget).

The following parents, students, and District Staff submitted comments in support of the Intervention Specialist:

Kasey Knight, Kathy Gomez and Students, Ahlam Makhlouf, Carla Simokovic, Aleksia Lukic, Jerry Earwood, Kelly Ohrt, Deborah Armes, Elyse Stranderg and student Charlie DeYoung, Judy Crivelli, Rachelle Clark, Adriana Scott, Kristina Albarian, Laura Wilkinson, Paulina Salazar, Erica Eldridge, Teacher, Jessica Romero, Parent, Denise King, Brenda Hannis, Edith Chavez, Todd Jensen, and Melina Mata.

The following comments were submitted from parents and District staff regarding Horace Mann:

Zoe Stephenson, John Paul Green, Elizabeth Green, Rosa M Rivera, Maria Thomas, Parin and Sachi, Ghada Bakhos, Stacie Dekker, Jim Albarano, Kate Wilcox, Michael and Heather Miller, Jory and Selina Herman, Gilda Ermino, Helen Isaian, Jocelyn Moench, Yolanda Cornejo, Patricia Golaski, Randy and Hyun Kang, Jill Erlich,Troy Thomas, Mary Kelly, Macy Chan, and Tammy Batz.

The following messages were submitted after the May 25, 2020 deadline and sent to the Board and staff:

Rebecca Bergh, Lisa Carr, Maureen Baer, Jessica Kuhlman, Cagney Branam, Rush Hamden, Gina Hamde, Robert Berger, Ellen Dobbin, Diane Metcalf, Alyn Ghookhassian, Brooke Martin, Mike Bravo, and Maren Babcock.

9.b Staff Responses

Superintendent Hill thanked Kimberley Clark and Gabriella Platten for reading the public comments. He appreciated all the comments and noted that clearly, there is a lot of frustration, concern, and passion and the Board and he feel the same way. The 10% in cuts to public education in the middle of the pandemic is irresponsible by any government. He elaborated on the advocacy progress and noted that Senator Portantino has been a true advocacy leader, as well as Assemblymenber Friedman. Over the past couple of weeks, meetings have taken place with the Board, Superintendent Hill, neighboring school districts, the Senate Budget team, and the Governor’s office. As a result, he has seen the Senate budget proposal,

which if passed; it could eliminate some of the proposed cuts. He encouraged continued advocacy with the Governor and asked the community to email the governor to ask him to adopt the Legislature's plan. He and the Board also had a conversation with Congressman Adam Schiff and noted that the House has passed the HEROS Act, which is now pending in the Senate and asked help to push on the stimulus package. In order to make decisions based on the most likely State budget, the District has rescheduled the Budget Study Session from June 10, 2020, to June 17, 2020. Please visit the District's website to learn more about the District's budget and to submit feedback and/or to watch the Board of Education meetings for the latest budget information. The best way not to cut positions such as the Intervention Specialist and the possible closure to Horace Mann was through advocacy. He and staff continue to build a list to try to cut $13M if needed in an effort to balance the budget. He appreciated the suggestions on how to save the budget and he and the Board are looking at all the suggestions to be able to create some scenarios. He heard from counselors, media specialists, and library coordinators and noted that all positions were vital. They know that all current programs are good for kids, but others funding options must be found to balance the budget. He thanked Audrey Hanson for her comments regarding the Fundraising Committee and noted that the Board and he were looking at the priorities and that community partnership was highly needed to fundraise. He thanked outgoing SFOC Chair Brian Smith. He also encouraged the outgoing members to continue to attend the SFOC meetings. He also thanked students Amanda Silver and Sofia Remelius for their advocacy with mental health and noted that it was important to continue the conversation to try to learn about student challenges. He also thanked FSA Executive Director Laurie Bleick for her continued support. He also thanked Jerry Mullady for his comments regarding the upcoming Social Science Textbook adoption and Sandra Macias for highlighting the SkillsUSA students, which was uplifting to hear their success stories. He then address parent Nicky Moore’s question regarding distance-learning and said that he was looking at multiple model options and noted that the District is going to be flexible and adaptive. The Reopening Committee is also looking at supplies and guidelines. He appreciated the comments from the Sinovoi Family and said that some students will have health challenges, which is the reason for researching the online model. He took offense with Mr. Sinovoi's comments regarding BTA President Diana Abasta’s lack of integrity and said that Mr. Sinovoi was making assumptions regarding the negotiations process with BTA members and he did not appreciate the comment. He will continue to work with all teachers and support staff regarding the teaching model throughout the summer. He responded Nicole Martin’s question regarding World Language and potential reductions and noted that it would not impact the Dual Immersion program. He also clarified that the construction delay for Disney Elementary School was due to not receiving approval from the DSA and that the funding has not been reallocated. The District would move forward as soon as the approval is received. He then thanked BHS Counselor Dawud Akram for his advocacy and suggestions, as it was important to figure out the current challenges facing students.

9.c Board Members' Comments and Responses

Member Ferguson thanked Kimberley Clarke and Gabriella Platten for reading the Public Comments, as it was a challenge due to the online format. He is happy to see that there is movement on the State budget. He knows there are unanswered questions regarding the budget conversations and apologized to parents and the audience for not being able to respond to questions. He and Clerk Tabet are members of the Reopening Committee and noted that it was clear that the road ahead is fill with questions and challenges. He encourage advocacy and continued contact with the Governor’s Office. The Board does not want to make any cuts and its heart breaking to think that Horace Mann many need to be closed due to lack of funding. He thanked all the parents who spoke in support of the Intervention Specialist and thank the Intervention Specialist for making a difference in students’ lives. He took a moment to thank representatives from the Syrian Community for their generous donation as he appreciated the help during this difficult financial time for the District. We have to prepare for a conversation on race in a wider format and the social-emotional committee is currently working on this issue to decide how to move forward with racism and again thanked everyone for the comments.

Member Reynolds thanked all the speakers for their input and information about the incredible value of the programs the District currently offers that no Board member wants to cut. All these programs have been implemented in the last five years because the Board believes that these programs are good for students. The Board also knows that the possible cuts will have devastating impacts to some students. The latest budget news is hopeful and thanked the legislative representatives for their partnership to try to come up with alternatives. The focus is on the Governor now and on community advocacy and hoped for budget solutions in addition to working with community partners to find a way to avoid any budget cuts.

She thanked former Student Board Member Alex Khalil for believing in the Burbank community and for the generous donation. She thanked the outgoing SFOC members for their service and noted that they going to be hard to replace and specially outgoing Chair Brian Smith. She also thanked Sandra Macias for highlighting the SkillsUSA students and their success, as there were no words to describe the recent situation facing all communities. She is looking forward as a community to look at ways to contribute and listen to one another as the take home message for her is that nobody can do everything buy we can do something to make the community safe for everyone. She also looked forward to teacher creativity regarding Black History Month and the history and contribution of African Americans to be able to provide a lasting impact on students.

Clerk Tabet thanked everyone who wrote, submitted, and shared their experiences and thoughts with the Board. Some of the programs listed as possible cuts as mentioned by Member Reynolds were implemented five years ago. It was heart breaking to think that programs and staff could be cut to be able to balance the budget and to keep the doors open to educate children. She knows the great experience to leaving children at Horace Mann. She loves Horace Mann, but if this budget goes through it cannot affect the K-12 program. She thanked Assemblymember Laura Friedman for her help with the State budget and Senator Portantino for scheduling meetings with the State and the Governor's Budget Committee and for sharing ideas to help the budget to streamline the funds. She asked that the community take a minute to call the Governor's Office to share the hardships that everyone is facing if the budget cuts continue. She thanked Brian Smith and noted that he is an outstanding leader and that he has done a wonderful job chairing the SFOC in transparent manner. She also thanked the other outgoing members and was looking forward to appointing new members to the Committee. She and Member Ferguson attended the first meeting of the Reopening of School Committee and was looking forward to the outcome.

Vice President Frintner thanked all the speakers and noted that the Board heard their comments. Most comments were due to the possible closure of Horace Mann, Intervention Specialists, and World Languages. The Board does not want to lose any programs. The Board has advocated with federal and state representatives to try to explain the budget situation. He thanked Senator Portantino and the Senate Committee for coming up with a workable solution and Assemblymember Friedman for reviewing the information and for the debate. Advocating works and legislators want to hear form the voters and encouraged them to continue to advocate. He also thanked Congressman Schiff for hearing their concerns regarding the CARES Act and for his advocacy. He then thanked the Syrian Community of Burbank for the meaningful contribution to the District. He also noted that the outgoing members of the SFOC would be hard to replace and thanked them for their service and asked that they find time from their busy schedule to attend future SFOC meetings. He also thanked the mental health student board members and was looking forward to hear about their continued work with Superintendent Hill and staff. He thanked Sandra Macias for reporting on the SkillsUSA program and for highlighting the students. He responded to Nicole Martin and said that the District was waiting for DSA approval and that the Bonds funds left cannot be spend on anything else but the Disney construction. He understands that this is an ideal time; however, DSA approval is needed to move forward. He also thanked Diana Abasta for announcing teacher retirements who dedicated so many years of their lives. He also thanked the Sinovoi family for their comments and suggestions and agreed with Superintendent Hill that he did not appreciate the personal comments regarding Ms. Abasta. He then thanked Counselor Dawud Akram for his service to students, as it has been incredible to watch a murder by people who should be protecting. He reflected on the Civil Right movement and agreed with Mr. Akram that more needs to be done to incorporate these issues into the curriculum and to find ways to protect all citizens. He announced that June is Pride Month and was happy to see that the LGBTQ community marched to support the Black Lives Matter movement.

President Aghakhanian also thanked Kimberley Clark and Gabriella Platten for reading the Public Comments for more than two and a half hours. He also thanked Senator Portantino for his leadership and advocacy. The Syrian Community of Burbank for the generous $10,000 donation. The outgoing members of the SFOC and thanked them for their service. The current budget situation is devastating. He believes in indefinite hope as he is aware of the hurt facing the nation with the recent murder of George Floyd and that now more than ever, peaceful protest by Burbank students are needed. He attended the recent Community Flashing event to standing up for justice and peace. He then reminded the audience of the continued District discrimination commitment. He felt that together more should be done to continue to teach children regarding equality, diversity, and inclusion. President Obama highlighted that people in power must be made uncomfortable to try to bring change to the problem. Last school year the Diversity Committee was established and encouraged that these programs must be implemented through a framework District-wide. He felt that the children of today would be able to make a better place in

society. He expressed his condolences to those families who have been the victims of racism and violence.

10. REPORTS TO THE BOARD

10.a Superintendent's Comments

Superintendent Hill did not comment at this time – see item 9b.

10.b First Reading of High School Social Science Textbook (Lottery Textbook Fund)

John Paramo, Assistant Superintendent, Educational Services, facilitated the first reading of the proposed Social Science textbook, as presented.

2020 June 4 First_Reading_HS_Soc_Sci_Textbooks (1).pdf (OF 28,172)

John Paramo reported that during the 2019-2020 school year, staff began the process of reviewing state approved social science textbooks for secondary schools. Because of budget constraints, middle school piloted the textbook in 2018-2019. The pilot for the high schools took place in 2019-2020. The teachers selected Pearson and Houghton Mifflin Harcourt (HMH). He then reviewed the composition of the selected committee and the evaluations completed for both Pearson and HMH. The evaluation scores favored the HMH. The textbook series does adhere to state legislation and it pertains to contributions made by the LGBTQ community as well as the acknowledgment of the Armenian Genocide. The Pearson textbook received a score of 41% and the HMH textbook received a 73%, also parent participation and comments support the HMH. He acknowledged teacher Jerry Mullady's concerns and noted that each both have strengths and weaknesses. He reminded the Board that social science teacher have work to establish their own curriculum for the Armenian Genocide and the contributions made by the LGBTQ community and noted that there is no reason why teachers cannot continue to use the current curriculum. The price of the textbooks came in under, as originally anticipated. Given the state of the budget, he felt that the Board needed to know the cost of the textbooks ($750,000) to be able to make a decision. He knows that these are challenging times to talk about adopting new textbooks, but the process was followed ad he felt that it needed consideration.

Clerk Tabet clarified that textbook funds come from Lottery Funds that can only be used to purchase textbooks. Dr. Paramo confirmed, as well as Superintendent Hill, who noted that as of now, there is no flexibility.

Clerk Tabet has heard conversations about purchasing online textbooks and noted that online version was not available for K-12 grades. Dr. Paramo explained that the state approves textbooks that are then used by districts to select and recommend for adoption. Some limited electronic components are available for each textbook, but not the full textbook. Clerk Tabet then thanked the social studies teachers for their work in selecting a new textbook.

Member Ferguson asked when the last adoption took place and asked about a plan if the budget scenario does not allow for the purchase of the new selected textbook. Dr. Paramo explained that a large percentage of damaged books are repaired by site staff, which will allow for continued used for the next school year. Member Ferguson said that it was challenging to wait for a state budget decision to categorical funds that include restrictions.

Vice President Frintner thanked Dr. Paramo for his presentation and asked about the characteristics use for the decision. Dr. Paramo explained that it was due to the book being user friendly and the focus was on the new material required by California law. Teachers focused on the areas of Armenian Genocide and the LBGTQ contributions. He clarified that both piloted textbooks are not designed for online learning.

Member Reynolds asked about the curriculum creation by District teachers for the Armenian Genocide and LGBTQ contribution and asked for a brief description of the curriculum development process. Dr. Paramo explained that the process included three cycles working with middle and high school teachers. All teachers worked together in teams to include the LGBTQ and Armenian Genocide curriculum.

Member Reynolds then noted that adoption curriculum requires Professional Development to deal with some of the current issues facing the country.

10.c Report on the Recommendations to the Board of Education from the District English Learner Advisory Committee

Sharon Cuseo, Assistant Superintendent, Instructional Services, reported on the Recommendations to the Board of Education from the District English Learner Advisory Committee, as presented.

DELAC Recommendations Report with PP.pdf (OF 28,173)

Sharon Cuseo introduced Jennifer Goldenberg. Due to technical difficulties with the PowerPoint presentation, ***President Aghakhanian moved to item 10d.***

Jenn Goldenberg, TK-12 Grade English Learner Coordinator used a PowerPoint to report on the role of the District English Learners Advisory Committee (DELAC). The report included Annual Language Census Data, reclassification information, ELD Program Survey and an update on the Master Plan for English Learners. She also reported on he assessment results for English Learners and Fluent English Proficient, the schools with the largest number of EL's (Miller, BHS, Muir, Emerson, Jefferson, and Washington)., and the languages spoken by country for BUSD students, the reclassification rates, and the reclassification criteria. Due to the COVID-19 the ELCAP testing still pending. The CDE is petitioning the Governor to waive to continue testing fall 2020.

Parent and DELAC President Nuria Lundberg reviewed the results of the District-wide Needs Assessment. She reported that this year more responses were submitted and that the percentage of responses stay the same. She also reviewed the Parent Education topics by elementary, middle and high school. The constant topic is homework and study skills. She felt that with the situation with distance learning the District should continue to educate regarding applying for financial aid for colleges and universities. She suggested an educational speaking component for students to encourage them to move forward to college and felt that it was important to simplify information for parents. She suggested technology support through videos in different languages for distance learning. She noted that a large percentage of EL parents struggle with social and economic disadvantages and ask for support for these parents.

Ms. Goldenberg then continued to review the Master Plan for English Learner, which includes six goals aligned with the Dashboard and the LCAP and noted that this format would allow her to provide an annual report.

Member Ferguson thanked Jennifer Goldenberg and Nuria Lundberg for their reports. He noted that some of the potential cuts include cutting the ELD Specialist by half and asked how the potential cuts will impact the program. Ms. Goldenberg noted that it has been only two-years without ELD specialist and those were the worse years in her 25-year career. Member Ferguson said that he was trying to figure out the need to continue to invest in the EL population and that feedback is helpful to be able to make decisions.

Member Reynolds asked for baseline data for improvement rate. Ms. Goldenberg noted that the data is included in the LCAP report.

President Aghakhanian is a product of the ESL program. He agreed with the comments and challenges made by the parents. He hoped that another report be presented to cover the challenges as he also hears similar comments from EL parents. He said that parents come to Burbank to attend these programs. The District has worked hard to accomplish some of the current goals and he hoped that it continue. He appreciated the report and hoped for a more detailed conversation in the future.

Member Ferguson clarified that staff was trying to protect all programs and positions and asked that Superintendent Hill carefully review the options at the next budget Study Session.

President Aghakhanian moved to item 11b at (11:38 p.m.)

10.d First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations

Matt Hill, Superintendent, facilitated the Board's first reading of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) - Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_ Mar 20_1st Read_060420.pdf (OF 28,174)

Superintendent Hill reported that this was the routine update from the California School Boards Association, which included a legislation update for Suicide Prevention. The current District policy was maintained and only updated the new legislation.

Member Ferguson thanked District staff for continuing with updating Board Policy during these challenging times, especially Dr. Paramo for working with him and Member Reynolds on the revisions to the Suicide Prevention policy.

10.e Budget Update 2020-2021

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on recent developments at the federal and state levels and their impacts on the Burbank Unified School District, as presented.

Budget Update 2020-2021.pdf (OF 28,175)

Debbie Kukta noted that the Board and Superintendent Hill had covered most of the updates regarding the budget and felt that it was not necessary to duplicate the effort.

11. NEW AND/OR UNFINISHED BUSINESS

11.a Appointment of Members/Alternate Members and Reappointment of Member to the School Facilities Oversight Committee (SFOC)

That the Board of Education appoint four (4) Members, consider appointing Alternate Members, and reappoint Raymond Juarez for a second term of either two or three years to the School Facilities Oversight Committee, effective June 5, 2020, as presented.

SFOC Appoints Members Alts Reappoint_060420.pdf (OF 28,176)

Clerk Tabet noted that most of the current alternate members do not attend regular meetings. Member Reynolds suggested that the current alternates and the new applicants be considered. Vice President Frintner agreed with Member Reynolds and asked that everyone listed in the report be considered. He also asked regarding the designation to each category of representation, as required by the SFOC bylaws. He was not sure if the new applicants selected a category.

Member Ferguson said that the make-up of the committee was due to State law and suggested that alternate member Justin Worsham be moved from alternate to a voting member. Vice President Frintner agreed that he was the best choice because he attends the meetings.

First Motion: Steve Ferguson moved to appoint Justin Worsham as a Taxpayer voting Member, and seconded by Charlene Tabet. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

Additional conversation took place regarding the question to appoint Raymond Juarez to a two or three-year term. Member Ferguson needed clarification regarding the two or three-year team and asked that staff come back with clarification regarding the process.

Clerk Tabet asked if the Board needed to appoint an alternate member since Justin Worsham was moved as a voting member. The Board also requested that the response be provided to the Board.

It was moved by Roberta Reynolds, and seconded by Armond Aghakhanian, that the Board of Education approve the item as ***recommended, with additional clarification to be provided by staff regarding the term limit for Raymond Juarez***. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

President Aghakhanian moved to item 10c.

11.b Adoption of Resolution 49 - Fundraising Restrictions, 2020-2021 School Year

That the Board of Education adopt Resolution 49 - Fundraising Restrictions, 2020-2021 School Year, as presented.

Resolution 49_Fundraising_060420.pdf (OF 28,177)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.c Adoption of Resolution 50 – Resolution of the Governing Board of the Burbank Unified School District Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for Fiscal Years Ending June 30, 2020, 2021 and 2022, and Authorizing Execution and Delivery of Related Documents and Actions

That the Board of Education adopt Resolution 50 - approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal years ending June 30 in each of the years 2020-2022, and authorizing execution and delivery of related documents and actions, as presented.

Resolution 50 - Delinquent Tax Financing.pdf (OF 28,178)

It was moved by Steve Ferguson, and seconded by Roberta Reynolds, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.d Approval of Award of Contract for Transportation Services

That the Board of Education approve an agreement for professional services between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, effective July 1, 2020 through June 30, 2023 and may be extended on a year-to-year basis for an additional two (2) years, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Award of Contract - Transportation.pdf (OF 28,179)

Ms. Kukta reported that it was time to go out to request for Proposal (RFP) for transportation services for Special Education students starting on July 1, 2020. Several proposals were submitted, which were then reviewed by her and Director of Special Education Tami Schiern. She recommended that the Board approve the contract to First Student Inc.

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.e Ratification of Agreement with Blackboard Inc. for Teacher Communication Module (General Fund)

That the Board of Education ratify the agreement between Burbank Unified School District and Blackboard Inc., for Teacher Communication Module, not to exceed $11,750 (01.0-00000.0-00000-72000-5840-7401000) (General Fund), effective April 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Ratification_Agreement_Blackboard_Teacher Module_060420.pdf (OF 28,180)

It was moved by Steve Ferguson, and seconded by Roberta Reynolds, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.f Approval of Renewal of Agreement with DocStar for Document Management System (General Fund)

That the Board of Education approve the renewal of agreement between Burbank Unified School District and DocStar for Document Management Services, not to exceed $20,295 (01.0-00000.0-00000-77000-5840-7731000) (General Fund), effective June 5, 2020 through July 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Renewal_Agreement_DocStar_060420.pdf (OF 28,181)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.g Approval of Agreement for Professional Services

That the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline to provide employee absence management and substitute placement for classified and certificated employees, effective July 1, 2020 through June 30, 2021, not to exceed $26,226 (01.0-00000.0-00000-72000-5840-7401000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Frontline.pdf (OF 28,182)

It was moved by Steve Ferguson, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.h Adoption of Resolution 51 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 51 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 51 - Reduction in Force.pdf (OF 28,183)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

11.i Acceptance of Gifts

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

Gift Report_060420.Amended pdf (OF 28,184)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as ***amended***. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

12. CONSENT AGENDA

12.a Amended Final Settlement Agreement (Special Education)

That the Board of Education amend Final Settlement Agreement for Special Education Student 960023095, not to exceed $23,876 (01.0-65000.0-50010-36000-5813-7440000), effective November 13, 2019 through October 30, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Settlement Agreement was approved on December 19, 2019 in the amount of $23,876. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment extends the original end date of August 30, 2020 to October 30, 2020 and adds an additional $5,810 to cover additional costs the parents have incurred during school closures, from $23,876 to $29,686.

SPED Student 960023095_Amended Settlement Agreement.docx.pdf CE (OF 28,171)

12.b Amended Final Settlement Agreement (Special Education)

That the Board of Education amend Final Settlement Agreement for Special Education Student 960032205, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective November 4, 2019 through October 30, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Settlement Agreement was approved on November 21, 2019 with no fiscal impact to the District. Due to COVID-19 and school closures, Student was unable to access the agreed additional services. This amendment is extending the original end date of July 2, 2020 to October 30, 2020.

SPED Student 960032205_Amended Settlement Agreement.docx.pdf CE (OF 28,171)

12.c Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of May 7, 2020, as presented.

Minutes.05.07.20.pdf (OF 28,184)

12.d Approval of Minutes

That the Board of Education approve the minutes of the Special Meeting of May 19, 2020, as presented.

Minutes.05.19.20.SP.pdf (OF 28,185)

12.e Approval of Personnel Report Number 19-20-18

That the Board of Education approve Personnel Report number 19-20-18, covering Certificated and Classified personnel, and consisting of Pages 1 to 17 inclusive, as presented.

Personnel Report 6-4-20.pdf (OF 28,186)

12.f 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2019-2020 as listed through May 4, 2020, as presented.

2019-2020 Purchase Order Report.pdf (OF 28,187)

12.g Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $9,754,122.77 commercial warrants in the total amount of $2,379,123.70 as presented.

Warrants.pdf (OF 28,188)

12.h Approval of Amended Independent Learning Academy Master Agreements

That the Board of Education approve the Independent Learning Academy Master Agreement for 7th and 8th Grade Students, the Independent Learning Academy Master Agreement for High School Students, and the Request for Extension of Contract Time, effective July 1, 2020, as presented.

ILA Master Agreements with Agmts.pdf (OF 28,189)

12.i Approval of 2020-2021 Courses and Instructional Minutes for the Independent Learning Academy

That the Board of Education approve the courses and instructional minutes for the Independent Learning Academy, effective July 1, 2020 through June 30, 2021, as presented.

ILA Course Approval Inst Minutes.pdf (OF 28,190)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Esther E. Chon, Ph.D., ED.M., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018415, not to exceed $6,000 (01.0-65000.0-57700-11900-5850-7440000), effective June 5, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018415_Dr. Chon IEE.pdf (OF 28,191)

12.k Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

That the Board of Education approve the Master Contracts for special education students, to be provided by the indicated nonpublic, nonsectarian school and agencies (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000,01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000,01.0-65000.0-57500-11801-5810-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

Master Contract Renewal for NP NS Schools and Agencies.pdf (OF 28,192)

12.l Approval of Service Agreements for Nonpublic, Nonsectarian Schools and Agencies

That the Board of Education approve the service agreements of nonpublic, nonsectarian schools and agencies as listed, under existing master contracts (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11801-5810-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the service agreements be exercised pursuant to BUSD-AR 3314, as presented.

Service Agreements for NP NS Schools and Agencies.pdf (OF 28,193)

12.m Approval of Piggybackable Contracts for Equipment, Materials and Services 2020-2021

That the Board of Education approve piggybackable contracts for the purchase of equipment, materials, and services for the 2020-2021 school year, as presented.

Piggybackable Contracts 2020-21.pdf (OF 28,194)

12.n Approval of Agreement for Professional Services with Frontline Education formerly Digital Schools

That the Board of Education approve the agreement between Burbank Unified School District and Frontline Education, effective July 1, 2020 through June 30, 2021, not to exceed $4,040, for the "Read Only" program (01.0-00000.0-00000-77000-5800-0000000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Frontline Education-DS Read Only Agmt.pdf (OF 28,195)

12.o Approval of District Memberships 2020-2021

That the Board of Education approve the memberships in professional organizations for 2020-2021, as presented.

District Memberships 2020-21.pdf (OF 28,196)

12.p Approval of 2020-2021 Budget Calendar

That the Board of Education approve the budget calendar for the 2020-2021 fiscal year, as presented.

Budget Calendar 2020-21.pdf (OF 28,197)

12.q Approval of Los Angeles County Office of Education (LACOE) PeopleSoft Financial Systems (PSFS) Contract 2020-2021

That the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for Peoplesoft Financial System Services, not to exceed $20,300 (01.0-00000.0-00000-77000-5890-0000000), effective, July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LACOE - PEOPLESOFT 2020-21.pdf (OF 28,198)

12.r Approval of Los Angeles County Office of Education (LACOE) Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

That the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2020 through June 30, 2021, not to exceed $6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

ACOE - Labor Distribution.pdf (OF 28,199)

12.s Approval of Professional Agreement with Sous Temp (Cafeteria Fund)

That the Board of Education approve the agreement between Burbank Unified School District and Sous Temp, effective July 1, 2020 through June 30, 2021 (13.0-53100-0-00000-37000-5890-749-0000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Food Service - Sous Temp 2020-2021.pdf (OF 28,200)

12.t Approval of Agreement for Professional Services, Lozano Smith (General Fund/Bond Fund)

That the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2020 through June 30, 2021, not to exceed $200,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Lozano Smith 2020-21.pdf (OF 28,201)

12.u Approval of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2020 through June 30, 2021, not to exceed $150,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Hatch & Cesario - Sped Atty 20-21.pdf (OF 28,202)

12.v Authorization Year End Appropriation Transfers 2019-2020

That the Board of Education authorize Appropriation Transfers for 2019-2020 as permitted in Education Code sections 42600 and 42601, as presented.

Authorization Year End Appropriation Transfers 19-20.pdf (OF 28,203)

12.w Approval of Renewal to Lease Agreement with Deluxe Media Inc. (General Fund)

That the Board of Education approve the Renewal to the Lease Agreement #7 between Burbank Unified School District and Deluxe Media Inc. f/k/a/ Deluxe Digital Studios Inc. for use of 60 parking spaces located behind Providencia Elementary School (accessed from Pacific Avenue). The renewal includes the following amendments: (1) extend the term of the lease through June 30, 2021, and (2) increase the monthly fee by 5% in accordance with the agreement from $4,824.33 to $5,065.55 for 60 parking spaces (01.0-90708.0-00000-00000-8650-7800013), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Deluxe Media Renewal to Lease.pdf (OF 28,204)

12.x Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve the mileage reimbursement to the parents of Special Education Student 960013446 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $15,653.80, effective August 17, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960013446_Parent Reimbursement.docx.pdf (OF 28,205)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Steers AAC Language & Speech, Inc., to provide an Independent Evaluation (IEE) in the area of assistive technology and augmentative and alternative communication and attend an IEP meeting for Special Education Student 960013446, not to exceed $3,000 (01.0-65000.0-57700-11900-5850-7440000), effective June 5, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960013446_Ali Steers IEEpdf.pdf (OF 28,206)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Nancy A. Blum, Ph.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960031425, not to exceed $6,000 (01.0-65000.0-57700-11900-5850-7440000), effective February 24, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on April 16, 2020. The effective date was from February 24, 2020 through June 30, 2020. Due to COVID-19, the assessor will be unable to complete the assessment until restrictions are lifted.

SPED Student 960031425_Nancy Blum IEE_Amended.pdf (OF 28,207)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Accommodating Ideas, Inc., to provide interpreting and translation for Burbank students, not to exceed $110,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Accommodating Ideas.pdf (OF 28,208)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Cronin Assessment, to provide an Independent Psyhological-Educational Evaluation (IEE) for Special Education Student 960027933, not to exceed $5,500 (01.0-65000.0-57700-11900-5850-7440000), effective June 5, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027933_Cornin_IEE.pdf (OF 28,209)

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

That the Board of Education approve 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 $760, (01.0-65000.0-57700-11900-5850-7440000), effective June 5, 2020 through December 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027933_Therapy In Action.pdf (OF 28,210)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Purple Communications, to provide interpreting and translation for Burbank students, not to exceed $380,000 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Purple Communications.pdf (OF 28,211)

12.ae Approval of Agreement for Professional Services, TLC Auctions

That the Board of Education approve the agreement between Burbank Unified School District and TLC Auctions, for the disposal of surplus materials and equipment, effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TLC Auctions - Surplus Agreement 20-21.pdf (OF 28,212)

12.af Approval of Amended Authorization of Signatures

That the Board of Education approve the authorization of signatures, for the period of June 5, 2020 through June 30, 2020, as presented.

Amended Authorization of Signatures 6-2020.pdf (OF 28,213)

12.ag Approval of Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)

That the Board of Education approve an agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2020 through June 30, 2021, not to exceed $200,000 per year (01.0-00000.0-00000-72000-5820-7471000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AALRR Agreement 2020-21.pdf (OF 28,214)

12.ah Approval of Renewal of Agreement for Professional Services with CSM Consulting, Inc, E-Rate Consultant (Special Reserve Fund)

That the Board of Education approve the renewal of agreement between Burbank Unified School District and CSM Consulting, Inc., to provide E-Rate funding consultation services, not to exceed $25,000 (Special Reserve Fund) (40.0-00000.0-00000-81000-5850-7500000), effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Renewal Agreement_CSM E-Rate_060420.pdf (OF 28,215)

12.ai Approval of Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education approve an agreement between Burbank Unified School District and CliftonLarsonAllen (CLA), as the District Auditor for school years 2020-2021, 2021-2022, 2022-2023, not to exceed $76,178, $77,228 and $74,550 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and $2,500 to $4,500 per additional programs, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CLA - 3 Year Agmt.pdf (OF 28,216)

12.aj Ratification of 2020-2021 Carl D. Perkins Career and Technical Education Grant Application

That the Board of Education ratify the application for the Carl D. Perkins Career and Technical Education Grant for the 2020-2021 school year, effective May 31, 2020, and that authority to sign the application be exercised pursuant to BUSD - AR 3314, as presented.

Perkins.pdf (OF 28,217)

12.ak 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.pdf (OF 28,218)

12.al 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.pdf (OF 28,219)

12.am Authorization of Salary Rates for Certificated, Classified and Other Unrepresented Employees for the Fiscal Year 2020-2021

That the Board of Education authorize the Superintendent to notify the Los Angeles County Superintendent of Schools that, as a result of financial uncertainties, negotiations, legislation, and other factors, the Board of Education declares that all management, including Superintendent, all Assistant Superintendents, confidential and other unrepresented employees' salaries are declared indefinite for 2020-2021. Note: This consent item is an annual routine action required by the Board of Education.

12.an Approval of Agreement- Azusa Pacific University

That the Board of Education approve the Agreement between the Burbank Unified School District and Azusa Pacific University to provide educational field experience, effective July 1, 2020 through June 30, 2025 unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - Azusa Pacific.pdf (OF 28,220)

12.ao Approval of Fieldwork Agreement- Emerson College

That the Board of Education approve the Fieldwork Agreement between the Burbank Unified School District and Emerson College to provide educational field experience, effective June 5, 2020 through June 5, 2022 unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented.

Agreement-Emerson College.pdf (OF 28,221)

12.ap Approval of Agreement for Professional Services

That the Board of Education approve the Agreement between the Burbank Unified School District and Shaw HR Consulting, Inc., to perform services related to the District's disability management program, not to exceed $35,000 (01.0-90335.0-00000-27000-5880-7558000) effective July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - Shaw.pdf (OF 28,222)

12.aq Approval of Agreement for Professional Services

That the Board of Education approve an Agreement between the Burbank Unified School District and Concentra. to provide occupational health services in the form of pre-

employment physicals and screenings, fit-for duty physicals, and first aid only examinations to cover the period of July 1, 2020-June 30, 2021 and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - Concentra.pdf (OF 28,223)

12.ar Approval of Agreement for Professional Services

That the Board of Education approve the Agreement for Professional Services of Independent Contractor between the Burbank Unified School District and Providence Health System - Southern California (DBA Providence Saint Joseph Medical Center) to cover the periods of July 1, 2020 through June 30, 2021 and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - SJOHC.pdf (OF 28,224)

12.as Approval of Agreement for Professional Services

That the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and the Department of General Services/Office of Administrative Hearings to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727, effective July 1, 2020 through June 30, 2025, unless terminated by either party on advance written notice, not to exceed $48,000 (01.0-00000.0-00000-72000-5810-7401000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD - AR 3314, as presented.

Agreement - DGS.pdf (OF 28,225)

President Aghakhanian announced the retirements of teachers Nancy Bruhn, Miller Elementary School, Shelley La Fountaine, Roosevelt Elementary School, Jeanne Santoyo, Burbank High School, and Attendance Clerk and Campus Assistant Barbara Ayuso, Jordan Middle School, Instructional Assistant ELD Vartuhi Banian, Instructional Assistant CC Lourdes Gutierrez, Counseling Assistant Milagros Marino, Food Service Cook Alis, Nazari, and Assessment and Accountability Technician Nancy Snowden.

It was moved by Roberta Reynolds, and seconded by Steve Ferguson, that the Board of Education approve items 12a through 12as, as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications

Public Comments were read during the first Public Comment Section, item 10a.

13.b Staff Responses – See item 10a.

13.c Board Members' Comments and Responses – See item 10a.

14. ADJOURNMENT

The meeting adjourned at 11:51 p.m. in memory of Kathy Licursi and George Floyd.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/18/2020
_____
DATE

_____
CHARLENE TABET, CLERK

TO: Board of Education / Superintendent Consent 6/18/2020

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

SUBJECT: Certificated Personnel - Report Number 19 - 20 - 19. 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
CHILDRESS, FRANK Burbank High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:24	Began Service 9/3/1992	6/30/2020

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PAPANDREA, RICHARD Human Resources	Substitute Teacher	01.0-00000.0-11100-10000-1160-755200	100		Began Service 12/29/2016	5/26/2020
OHRT, NATALIE Burbank High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		Began Service 10/09/2015	5/29/2020

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PIPER, MARY MORGEN Burbank High School	Special Ed Teacher Mild/Moderate - FTE:100%	01.0-65000.0-57700-11200-1110-4310000	100	RA:V - ST:12 STP: $2690		8/10/2020
SCHEINMAN, MACKENZIE Special Education	Speech Therapist - FTE:100%	01.0-65000.0-57700-11901-1110-7440000	100	RA:VI - ST:02 STP: $2690		8/10/2020

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PLATNER, REBECCA Luther Middle School	Teacher Art - FTE:100%	01.0-00000.0-11100-10000-1110-320000 01.0-01500.0-11100-10012-1110-320200	80 20	RA:005 - ST:06		8/10/2020 5/28/2021

ELECTION: SUMMER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DAWES, JACKIE Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/28/2020 7/2/2020
FREEMAN, ELISA Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020

GILLETT, OAKLEY Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
GOMEZ, JENNIFER Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/28/2020 7/2/2020
LOPEZ, DIANA Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
LUCAS, AMY Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
OGANYAN, VICTORIA Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
PALOMO, CASEY Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/28/2020 7/2/2020
RAPP, TREVOR Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
RUSSON, ROBYN Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020
TURNER, MARCUS Instructional Services	Teacher: Summer School	01.0-01500.0-11100-10000-1130-5480000	100		Summer School 2020	5/27/2020 7/2/2020

ELECTION: SUMMER NURSE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
AGUILERA, LENORA Special Education	Nurse Summer School Nurse	01.0-65000.0-50010-31400-1230-5480000	100		Summer School 2020	5/28/2020 7/9/2020

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ROTER, KORI John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:003 - ST:03		8/10/2020

LEAVE OF ABSENCE (PAID)	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GARFIAZ, JOCELYN Child Care Center	Cc Teacher: Preschool Age Leave of Absence - FTE:100%	12.0-90601.0-00010-10000-1110-5080000	100	RA:005 - ST:06	Emergency Paid Sick Leave Act (EPSLA)	5/27/2020 6/10/2020
KHACHOYAN, JOSEPHINA Child Care Center	Cc Teacher: Preschool Age Leave of Absence - FTE:100%	12.0-90601.0-00010-10000-1110-5080000	100	RA:005 - ST:03	Employee Paid Sick Leave Act (EPSLA)	5/26/2020 6/9/2020
KHACHOYAN, JOSEPHINA Child Care Center	Cc Teacher: Preschool Age Leave of Absence - FTE:100%	12.0-90601.0-00010-10000-1110-5080000	100	RA:005 - ST:03	Emergency Family and Medical Leave Expansion Leave Act (EFMLEA)	5/26/2020 8/18/2020

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BAROUTGIAN, ELIZABETH Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		08/10/2020
CUNNINGHAM, ALEYA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		5/22/2020
MESQUITA, NICHOLAS Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		08/10/2020

ELECTION: SUMMER HOURLY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
IVANKOVIC, PATRICIA Special Education	Other Hourly Summer Summer Other Hourly	01.0-65000.0-50010-21000-1930-7440000	100		DHH Program needs	6/1/2020 7/31/2020
GOOD, HEATHER Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-01500.0-11100-10000-1130-5480000	100		Summer School ILA	5/26/2020 6/18/2020
BADDERS, RANDALL Special Education	Teacher: Summer School Summer School 2019	01.0-65000.0-57500-11100-1130-5178000	100		Summer School 2020~Hourly equivalent per contract	5/28/2020 7/9/2020
HESS-WITUCKI, MAGGIE Special Education	Teacher: Summer School Summer School 2019	01.0-65000.0-57500-11100-1130-5178000	100		Summer School 2020~Hourly equivalent per contract	5/28/2020 7/9/2020

CORRECTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
SHALTS, RACHEL Special Education	Speech Therapist Leave of Absence - FTE:80%	01.0-65000.0-57700-11901-1110-7440000	100	RA:VI - ST:09 STP: $2152.04	Correction to Emergency Family and Medical Leave Expansion Leave	4/6/2020 5/22/2020
BROWN, KELLY John Muir Middle School	Teacher Leave of Absence	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:08 STP: $1345	Correction to Site	8/10/2020 5/28/2021

PTR CANCELLED	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
KLOTZLE, JUSTIN Jordan Middle School	Middle School Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100			5/26/2020

ELECTION: SUMMER TEACHER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CODY, NICOLE Instructional Services	Teacher: Summer School EL Summer TOSA 2020	01.0-01500.0-47600-27000-1930-5480002	100		Summer School 2020 -EL TOSA	5/28/2020 7/30/2020
BALISY, TAWNYA Special Education	Teacher: Summer School ESY SEED Program	01.0-65000.0-57300-11100-1130-5480000	100		Summer School 2020	5/28/2020 7/2/2020
BERICH, ERIN Special Education	Teacher: Summer School Secondary SH program	01.0-65000.0-57500-11100-1130-5480000	100		Summer School 2020	5/28/2020 7/9/2020

BICKELMANN, CHRISTOPHER Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
BIGGER, DENA Special Education	Teacher: Summer School Secondary DHH program	01.0-65000.0-57700-11104-1130-5480000	100		5/28/2020 7/9/2020
BRECKLEY, JOSHUA Special Education	Teacher: Summer School APE program	01.0-65000.0-57700-11902-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
BRINTON, CRISTY Special Education	Teacher: Summer School Secondary SH program	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
CABLAO, STELLA Special Education	Teacher: Summer School ESY SEED Program	01.0-65000.0-57300-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
CALDERON, SALLY Special Education	Teacher: Summer School ESY SEED Program	01.0-65000.0-57300-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
COLLINS, BRIAN Special Education	Teacher: Summer School BSP program	01.0-65000.0-57700-11108-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
COLLINS, CHANDRA Special Education	Teacher: Summer School ESY 2020	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
CORRAL, CHRISTOPHER Special Education	Teacher: Summer School Secondary SH program	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
COZZI, ANGELA Special Education	Teacher: Summer School ESY SLP 2020	01.0-65000.0-57700-11901-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
CROSBY, LUCY Special Education	Teacher: Summer School ESY SEED Program	01.0-65000.0-57300-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
CURRAN, EMILY Special Education	Teacher: Summer School APE program	01.0-65000.0-57700-11902-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
DAGATA, PATTY Special Education	Teacher: Summer School Elementary DHH program	01.0-65000.0-57700-11104-1130-5480000	100		5/28/2020 7/2/2020
FRIEND, TIFFANY Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
GHAZARIAN, JOANIE Special Education	Teacher: Summer School ESY SLP 2020	01.0-65000.0-57700-11901-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
GILL, DANIELLE Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
HARRISON, LISA Special Education	Teacher: Summer School ESY SLP 2020	01.0-65000.0-57700-11901-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
HOWITT, ELAYNE Special Education	Teacher: Summer School FACTS program	11.0-63910.0-41100-10000-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
KALACHI, MONIQUE Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020

KNIGHT, KASEY Special Education	Teacher: Summer School BSP program	01.0-65000.0-57700-11108-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
LIDDELL-JOHNSON, MARLA Special Education	Teacher: Summer School ESY SLP 2020	01.0-65000.0-57700-11901-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
MANGEL, ALYSSA Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
MENKE, ERICA Special Education	Teacher: Summer School Secondary SH program	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
MINDEL, BRITTANY Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
MIRON, CRYSTAL Special Education	Teacher: Summer School ESY 2020	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
PATTERSON, PATRICIA Special Education	Teacher: Summer School Elementary SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
PERLIS, DEBORAH Special Education	Teacher: Summer School Secondary CBI program	01.0-65000.0-57700-11108-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
RUBACK, SHARYL Special Education	Teacher: Summer School FACTS program	11.0-63910.0-41100-10000-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
SHORTEN, DANA Special Education	Teacher: Summer School Secondary SH program	01.0-65000.0-57500-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
TAPANYAN, ANIE Special Education	Teacher: Summer School High School SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
VATS, MONIKA Special Education	Teacher: Summer School ESY SLP 2020	01.0-65000.0-57700-11901-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
ZACHER, MARIANNA Special Education	Teacher: Summer School High School SDC program	01.0-65000.0-57700-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/9/2020
ZSUPNIK, CATHLEEN Special Education	Teacher: Summer School ESY SEED Program	01.0-65000.0-57300-11100-1130-5480000	100	Summer School 2020	5/28/2020 7/2/2020
ALMER, JENNIFER Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100	Summer School 2020	5/28/2020 7/2/2020
CHUGG, KELLI Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100	Summer School 2020	5/28/2020 7/2/2020
DOBBIN, ELLEN Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100	Summer School 2020	5/28/2020 7/2/2020
LUBOS, CONCHITA Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100	Summer School 2020	5/28/2020 7/2/2020
MICHELMAN, SETAPORN Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100	Summer School 2020	5/28/2020 7/2/2020

PELAYO, GRICELDA Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100		Summer School 2020	5/28/2020 7/2/2020
WOLLERTON, ALICIA Mc Kinley Elementary School	Teacher:summer School EL Summer School	01.0-01500.0-47600-10012-1130-5480002	100		Summer School 2020	5/28/2020 7/2/2020
CONSIDINE, MICHAEL Special Education	Teacher:summer School Elem. Summer School TOSA 2020	01.0-65000.0-50010-21000-1930-5480000	100		Summer School 2020- SpEd TOSA	5/1/2020 7/30/2020

LAY OFF	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
KLOTZLE, JUSTIN Burbank High School	High School Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		Resolution 46 on 5/7/2020. Began Service 8/14/2017	6/30/2020
PLATNER, REBECCA Burbank High School	High School Teacher Art - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	STP: $1345	Resolution 46 on 5/7/2020. Began Service 9/8/2015	6/30/2020
KOZUBEK, LORI John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	STP: $1345	Resolution 46 on 5/7/2020. Began Service 8/6/2018.	6/30/2020
MAGALLON, MATTHEW Jordan Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	STP: $1345	Resolution 46 on 5/7/2020. Began Service 8/5/2019	6/30/2020
CHAVEZ, ANDREA Luther Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100		Resolution 46 on 5/7/2020. Began Service 8/5/2019	6/30/2020
SUHR, ASHLEY Luther Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100		Resolution 46 on 5/7/2020.Began Service 8/6/2018	6/30/2020

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

June 18, 2020
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Avagyan, Anush	Adult	Summer Assignment	Hourly	$40.08	27	May - June
Baker, Ryan	CC	Summer Assignment	Hourly	$19.66	208	May - June
Grair, Julie	Adult	Additional hours at assignment	Hourly	$46.56	22.5	May
Hakopyan, Olga	Adult	Summer Assignment	Hourly	$40.08	27	May - June
Kimmel, Michael	Adult	Summer Assignment	Hourly	$40.08	27	May - June
Lemons, Julie	CC	Summer Assignment	Hourly	$23.88	208	May - June
Lerner, Lia	Adult	Summer Assignment	Hourly	$40.08	27	May - June
McMahon, Amanda	Adult	Summer Assignment	Hourly	$40.08	26	May - June
Nguyen, Duc	Adult	Additional hours at assignment	Hourly	$38.16	22.5	May
Noss, Marianne	Adult	Summer Assignment	Hourly	$40.08	27	May – June
Orsini, Marianna	Adult	Summer Assignment	Hourly	$40.08	27	May - June
Steinberg, Steven	Adult	Summer Assignment	Hourly	$40.08	27	May - June
Stilgenbauer, Kymberly	CC	Summer Assignment	Hourly	$22.73	208	May - June
Vasquez, Jonathan	Adult	Additional hours at assignment	Hourly	$44.79	3	May
Vehuni, Lilit	Adult	Summer Assignment	Hourly	$40.08	26	May - June
Vehuni, Lilit	Adult	Additional hours at assignment	Hourly	$46.56	22.5	May

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
WILLIAMS, Kimberly	Food Service Supervisor II	13.0-53100.0-00000-37009-2312-4320000	1.00	S-VII	D	06-01-20		Burroughs High School employed since 10-02-00
Resignation								
FLORES, Daniel	Safety/Utility Custodian	11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.17 .23 .05 .05 .18 .22 .05 .05	35-II	C	06-02-20		Burbank Adult School
MACIAS, Sara	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-I	D	05-21-20		Special Education
MORAN-GONZALEZ, Leslie	Assistant Technology Technician	01.0-65000.0-50010-27000-2410-7440000	1.0	45-V	C	06-02-20		Special Education
Termination								
AGHABEGI, Ana	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
ALBARIAN, Valine	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
ALDAOUD, Sahar	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
ALMASI, Sarineh	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
ALMONTE, Dennys	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
ARELLANO, Celina	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Termination (Continued)								
ARGOTI, Lilliana	Healthcare Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		37-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
AVALOS, Yvonne	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
BAGHUMYAN, Anna	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
BARBINIS, NICHOLAS	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
BATES, Shelley	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
BELL, Julie	Healthcare Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		37-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
BELL, Sharon	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
CHAVEZ, Adriana	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
CHILDRESS, Dorothy	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.9011100-10009-2960-7552000		40-I	G	04-25-20		Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Termination (Continued)								
CURRAN, Ryan	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
DAYVOLT, Crystal	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
EGGLESTON, Deborah	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-29-20		Special Education
EMIRZIAN, Viktoriya	Instructional Assistant Special Education	01.0-00000.0-11100-1000902960-7552000		32-I	G	04-25-20		Special Education
ESAIAN, Preny	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
ESTRADA, Melina	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
GIRGOORIAN, Jenik	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
GRIFFIN, Marianne	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
GRIGORIAN, Gisela	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
GUAJARDO, Jennifer	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
HAYCRAFT, Laura	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
HIDALGO, Corey	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
HAKOBYAN, Armenuhi	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Termination (Continued)								
HAKOBYAN, Lilit	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
HARTOUN MARDIRSAN, Odet	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
HERNANDEZ, Brandon	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
KAEDBEY, Nada	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
KELLY, Breanna	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
KELLY, Mary	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
MALDONADO, Fernando	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-29-20		Special Education
MANDELBERG, Kathy	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	Health Services Assistant	01.0-00000.0-11100-10009-2960-7552000		36-I	G	04-29-20		District Office
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
MANNING, Bonnie	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
MANSOORI, Najma	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		37-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Termination (Continued)								
MARDOYAN, Martiros	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
MCCORKLE, Stephanie	Campus Supervision Assistant	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
MESROBY, Arpi	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
MIKAYELYAN, Angela	Food Service Assistant	01.0-00000.0-11100-10009-2960-7552000		27-I	G	04-29-20		Food Services
MULLINS, Rebecca	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
MUNOZ, Alejandra	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
MURPHEY, Karin	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
NGUYEN-MAI, Yen	School Office Manager	01.0-00000.9-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
NIMMO, Victoria	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
PALACIO, Colleen	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-29-20		Special Education

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Termination (Continued)								
PAPAGIANNOPULOS, Marsha	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
PEALE, Kimberly	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
	Health Services Assistant	01.0-00000.0-11100-10009-2960-7552000		36-I	G	04-29-20		District Office
PELEN, Jacquelyn	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
PENNINGTON, Jill	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
PEREZ, Silvia	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-29-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
PERRY, Tamara	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
PORTER, Vianey	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-29-20		Special Education
POWELL, Cheryl	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Termination (Continued)								
PUPKO, Marina	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Healthcare Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		37-I	G	04-29-20		Special Education
PYLES, Vanessa	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
REYES, Faye	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
REYHANIAN, Preni	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
RIOJAS, Sarah	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-29-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-29-20		Special Education
RUPAR-PREZEBIEDA Analia	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
RUPP, Debra	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-25-20		District Office
	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
RUSSO, Andrea	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
SALAS, Elvira	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
SERRAO, Philomena	Typist Clerk III	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office

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Termination (Continued)								
SIMONIAN, Sofya	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.000000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
SNYDER, Paris	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Campus Supervision	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		District Office
SOTOLONGO, Tairy	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Discrete Trial Facilitator	01.0-00000.0-11100-10009-2960-7552000		40-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Instructional Assistant Children's Center II	01.0-00000.0-11100-10009-2960-7552000		34-I	G	04-25-20		Special Education
TAHMAZYAN, Rubina	Typist Clerk III	01.0.00000.0-11100-10009-2960-7552000		35-I	G	04-29-20		District Office
	School Office Manager	01.0-00000.0-11100-10009-2960-7552000		43-I	G	04-29-20		District Office
VALENZUELA, Eliana	Instructional Assistant Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
WHITNEY, Marilyn	Instructional Assistant Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	04-25-20		Special Education
	Instructional Assistant Special Education	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		Special Education
	Elementary PE Assistant	01.0-00000.0-11100-10009-2960-7552000		32-I	G	04-25-20		District Office
Additional Compensation for Site Technology Specialist								
BAUMAN, Laura	Instructional Media Specialist – Middle School	01.0-00000.0-00000-24200-2450-7730000		1092.00	D	01-06-20	05-21-20	Luther Middle School
BUSSARD, Beverly	Instructional Media Specialist – Middle School	01.0-00000.0-00000-24200-2450-7730000		1092.00	D	01-06-20	05-21-20	Jordan Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Site Technology Specialist (Continued)								
KIM, Nancy	Instructional Media Specialist – Middle School	01.0-00000.0-00000-24200-2450-7730000		1092.00	D	01-06-20	05-21-20	Muir Middle School
Election – Hourly								
ALEGRIA, Hector	Custodian	01.0-90711.0-81000-50002-2240-4328000		35-III	A	03-13-20	03-13-20	Facilities Services
ALVAREZ BENJUMEA, Carlos	Custodian	01.0-00100.0-00000-83000-2240-7521000		35-VI	A	05-03-20	05-03-20	Facilities Services
AMBROSE, Liliana	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	05-05-20 05-01-20	05-06-20 06-30-20	Jordan Middle School Monterey High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	05-01-20 05-01-20	06-30-20 05-31-20	Monterey High School Jefferson Elementary
BREWINGTON, Rosalinda	Adult English Language Development Office Specialist I	11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41100-27000-2430-5330044 11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000		35-IV	E	06-01-20	06-30-20	Burbank Adult School
DEVRIES, Kellie	Special Education Technician	01.0-00000.0-00000-72000-2440-9000000		45-VI	A	03-16-20	03-27-20	Special Education
JIMENEZ, Juan P	Grounds Technician	01.0-00100.0-00000-83000-2240-7521000		40-VI	A	05-09-20	05-10-20	Facilities Services
LEON, Oscar	Lead Custodian – Secondary	01.0-00100.0-00000-83000-2240-7521000		40-VI	A	05-02-20	05-02-20	Facilities Services
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	08-12-19	06-30-20	Instructional Services
PORTILLO, Carlos	Custodian	01.0-00100.0-00000-83000-2240-7521000		35-VI	A	03-07-20	03-08-20	Facilities Services
Election – Summer School								
ARBOGAST, Julie	Instructional Assistant – Special Education	01.0-01500.0-11100-10000-2130-5480000		32-VI	D	06-01-20	07-02-20	Burbank High School
ADAIR, Nathan	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Stevenson Elementary
AMBROSE, Liliana	Instructional Assistant - Special Education	01.0-65000.0-57700-11100-2130-5480000		32-VI	D	06-01-20	07-02-20	Burbank High School

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Election – Summer School (Continued)								
ARPON, Maria Aurea Victoria	Instructional Assistant - Special Education	01.0-65000.0-57700-11100-2130-5480000		32-I	D	06-01-20	07-02-20	Burbank High School
ARUTYUNYAN, Kristine	Instructional Assistant - Severe Behavior II	01.0-65000.0-57500-11100-2130-5178000		45-VI	D	06-01-20	07-02-20	Magnolia Park
AVAKIAN, Jacqueline	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
AVALOS, Brenda	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary
BARBINIS, Nicholas	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	07-02-20	Stevenson Elementary
BERKOVITZ, Soraida	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Stevenson Elementary
BONILLA, Cindy	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Burbank High School
BRADSHAW, Dionne	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank Adult School
CAFARELLA, Valerie	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
CAMPBELL, Amber	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
CAMPBELL, Taylor	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
CHAMBLEE, Colleen	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary
COHEN, Sofia	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary
CRUZ, Evelyn	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
DESIMONE, Tiffany	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
DISARRO, Caryn	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-I	D	06-01-20	07-02-20	Stevenson Elementary
FRAIRE MEZA, Angelica	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	07-02-20	Stevenson Elementary
GARFIAZ, Cesar	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Burbank High School
GEVORGYAN, Gohar	Instructional Assistant – Special Education	01.0-65000.0-57700-11100-2130-5480000		32-III	D	06-01-20	07-02-20	Burbank High School
GOMEZ BARCENAS, Erika	Discrete Trial Facilitator	01.0-65000.0-57500-11100-2130-5480000		40-IV	D	06-01-20	07-02-20	Burbank High School

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Election – Summer School (Continued)								
GONZALEZ, Stephanie	Instructional Assistant – Special Education	11.0-63910.0-41100-10000-2130-5480000		32-VI	D	06-01-20	07-02-20	Burbank Adult School
GUEFFROY, Katherine	Educational Interpreter III	01.0-65000.0-57700-11104-2130-5480000		54-VI	D	06-01-20	07-02-20	Burbank High School
GUTIERREZ, Silvia	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-V	D	06-01-20	07-02-20	Burbank High School
HARRIS, Samuel	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
HERNANDEZ, Laura	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-5480000		61-VI	D	06-01-20	07-02-20	Burbank High School
HERNANDEZ, Norma	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
HERRERA, Maria Elena	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
KARESH, Raghida	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-I	D	06-01-20	07-02-20	Stevenson Elementary
KAUFMAN, Joshua	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Burbank High School
KIRKPATRICK, Gloria	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Stevenson Elementary
KNOOP, Nicole	Instructional Assistant – Severely Impaired	01.0-65000.0-57500-11100-2130-5480000		35-VI	D	06-01-20	07-02-20	Burbank High School
LEIVA, Nereyda	Instructional Assistant – Special Education	01.0-01500.0-11100-10000-2130-5480000		32-VI	D	06-01-20	07-02-20	Burbank High School
LOURENCO, Susan	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
MANSOURIAN, Verjineh	Instructional Assistant – Special Education	01.0-65000.0-57700-11100-2130-5480000		32-IV	D	06-01-20	07-02-20	Burbank High School
MCCOOLE, Lisa	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-V	D	06-01-20	07-02-20	Burbank High School
MERCADO, Lisette	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
MICHAELS, Alma	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-IV	D	06-01-20	07-02-20	Stevenson Elementary
MIRABEL, Tiffany	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	06-03-20	Stevenson Elementary
MIRZAKHANIAN, Tina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
MORALES, Christian	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
NASRALLAH, Lydia	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	07-02-20	Stevenson Elementary
NAVARRO, Carolina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
NERSISYAN, Nare	Speech Language Pathologist – Assistant	01.0-65000.0-50010-31500-2230-5480000		53-VI	D	06-01-20	07-02-20	Horace Mann
NONO, Hiba	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary
OLFATI, Golak	Behavior Interventionist	01.0-65000.0-57500-31420-2230-5480000		12-2	C	05-26-20	07-06-20	Special Education
OROZCO, Crystal	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-V	D	06-01-20	07-02-20	Horace Mann
PANAMENO, Christina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	07-02-20	Burbank High School
PERAZA, Cristina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-I	D	06-01-20	07-02-20	Stevenson Elementary
PORTER, Vianey	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
RANGSIYAWONG, Ada	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-I	D	06-01-20	07-02-20	Stevenson Elementary
REINSMA, Madison	Educational Interpreter III	01.0-65000.0-57700-11104-2130-5480000		54-II	D	06-01-20	07-02-20	Burbank High School
RICOTTA, Gail	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
RITTER, Katarina	Instructional Assistant – Severely Impaired	01.0-65000.0-57500-11100-2130-5480000		35-II	D	06-01-20	07-02-20	Burbank High School
ROBLES, Lisa	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Stevenson Elementary
ROJAS, Maira	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Burbank High School
ROMERO, Roxanne	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
ROMO, Brittany	Instructional Assistant Translator - DHH	11.0-63910.0-41100-10000-2130-5480000		33-IV	D	06-01-20	07-02-20	Burbank Adult School
RUIZ DE CASTILLO, Alicia	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-V	D	06-01-20	07-02-20	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
SANCHEZ, Cynthia	Instructional Assistant – Translator DHH	01.0-65000.0-57700-11104-2130-5480000		33-VI	D	06-01-20	07-02-20	Burbank High School
SETAGHIAN, Veronica	Instructional Assistant – English Language Development	01.0-01500.0-`11100-10000-2130-5480000		35-VI	D	06-01-20	07-02-20	Burbank High School
SIGUENZA, Lucy	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-I	D	06-01-20	07-02-20	Stevenson Elementary
TAIT, Holly	Instructional Assistant Severely Impaired	11.0-63910.0-41100-10000-2130-5480000		35-VI	D	06-01-20	07-02-20	Burbank Adult School
TAMIMI, Tammy	Instructional Assistant – Special Education	01.0-65000.0-57700-11100-2130-5480000		32-VI	D	06-01-20	07-02-20	Burbank High School
TURNER, Aleea	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-01-20	07-02-20	Stevenson Elementary
VALLONE, Joanne	Instructional Assistant – Severe Behavior II	01.0-65000.0-57500-11100-2130-5178000		45-VI	D	06-01-20	07-02-20	Magnolia Park
WHITNEY, Joan	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-01-20	07-02-20	Stevenson Elementary
YAEGER, Shannon	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-01-20	07-02-20	Burbank High School
YANEZ, Mariana	Behavior Interventionist	01.0-65000.0-57500-31420-2230-5480000		12-7	C	05-26-20	07-06-20	Special Education

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000013	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $3,500.00; 2019-20 BLANKET ORDER; OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$8,500.00
20000197	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $200.00; 2019-20 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$400.00
20000241	BEST BEST & KRIEGER LLP	C/O 1: REDUCE BY $40,712.30; PROFESSIONAL SERVICES AGREEMENT; SPECIAL EDUCATION LEGAL ADVICE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	$29,287.70
20000343	Q PRESS	C/O 1: INCREASE BY $400.00; 2019-20 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION	BURBANK ADULT SCHOOL	110	$25,400.00
20000438	KELLY PAPER	C/O 2: REDUCE BY $1,000.00; 2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$9,000.00
20000440	ULINE - Attn: ACCOUNTS RECEIVABLES	C/O 2: INCREASE BY $1,000.00; 2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$6,000.00
20002090	TINY TALK SPEECH THERAPY	C/O 2: INCREASE BY $9,800.00 - BD 5/7/20; CONSULTANT AGREEMENT; SPEECH CONSULTANT; SPECIAL EDUCATION; BOARD APPROVED 11/7/19	SPECIAL EDUCATION	010	$15,300.00
20002302	KREISBERG, ROBYN	C/O 1: INCREASE BY $2,150.00; CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 9/5/19	EDISON ELEMENTARY	010	$4,300.00
20002960	THEATREWORKS USA	C/O 1: CANCEL ORDER; FIELD TRIP ADMISSION; WILSHIRE EBELL THEATRE; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$981.50
20002967	BURBANK OPTOMETRIC CENTER, INC.	C/O 1: CANCEL ORDER; CONSULTANT AGREEMENT; VISION THERAPY; SPECIAL EDUCATION; BOARD APPROVED 2/6/20	SPECIAL EDUCATION	010	$2,100.00
20003202	GARVEY EQUIPMENT COMPANY	NON-INSTRUCTIONAL EQUIPMENT REPAIR MATERIAL	FACILITIES SERVICES	010	$1,299.76
20003231	TODAY'S CLASSROOM LLC	C/O 1: INCREASE BY $36.85; LIBRARY FURNITURE; GIFT FUNDS	MILLER ELEMENTARY	010	$457.89
20003317	DISCOUNT SCHOOL SUPPLY	C/O 1: CANCEL ORDER; CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	DISNEY ELEMENTARY	120	$127.36
20003529	STAGES4U	C/O 1: CANCEL ORDER; CONSULTANT AGREEMENT; RECREATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/16/20	SPECIAL EDUCATION	010	$2,700.00
20003538	UME FEDERAL CREDIT UNION	C/O 1: CANCEL ITEMS; STUDENT AWARDS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$172.15
20003600	UME FEDERAL CREDIT UNION	PLAYGROUND EQUIPMENT; MAA FUNDS	ROOSEVELT ELEMENTARY	010	$720.01
20003693	ETA HAND2MIND	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$3

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20003694	HENDERSON-DEANE, CINDY	CONSULTANT AGREEMENT; RECORDER LESSONS; GIFT & ARTS FOR ALL FUNDS; BOARD APPROVED 8/15/20	EDISON ELEMENTARY	010	$1,600.00
20003695	THE HOME DEPOT F/K/A SUPPLYWORKS	STORAGE EQUPIMENT; ASES PROGRAM FUNDS	PROVIDENCIA ELEMENTARY	010	$735.30
20003696	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$793.30
20003697	THE HOME DEPOT F/K/A SUPPLYWORKS	STORAGE SUPPLIES; ASES FUNDS	PROVIDENCIA ELEMENTARY	010	$340.79
20003698	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$108.75
20003699	SWINGFRAME / DISPLAYS4SALE	OFFICE SUPPLIES; MAA FUNDS	ROOSEVELT ELEMENTARY	010	$369.26
20003700	HARRIS COMMUNICATIONS	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$49.60
20003701	AMAZON CAPITAL SERVICES	BOOKS; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$427.04
20003702	LORIGO, JENNIFER	CONSULTANT AGREEMENT; DRAMA INSTRUCTION; GIFT FUNDS; BOARD APPROVED 8/15/19	EDISON ELEMENTARY	010	$2,400.00
20003703	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS AND MAA FUNDS	MC KINLEY ELEMENTARY	010	$629.90
20003704	EINBINDER, SUE-ELLEN	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
20003705	GRESHAM, JANICE	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
20003706	MECHANIC'S TRAILER & LIFT GATE REPAIRS, INC.	FOOD SERVICE REPAIR MATERIAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$526.47
20003707	ABRAHAMIAN, NORI	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003708	ALTHOUSE, KELLY	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003709	AMAYA, JUAN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$200.00
20003710	ARBUCKLE, ROBERT	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003711	ASHKENAZI, JULIE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003712	ASTORGA, LEOBARDO	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003713	UME FEDERAL CREDIT UNION	STUDENT AWARDS	ROOSEVELT ELEMENTARY	010	$271.91

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20003714	PETROSYAN, LILIT	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003715	BASYROVA, SVETLANA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003716	BATES, AUDREY	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003717	BAUM, JENNIFER	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003718	BEEBE, THERESA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003719	BERRY, AMY	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003720	BLOMDAHL, TRISTA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003721	CANNON BLUESTEIN, TWILA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003722	BLUM, EVE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003723	BLUMENTHAL, BONNIE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003724	BROWNGARDT, JOLENE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003725	SEYMOUR, DREW	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003726	BRYANT, JENNIFER	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$120.00
20003727	BUCKMAN, RACHEL	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003728	CHAIDEZ, JULIE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003729	THOMAS, KAREN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$370.00
20003730	CHESLEY, HEATHER	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003731	CHINN, LORI ANN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$375.00

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20003732	CHISHOLM, DARIN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003733	CONNER, LAUREN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003734	CRAMER, JESSICA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003735	CUELLAR, ISSY	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$240.00
20003736	DAVIDSON, RONALD	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003737	DEGUZMAN, CAESAR	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$110.00
20003738	DEPUNG, LYNETTE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003739	DRAITSER, PAIGE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003740	DRAPER, NATHAN	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003741	FITCH, ERIKA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003742	REID, MARGIE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003743	GIBSON, MIRANDA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003744	GICAS, MICHELLE	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003745	GORDON, MELINDA	REFUND TO PARENT FOR CANCELLED OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
20003746	BOX CARS AND ONE-EYED JACKS, INC	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$2,311.26
20003747	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$212.28
20003748	KR NIDA CORPORATION	COMMUNICATIONS EQUIPMENT	EMERSON ELEMENTARY	010	$1,922.76
20003749	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	EMERSON ELEMENTARY	010	$49.99
20003750	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	$512.21
20003751	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$6

BURBANK UNIFIED SCHOOL DISTRICT

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20003752	WEST SAN GABRIEL LIABILITY & PROPERTY JPA	2018-19 PAYROLL AUDIT WORKERS' COMPENSATION INSURANCE	FISCAL SERVICES	010	$113,096.00
20003753	BERTRAND'S MUSIC	MUSICAL INSTRUMENT	BURBANK HIGH SCHOOL	010	$1,741.55
20003754	AMAZON CAPITAL SERVICES	TECHNOLOGY EQUIPMENT	TECHNOLOGY SERVICES	010	$633.82
20003755	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	TECHNOLOGY SERVICES	010	$14,432.25
20003756	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES PROGRAM FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$323.05
20003757	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES PROGRAM FUNDS	PROVIDENCIA ELEMENTARY	010	$1,158.07
20003758	ESCALANTE, KAREN	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$2,000.00
20003759	SANDERSON, JAMIE	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$700.00
20003760	FEINBERG, RACHEL	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$800.00
20003761	MILLMAN, SHAUNA	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$200.00
20003762	DOYLE, MARK	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$100.00
20003763	RODRIGUEZ, LINDA	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$100.00
20003764	CATALANO, AHESHA	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP FEES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$100.00
20003765	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES; CHILD DEVELOPMENT FUNDS	HORACE MANN CHILDREN´S CENTER	120	$77.15
20003766	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$1,170.77
20003767	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES PROGRAM FUNDS	DISNEY ELEMENTARY	010	$671.94
20003768	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; ASES PROGRAM FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$35.26
20003769	UME FEDERAL CREDIT UNION	CLASSROOM EQUIPMENT; ASES PROGRAM FUNDS	DISNEY ELEMENTARY	010	$33.62
20003770	DICK BLICK CO	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$2,392.85
20003771	VARGAS, WENDY	REFUND TO PARENT FOR DUAL IMMERSION SUMMER CAMP; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$1,600.00
20003772	WOODARD, NEELA	REIMBURSEMENT TO FUNDRAISING COMMITTEE PRESIDENT FOR SOFTWARE SUBSCRIPTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$24.99

BOARD DETAIL REPORT

Printed between 05/05/2020 & 05/18/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20003773	COZZI, ANGELA	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR APPS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$199.98
20003774	UME FEDERAL CREDIT UNION	SOFTWARE SUBSCRIPTION; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$54.99
20003775	CINTAS CORPORATION	HEALTH SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FISCAL SERVICES	010	$10,451.70
20003776	POORE, REBECA	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR SOFTWARE SUBSCRIPTION; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$49.99
20003777	VATS, MONIKA	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR SOFTWARE LICENSES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$195.25
20003778	NERSISYAN, NARE	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR APPS AND INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$85.87
20003779	DUPONT, STEPHANIE	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR SOFTWARE SUBSCRIPTIONS AND INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
20003780	LEARNING A-Z	SOFTWARE SUBSCRIPTION; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$115.45
20003781	INDUSTRIAL ELECTRIC COMMERCIAL PARTS & SERVICE,	FOOD SERVICES REPAIR MATERIAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FACILITIES PLANNING SERVICES	130	$783.50
20003782	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$56.73
20003783	SIMANCAS, CLAUDIA	REIMBURSEMENT TO SENIOR BUYER FOR OFFICE SUPPLIES	PURCHASING SERVICES	010	$43.62
20003784	SCHOOL HEALTH CORP.	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	$246.29
20003785	APPLE COMPUTER ED SALES	TECHNOLOGY EQUIPMENT	TECHNOLOGY SERVICES	010	$5,732.27
20003786	RAPTOR TECHNOLOGIES LLC	VISITOR MANAGEMENT SYSTEM ANNUAL ACCESS FEE; BOARD APPROVED 4/20/17 & 6/20/19	TECHNOLOGY SERVICES	010	$10,395.00
20003787	SOLUTION TREE	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$1,509.54
20003788	UME FEDERAL CREDIT UNION	ANNUAL MAINTENANCE FOR AUTONOMOUS SYSTEM NUMBER	TECHNOLOGY SERVICES	010	$150.00
20003789	MB DANCE, INC. aka GARRI DANCE STUDIOS	CONSULTANT AGREEMENT; VIRTUAL DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 5/7/20	JEFFERSON ELEMENTARY	010	$8,000.00
20003790	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATORS	MUIR MIDDLE SCHOOL	010	$3,195.00
20003791	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES	BRET HARTE ELEMENTARY	010	$152.15
20003792	LEE, ROBERT	REIMBURSEMENT TO TEACHER FOR MEETING SUPPLIES; MAA FUNDS	MUIR MIDDLE SCHOOL	010	$131.46

BOARD DETAIL REPORT

Printed between 05/05/2020 & 05/18/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20003793	COSTELLA, LIZ	REIMBURSEMENT TO PRINCIPAL FOR GRADUATION SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$241.16
20003794	TCI TEACHERS' CURRICULUM INSTITUTE	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$1,613.50
20003795	CENTRAL RESTAURANT PRODUCTS	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$1,705.45
20003796	BERTRAND'S MUSIC	MUSICAL INSTRUMENT REPAIRS & SUPPLIES; ARTS FOR ALL FUNDS	INSTRUCTIONAL SERVICES	010	$2,413.07
20003797	AMAZON CAPITAL SERVICES	BOOKS; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$195.91
20003798	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR A PSYCHOEDUCATIONAL IEE AND SOCIAL SKILLS PROGRAMMING; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/7/20	SPECIAL EDUCATION	010	$7,500.00
20003799	RIVERSIDE INSIGHTS	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$1,100.52
20003800	TEXTBOOK WAREHOUSE INC	BOOKS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$140.09
20003801	I LOVE TO READ IN SPANISH LLC	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$724.15
20003802	UME FEDERAL CREDIT UNION	STUDENT AWARDS; MAA FUNDS	MILLER ELEMENTARY	010	$420.88
20003803	TEACHER SYNERGY LLC	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$179.00
20003804	UME FEDERAL CREDIT UNION	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$357.29
20003805	THE HOME DEPOT F/K/A SUPPLYWORKS	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$4,946.26
20003806	GOOD USE	SAFETY SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$1,975.24
20003807	AMTECH ELEVATOR SERVICES	SERVICE CALL ON ELEVATOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$222.50
20003808	TREMCO INC	ROOF REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,032.38
20003809	ULINE - Attn: ACCOUNTS RECEIVABLES	CLEANING SUPPLIES; COVID-19 LEA RESPONSE FUNDS	FACILITIES SERVICES	010	$6,741.71
20003810	SWRCB ACCOUNTING OFFICE	STORMWATER/WASTEWATER PERMIT FEE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FISCAL SERVICES	010	$442.00
20003811	SOUTH COAST AQMD	AIR QUALITY MANAGEMENT FEES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FISCAL SERVICES	010	$137.63
20003812	BALFOUR/ARTCARVED/POWERS EMBROIDERY/CB ANNOUNCEMEN	VIRTUAL COMMENCEMENT CEREMONY; LUTHER MS & BAS	LUTHER BURBANK MIDDLE SCHOOL	010	$2,280.00
20003813	AMAZON CAPITAL SERVICES	MEDICAL SUPPLIES; CHILD DEVELOPMENT FUNDS	HORACE MANN CHILDREN´S CENTER	120	$30.85
20003815	YOUNG, JOY	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR SUPPLIES AND APPS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00

BOARD DETAIL REPORT

Printed between 05/05/2020 & 05/18/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20003816	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$999.00
20003818	UME FEDERAL CREDIT UNION	SOFTWARE LICENSES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$225.00
20003819	DAILY JOURNAL CORPORATION	NEWSPAPER ADVERTISEMENT	FISCAL SERVICES	010	$225.63

PO Count: **141** **Total:** **$353,248.12**

Printed between 05/05/2020 & 05/18/2020

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	134	$325,509.49
110	Adult Education Fund	1	$25,400.00
120	Child Development Fund	4	$1,028.66
130	Cafeteria Fund	2	$1,309.97
		Total:	**$353,248.12**

6/18/2020

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
6638490	6638506	25871132	25871132
6643662	6643671	25880064	25880085
6644640	6644785	526049	526051
1589270	1589966	25881549	25881645
		526197	526201
		25884992	25885002
		526393	526395
		25886224	25886259
		25888101	25888115
		526696	526698

5/13/20 - 5/22/20 $ 1,154,794.36 5/8/20 -5/19/20 $ 866,694.27

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Neuro-Psychological Evaluation (IEE) for the Special Education Student 960018286, 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 $7,200.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Rita Eichenstein, Ph.D., to provide an Independent Neuro-Psychological Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018286, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective April 20, 2020 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 16, 2020. The effective date was from April 20, 2020 through October 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of October 30, 2020 to December 30, 2020 at no additional cost to the District.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide physical therapy services to special education students, pursuant to California education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPS require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services. This agreement allows the District to provide the mandated physical therapy services to all students with IEPs who require such services.

Fiscal Impact:

Not to exceed $121,500.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy for Burbank special education students from July 1, 2020 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) and a Speech and Language IEE for the Special Education Student 960029921, 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 $6,800.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student 960029921, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective February 6, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was February 6, 2020. The effective date was from February 6, 2020 through June 30, 2020. Due to COVID 19, the assessor will be unable to complete the assessment until restrictions are lifted. The amendment extends the original end date of June 30, 2020 to March 30, 2021. The assessor has also agreed to provide a Speech and Language IEE which will increase the fiscal impact.

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) and a Speech and Language IEE for the Special Education Student 130003043, 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 $6,800.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Psychological-Educational Evaluation (IEE) and a Speech and Language IEE and attend an IEP meeting for Special Education Student 130003043, not to exceed $6,800 (01.0-65000.0-57700-11900-5850-7440000), effective June 19, 2020 through March 30, 2021, 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 19th day of June 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen L. Epport, Ph.D. hereinafter referred to as "Consultant."

Payee's Name Karen L. Epport, Ph.D. Daytime Phone Number: 310-503-7880 Email: karenepportphd@gmail.com

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045

Sponsoring Administrator: Matt Hill, Superintendent _____.
Signature Date

Board Approval: 06/18/2020
Account Code: 01.0-65000.0-57700-11900-5850-7440000

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. Contractor is responsible to cover the cost of the Livescan.**

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, for a total not to exceed $6,800 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 06/19/2020 and terminating on 03/30/2021.
3. Payment Terms: 45 Days

   Consultant will provide a Psychological-Educational Evaluation IEE ($5,500) and Speech and Language IEE ($1,300) for Special Education Student 130003043. This cost includes the following: review of all educational documents, interviews with educational staff, observations, direct assessment of the student (this usually involves multiple assessment sessions), scoring/interpretation of data, report writing, travel time to Burbank from Westchester, and attendance at the IEP meeting to review the report/discuss findings.

4. Consultant will provide the following services:
6. 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.
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 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.

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.

Tamara Schiern, Director, Special Education Date Consultant Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide mental health and case management services for students who attend Magnolia Park School, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEP's require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $195,405.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway-Sycamores, to provide mental health services for Burbank special education students, not to exceed $195,405 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2020 through June 30, 2021, 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 19th day of June 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hathaway-Sycamores hereinafter referred to as "Consultant."

Hathaway-Sycamores	MauraFlaherty@hathaway-sycamores.org	626-395-7100 X5365
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: 100 W. Walnut St. Ste. 375	Pasadena,	CA	91124
	City	State	Zip

Sponsoring Administrator: Matt Hill	Superintendent		Special Education
Print Name	Title	Signature	Location

Board Approval Date: 06/18/2020 Account Code: 01.0-33270.0-57500-11800-5810-7440000

The assignment **will** ☒ **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.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $____per month ☐ / per day ☐ / per session ☒ for a total not to exceed $195,405.
2. The term of the Agreement shall be the period commencing on 08/01/2020 and terminating on 07/31/2021.
3. Consultant will provide the following services:
   To provide mental health and case management services for student who attend Magnolia Park School.
4. The Consultant shall provide an invoice to the Special Education department of the time spent in providing the services and preparing the products required by this Agreement. Consultant will submit invoices on a monthly basis and will be paid after the invoice has been processed.
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.
9. 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.

Tamara Schiern, Special Education Director	Date	Consultant	Date
		MFlaherty	2 June 2020

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.

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students are transported by G & S Transit Management, Inc. (DBA: City Cab). The Special Education Department has a long history of working with this company to provide said services.

Fiscal Impact:

Not to exceed $100,000.

Recommendation:

Tamara Schiern, Director of Special Education, recommends that the Board of Education approve an agreement between the Burbank Unified School District and G & S Transit Management, Inc. (DBA: City Cab) for transportation services for Special Education Students on an as needed basis, effective July 1, 2020, through June 30, 2021, not to exceed $100,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TRANSPORTATION AGREEMENT

THIS AGREEMENT entered into on the 1st day of July 2019 by and between the Burbank Unified School District of Los Angeles County, hereinafter referred to as the "District" and G & S Transit Management, Inc. DBA: City Cab, hereinafter referred to as the "Contractor".

WITNESSETH

That the parties hereto have mutually consented and agreed, for and in consideration of the payments to be made as herein set forth, as follows:

1. **SCOPE OF WORK**

   The Contractor shall provide transportation services for: special education students of the Burbank Unified School District on an "as needed" basis. No other fares are to be in the taxi while the Contractor is transporting a District special education student(s), and the driver is to take the most direct routes.

2. **PAYMENT/TERM**

   This contract shall be effective from July 1, 2019, through June 30, 2020, and shall be written for an amount not to exceed Seventy-five Thousand Dollars ($115,000.00).

3. **ASSIGNMENT OF CONTRACT**

   The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the Board of Education of the Burbank Unified School District.

4. **DEFAULT BY CONTRACTOR**

   If, in the opinion of the Board of Education, the Contractor at any time during the period of this contract, persistently fails to perform satisfactorily the service called for under the contract, or persistently fails to furnish safe and satisfactory equipment or personnel satisfactory to the District representative to operate the equipment or fails to furnish evidence of insurance as required or otherwise fails or neglects to comply with the terms of the contract, the District shall notify the contractor in writing of said failure to perform satisfactorily the work called for, and if the failure shall continue to prevail the District may, without further notice or demand, make arrangements elsewhere for the service or any part thereof and hold the Contractor responsible and liable for damages which may be sustained by the District thereby.

5. **FORCE MAJEURE CLAUSES**

   The parties to the contract shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining or performing the service by act of God, fire, strike, loss or shortage of transportation facilities, lockout or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

   There shall be no obligation on the District to accept or pay for the services herein agreed to be furnished by the Contractor, on those days when, by direction of the Superintendent of the Burbank Unified School District or by order of the Burbank Board of Education, the schools of the District are closed to insure the health or safety of the pupils or for any other lawful reason.

6. **DISTRICT NOT LIABLE FOR INJURIES OR DAMAGE TO PROPERTY**

   The District, the Board of Education of the District, and other school authorities, shall not be liable for injury to any person or persons, or for damage to any property owned by the Contractor or owned by others, arising in any manner whatever out of such transportation furnished by the Contractor.

7. **HOLD HARMLESS CLAUSES**

   The Contractor shall hold harmless and indemnify the District, the Burbank Board of Education, its officers and employees, from every claim or demand which may be made by the reason of:

   a. **Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by him upon or in connection with his operations, whatever the cause.**

   b. **Any injury to person or property sustained by any person, firm or corporation, caused by an act, neglect, default or omission of the Contractor or any person, firm or corporation, directly or indirectly employed by him or in connection with his operations.**

   c. **Any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance under this contract.**

The Contractor at his own cost, expense and risk shall defend any legal proceedings that may be brought against the District, the Board, its officers and employees, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

8. INSURANCE REQUIREMENTS

The Contractor shall maintain insurance satisfactory to the District and as set forth below, during the contract period and shall furnish evidence thereof to Purchasing Services not less than 15 calendar days before new or renewed coverage is required, of each policy on liability coverage, and a Certificate of Insurance on the liability and Workers' Compensation coverage. The certificate shall:

a. Be issued to Purchasing Services, Burbank Board of Education, 1900 West Olive Avenue, Burbank, California 91506-2460. The endorsement must be mailed directly from the insurance company to the Burbank Unified School District with an original signature.

b. Include a 30-day Cancellation Clause guaranteeing that Purchasing Services will be notified of any cancellation of, or change in, the policy.

Public Liability Insurance. The Contractor shall maintain such Public Liability Insurance as will protect him from any claims for damages or personal liability injury including death, and damage to property, which may arise from operations under the contract. Such liability insurance shall:

c. Be maintained in the following Minimum Limits per occurrence:

Bodily Injury	$500,000/1,000,000
Property Damage	$500,000

d. Be extended to include as Additional Insured: The Burbank Unified School District and the Burbank Board of Education.

e. Be issued by insurance carriers satisfactory to the District with not less than the first $500,000 of bodily injury coverage and not less than the first $500,000 of property damage in a company or companies admitted to transact the business of insurance in California. All admitted carriers shall have a rating of not less than B+AAAA by the latest edition of Best's Insurance Guide.

Workers' Compensation Insurance. That Contractor shall maintain such insurance as will protect him from claims under Workers' Compensation Insurance Acts which may arise from operations under the contract.

9. PERMITS, LICENSES, LAWS AND REGULATIONS.

The Contractor and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law for furnishing the service herein listed; and shall comply with and observe all provisions of the California Vehicle Code, the State Board of Education of California, any other governmental agency, and the Board of Education of the Burbank Unified School District relating to the transportation of pupils. The contractor shall fill out and return Attachment A, contractor certification form, pursuant to education code section 45125.1.

10. CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT

While engaged in carrying out and complying with the terms and conditions of the contract, the Contractor is an independent contractor and not an officer, employee or agent of the District.

11. DRUG FREE/SMOKE FREE/ALCOHOL FREE POLICY:

All District sites are designated drug free/smoke free/alcohol free. The use or abuse of controlled substances, tobacco products and alcohol will not be tolerated.

IN WITNESS WHEREOF, the said Board of Education of Burbank Unified School District has caused this agreement to be by its duly authorized officer, in its behalf, and the said Contractor has signed this Agreement the day and year first above written.

G & S TRANSIT MANAGEMENT, INC. DBA: CITY CAB	BURBANK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA
By_____ Signature Date	By_____ Signature Date
_____ Printed Name & Title	David Jaynes Assistant Superintendent, Administrative Services Printed Name & Title

APPROVED BY THE LOCAL EDUCATION AGENCY GOVERNING BOARD ON: 6/06/2019

ATTACHMENT A – CONTRACTOR CERTIFICATION FORM

CERTIFICATION PURSUANT TO EDUCATION CODE SECTION 45125.1

The District has determined under Education Code Section 45125.1, subdivision (c), that in performing the services to this contract, Contractor's employees may have contact with pupils. As required under Education Code Section 45125.1, subdivision (a), Contract shall require their employees, including the employees, who will provide services pursuant to this contract to submit their fingerprints in a manner authorized by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

Contract shall not permit any employee to perform services that may come in contact with pupils under this contract until the Department of Justice has determined that the employee has not been convicted of a felony or has criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the District that all of its employees who may come in contact with pupils have not been convicted of or have criminal charges pending for a felony, as defined in Education Code Section 45122.1

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any an all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code Section 45125.1, including, but not limited to, the requirements prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony in Education Code Section 45122.1.

It is understood that by signing this document the Contractor agrees that they are in compliance with Education Code Section 45122.1

Dated: _____

Signature: _____

Printed Name & Title: _____

Company: _____

ATTACHMENT B – TUBERCULOSIS TEST CLEARANCE

In accordance with provisions of Section 49406 of the Education Code, Sections 3450 and 3451 of the Health & Safety Code, Sections 5163 and 5163.1 of the Public Resources Code, and Burbank Unified School District Board Policy and Administrative Regulations, all drivers transporting pupils are required as a condition of the contract to be examined for active tuberculosis at least once every four years for as long as the employee's test remains negative.

It is understood that by signing this document the Contractor agrees that they are in compliance with this requirement.

Dated: _____

Signature: _____

Printed Name & Title: _____

Company: _____

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2019
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students using electric wheelchairs are not able to be accommodated with a school bus or other mode of transportation to and from school. Care Van has a special lift for electric wheelchairs. It is anticipated that there will be no students receiving transportation via Care Van at the start of the 2020/2021 school year; however, the District should maintain the contract in the event that the need arises.

Fiscal Impact:

Not to exceed $10,000.

Recommendation:

Tamara Schiern, Director of Special Education, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Care Van Inc. for transportation services for Special Education Students on an as needed basis, effective July 01, 2020, through June 30, 2021, not to exceed $10,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TRANSPORTATION AGREEMENT

THIS AGREEMENT entered into on the 1st day of July 2020 by and between the Burbank Unified School District of Los Angeles County, hereinafter referred to as the "District" and Care Van Inc., hereinafter referred to as the "Contractor".

WITNESSETH

That the parties hereto have mutually consented and agreed, for and in consideration of the payments to be made as herein set forth, as follows:

1. **SCOPE OF WORK**

   The Contractor shall provide transportation services for special education students of the Burbank Unified School District on an "as needed" basis.

2. **PAYMENT/TERM**

   This contract shall be effective from July 1, 2020, through June 30, 2021, and shall be written for an amount not to exceed Ten Thousand Dollars ($10,000.00).

3. **ASSIGNMENT OF CONTRACT**

   The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the Board of Education of the Burbank Unified School District.

4. **DEFAULT BY CONTRACTOR**

   If, in the opinion of the Board of Education, the Contractor at any time during the period of this contract, persistently fails to perform satisfactorily the service called for under the contract, or persistently fails to furnish safe and satisfactory equipment or personnel satisfactory to the District representative to operate the equipment or fails to furnish evidence of insurance as required or otherwise fails or neglects to comply with the terms of the contract, the District shall notify the contractor in writing of said failure to perform satisfactorily the work called for, and if the failure shall continue to prevail the District may, without further notice or demand, make arrangements elsewhere for the service or any part thereof and hold the Contractor responsible and liable for damages which may be sustained by the District thereby.

5. **FORCE MAJEURE CLAUSES**

   The parties to the contract shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining or performing the service by act of God, fire, strike, loss or shortage of transportation facilities, lockout or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

   There shall be no obligation on the District to accept or pay for the services herein agreed to be furnished by the Contractor, on those days when, by direction of the Superintendent of the Burbank Unified School District or by order of the Burbank Board of Education, the schools of the District are closed to insure the health or safety of the pupils or for any other lawful reason.

6. **DISTRICT NOT LIABLE FOR INJURIES OR DAMAGE TO PROPERTY**

   The District, the Board of Education of the District, and other school authorities, shall not be liable for injury to any person or persons, or for damage to any property owned by the Contractor or owned by others, arising in any manner whatever out of such transportation furnished by the Contractor.

7. **HOLD HARMLESS CLAUSES**

   The Contractor shall hold harmless and indemnify the District, the Burbank Board of Education, its officers and employees, from every claim or demand which may be made by the reason of:

   a. **Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by him upon or in connection with his operations, whatever the cause.**

   b. **Any injury to person or property sustained by any person, firm or corporation, caused by an act, neglect, default or omission of the Contractor or any person, firm or corporation, directly or indirectly employed by him or in connection with his operations.**

   c. **Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance under this contract.**

The Contractor at his own cost, expense and risk shall defend any legal proceedings that may be brought against the District, the Board, its officers and employees, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

8. **INSURANCE REQUIREMENTS**

The Contractor shall maintain insurance satisfactory to the District and as set forth below, during the contract period and shall furnish evidence thereof to Purchasing Services not less than 15 calendar days before new or renewed coverage is required, of each policy on liability coverage, and a Certificate of Insurance on the liability and Workers' Compensation coverage. The certificate shall:

a. **Be issued to Purchasing Services, Burbank Board of Education, 1900 West Olive Avenue, Burbank, California 91506-2460. The endorsement must be mailed directly from the insurance company to the Burbank Unified School District with an original signature.**

b. **Include a 30-day Cancellation Clause guaranteeing that Purchasing Services will be notified of any cancellation of, or change in, the policy.**

Public Liability Insurance. The Contractor shall maintain such Public Liability Insurance as will protect him from any claims for damages or personal liability injury including death, and damage to property, which may arise from operations under the contract. Such liability insurance shall:

c. **Be maintained in the following Minimum Limits per occurrence:**

Bodily Injury	**$500,000/1,000,000**
Property Damage	**$500,000**

d. **Be extended to include as Additional Insured: The Burbank Unified School District and the Burbank Board of Education.**

e. **Be issued by insurance carriers satisfactory to the District with not less than the first $500,000 of bodily injury coverage and not less than the first $500,000 of property damage in a company or companies admitted to transact the business of insurance in California. All admitted carriers shall have a rating of not less than B+AAAA by the latest edition of Best's Insurance Guide.**

Workers' Compensation Insurance. That Contractor shall maintain such insurance as will protect him from claims under Workers' Compensation Insurance Acts which may arise from operations under the contract.

9. **PERMITS, LICENSES, LAWS AND REGULATIONS**

The Contractor and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law for furnishing the service herein listed; and shall comply with and observe all provisions of the California Vehicle Code, the State Board of Education of California, any other governmental agency, and the Board of Education of the Burbank Unified School District relating to the transportation of pupils. The contractor shall fill out and return Attachment A, contractor certification form, pursuant to education code section 45125.1.

10. **CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT**

While engaged in carrying out and complying with the terms and conditions of the contract, the Contractor is an independent contractor and not an officer, employee or agent of the District.

11. **DRUG FREE/SMOKE FREE/ALCOHOL FREE POLICY:**

All District sites are designated drug free/smoke free/alcohol free. The use or abuse of controlled substances, tobacco products and alcohol will not be tolerated.

IN WITNESS WHEREOF, the said Board of Education of Burbank Unified School District has caused this agreement to be by its duly authorized officer, in its behalf, and the said Contractor has signed this Agreement the day and year first above written.

CARE VAN INC.	**BURBANK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA**
By_____	**By**_____
Signature **Date**	**Signature** **Date**
_____	**Debbie Kukta**
Printed Name & Title	**Assistant Superintendent, Administrative Services**
	Printed Name & Title

ATTACHMENT A – CONTRACTOR CERTIFICATION FORM

CERTIFICATION PURSUANT TO EDUCATION CODE SECTION 45125.1

The District has determined under Education Code Section 45125.1, subdivision (c), that in performing the services to this contract, Contractor's employees may have contact with pupils. As required under Education Code Section 45125.1, subdivision (a), Contract shall require their employees, including the employees, who will provide services pursuant to this contract to submit their fingerprints in a manner authorized by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

Contract shall not permit any employee to perform services that may come in contact with pupils under this contract until the Department of Justice has determined that the employee has not been convicted of a felony or has criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the District that all of its employees who may come in contact with pupils have not been convicted of or have criminal charges pending for a felony, as defined in Education Code Section 45122.1

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any an all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code Section 45125.1, including, but not limited to, the requirements prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony in Education Code Section 45122.1.

It is understood that by signing this document the Contractor agrees that they are in compliance with Education Code Section 45122.1

Dated:_____

Signature:_____

Printed Name & Title:_____

Company:_____

*

ATTACHMENT B – TUBERCULOSIS TEST CLEARANCE

In accordance with provisions of Section 49406 of the Education Code, Sections 3450 and 3451 of the Health & Safety Code, Sections 5163 and 5163.1 of the Public Resources Code, and Burbank Unified School District Board Policy and Administrative Regulations, all drivers transporting pupils are required as a condition of the contract to be examined for active tuberculosis at least once every four years for as long as the employee's test remains negative.

It is understood that by signing this document the Contractor agrees that they are in compliance with this requirement.

Dated:_____

Signature:_____

Printed Name & Title:_____

Company:_____

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval for Professional Services (Special Education)

Background:
The Burbank Unified School District Special Education participates in the Local Education Agencies (LEA) Medi-Cal Billing Option Program. This program allows our school district to seek reimbursement for certain medically related Special Education Services.

Discussion/Issues:
Under this program, the Special Education Department can seek reimbursement for occupational therapy services documented in a student's Individual Education Plan (IEP). In order to be reimbursed for occupational therapy services, an authorization for the services by a physician is required. District will contract with Dr. Al Melaragno to provide this authorization. This physician will visit the district office, review the service logs submitted by the district's Occupational Therapists and provide signature of his consent. This will allow the District to then submit medical logs to Medi-Cal for reimbursement. This Agreement will be effective July 1, 2020 through June 30, 2021 for preparing claims to be submitted for the 2020-2021 school year.

Fiscal Impact:
The cost for six visits, at $175 per visit, totals $1,050.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2020 through June 30, 2021, not to exceed $1,050 (01.0-65000.0-57700-11900-5850-7448000), 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 19th day of June 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Albert J. Melaragno, M.D. hereinafter referred to as "Consultant."

Payee's Name: Albert J. Melaragno, M.D. Daytime Phone Number: 818-885-1062 Email Address: amelaragno65@gmail.com

Mailing Address: 9245 White Oak Ave., Northridge CA 91325 .

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/18/2020
Account Code: 01.0-56400.0-57500-31400-5880-744-8000

The assignment ☐ **will or** ▪ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**
Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour▪/ per day ☐/ per session▪ for a total not to exceed $1,050 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/01/20 and terminating on 06/30/21.
3. Payment Terms: Net 45 Days

   Authorized signatures to offer our students OT services and submit the OT treatment logs for those students receiving individual OT services for Medical Reimbursement. $525 is for the 2019/2020 fiscal year; due to COVID 19 Dr. Melaragno was unable to review the logs so it falls into the 2020/2021 fiscal year. The remaining $525 is for the 2020/2021 fiscal year.

4. Consultant will provide the following services:
6. 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.
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 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.

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.

Tamara Schiern, Director of Special Education Date Consultant Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approv
After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Burbank Unified School
District Special Education
Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

Per the Individual with Disabilities Education Act ("IDEA") students are required to receive related services, as needed to benefit from their educational program. Individual and Parent Counseling are two of these related services. Historically, the district has contracted with non-public agencies to provide these mental health services for its Special Education students. The funding for these services comes from the State and Federal Mental Health budget.

District-wide Goals (2020/2021):

1.5 Continue to implement the Special Education Master Plan.
1.6 Develop new and strengthen existing relationships with community partners to support our students.

Discussion/Issues:

For the 2020/2021 school year, Staff is requesting that the District continue to contract with local mental health service provider and Non-Public Agency, Family Services Agency of Burbank (FSA), to provide these IEP related services to those students who require them per their IEPs. This agency provided the same services during the 2019-2020 school year. As noted in the proposed contract with FSA, the agency would be providing the following services for up to 150 students:

- Individual and/or group counseling as required; to special education students, as specified in their IEPs.
- Parent counseling and education, in support of students' educational and social/emotional needs at school.
- Support and participation at IEP meetings, as needed.
- Communication with District and site based support staff, as needed.

Fiscal Impact:

The fiscal impact of these contracted services would be up to, but not to exceed $330,000. The funding source would be State and Federal Mental Health funds.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2020 through June 30, 2021, not to exceed $330,000 (01.0-651200.0-57500-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Family Service Agency of Burbank

AGREEMENT FOR MENTAL HEALTHCARE SERVICES FOR BURBANK UNIFIED SCHOOL DISTRICT SPECIAL EDUCATION STUDENTS

This agreement made and entered into this eighteenth day of June, 2020 between Burbank Unified School District, hereinafter referred to as "District" and Family Service Agency of Burbank, hereinafter referred to as "FSA" for the purpose of providing mental healthcare services to special education students in the District's Schools as allowed by said program and resources.

Program Description and Eligibility

FSA will provide individual and/or group counseling as required to special education students, as recommended for counseling services by District staff, as part of these students' overall educational programs as outlined in the goals and services of their Individual Education Plans (IEP's).

FSA will provide parent counseling and education for students in the program, as required, in support of each child's educational programs as outlined in the goals and services of their Individual Education Plans (IEP's).

At the high school and middle school levels, FSA will provide quarterly progress updates on goals.

At the elementary level, FSA will provide triannual progress updates on goals.

The District will provide FSA a quarterly and tri-annual progress report calendar at the beginning of each contract year.

FSA therapists will support students by participating in IEP meetings for students in the program whenever possible.

FSA will continue to make IEP attendance a priority. The District will provide FSA with an annual IEP Calendar at the beginning of each contract year, when available. Reasonable notification of scheduled IEP meetings and adjustments to the standing calendar will be communicated to FSA.

Student treatment will focus on the specific behavioral and/or social-emotional goals, as outlined in their IEP's.

The District will continue to coordinate with, and provide for, FSA's staff training on the drafting of educationally related social emotional goals for IEP's. Further, it is the District's

expectation that supervision of staff providing direct services will address social emotional aspects of IEP goals, and will be educationally relevant.

The District will determine specific student enrollment in this program.

Students will be eligible for FSA's care upon parent(s) or guardian(s) signing the I.E.P document. It is expected that the District will provide these students' parents / guardians with FSA's release to treat minor form for signature.

FSA support providers will maintain semi-monthly date and time logs for services provided. Service reports will be made available for review upon District reasonable request.

FSA therapists will have mail boxes at the schools where they provide services. Each therapist will have a voice mail box (provided by FSA) for Staff to contact the therapists about student progress or to schedule meeting participation.

FSA will provide the District's Director of Special Education and Psychological Services on any changes or transitions regarding assigned interns, counselors, or other staff providing counseling services prior to beginning services.

FSA recommends that the District maintain direct contact with the Program Director and Coordinator available by phone and email 24/7.

Goals and Objectives

The overall goal of this intervention program will be to promote and reinforce skills that will improve students' ability to succeed in school and access the curriculum in the least restrictive environment to allow them to receive educational benefit.

Costs and Additional Resources

The District's commitment to these special education mental health care services shall not exceed $330, 000 for the 2020-2021 school year.

Program Participation

This special education mental health services program will provide intervention services for special education students enrolled on District School campuses that have been determined appropriate for services by the District and FSA staff.

At full capacity, there may be up to 150 students served by this program at one time. Those indirectly impacted may be: classmates, teachers, school support staff, community members, family members, and the greater Burbank community.

Students will rotate in and out of the program as dictated by the services stated in their Individual Education Plans (IEP's). If a student and his/her family believe it is beneficial to maintain services beyond the IEP designated services, a transfer of care can be made available, when deemed appropriate and resources are available, to FSA's existing school-based counseling program. It is expected that the District will confirm available resources with FSA prior to offering a transfer to the school-based counseling program.

While the focus of support will be on the students being served, parent(s) and District staff will be engaged, as needed, to reinforce and support services.

If a student who qualifies for IEP based counseling services refuses mental health care on three consecutive occasions, FSA will contact the student's case carrier and inform him/her that they intend on closing the student's clinical file and maintain an administrative file only.

Program Location
The services for this program will be exclusively provided on "District" campuses. Under special circumstances an alternative site, which will be mutually agreed to by the "District" and "FSA," may be deemed more appropriate. Services may include tela(mental) healthcare.

Dates of Implementation and Completion
The program, which will coincide with the school calendar, will be implemented on July 1, 2020, and will be completed June 30, 2021. It is understood by both parties that extended school year (ESY) services during the summer will be determined by resources available. Contract to be renewed annually thereafter.

Staffing
The program will utilize the appropriate level of clinical, educational and administrative staff necessary to complete the scope of work.

Equipment and Supplies
All equipment and supplies will be supplied by FSA.

GENERAL PROVISIONS

Modifications and Amendments
This contract may be modified or amended by a written document executed by FSA and District. Changes in the administration agreements of the contract which do not alter the counseling services may be made at any time during the term of the contract, as mutually agreed by the FSA and the District.

Independent FSA Status
While engaged in carrying out and complying with the terms and conditions of Agreement, FSA is an independent contractor and not an officer, employee, or agent of

the District.

Termination
To terminate this contract, either party shall give no less than one hundred and twenty, (120) calendar day's written notice.

Inspection and Audit
FSA shall provide reasonable access to or forward of any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the District. FSA adheres to all current state confidentiality laws regulating the provision of mental health services.

Indemnification
FSA shall, at its own expense, cost, defend, hold harmless and indemnify District and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of FSA, its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless and indemnify "FSA" and its officers, agents, and employees from all liability and claims for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "District," its agents, or employees.

Insurance
During the entire term of this contract and any extension or modification thereof, FSA shall keep in effect a policy or polices of comprehensive general liability insurance, $3,000,000 for each person. Not later than the effective date of this contract, FSA shall provide District with satisfactory evidence of insurance, including a provision for thirty (30) calendar day's written notice to District before cancellation or material change, evidencing the above specified coverage. FSA shall, at its own cost and expense, procure and maintain insurance under Worker's Compensation Law. All policies will name the District as Additional Insured.

Notices
All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to District shall be addressed to the Superintendent, for contracts. Notices to FSA shall be addressed to FSA's address designated herein. The effective date of notice shall be the date of the postmark.

PAYMENT PROVISIONS

Payment
Payment invoices will be submitted to District itemizing services rendered monthly. Such invoices shall be payable upon thirty days of receipt. Payment will not exceed the

amount committed ($330,000.00) for the school year, 2020-2021. Summer session services may be added, as amended by a written document executed by FSA and District.

Audit Exceptions

FSA agrees to accept responsibility for receiving, replying to, and/or complying with any related audit exceptions by appropriate state or federal audit agencies occurring as a result of FSA's performance of this contract. Further, FSA agrees to pay the District within thirty (30) days of demand by District the full amount of District's liability to the state, if any, resulting from any audit exceptions, to the extent such are attributable to FSA's failure to perform properly any of its obligations under this contract. Any audit conducted by an appropriate state or federal audit agency shall conform to generally accepted accounting standards and principles.

CONFIDENTIALITY OF INFORMATION

FSA shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. FSA adheres to all current state confidentiality laws regulating the provision of mental health services.

IN WITNESS WHEREOF, the parties hereto have executed this agreement to be as of the day and year first above written.

This contract is effective July 1, 2020 and terminates at 12:00 a.m. on June 30, 2021 unless sooner terminated as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

Signature:_____ Date: _____
Matt Hill, Superintendent

FAMILY SERVICE AGENCY OF BURBANK

Signature:_____ Date: _____
Laurie Bleick, Executive Director

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Amended Agreement for Parent Reimbursement (Special Education)

Background:
The Board of Education is being asked to amend the agreement to reimburse parent for travel to have a Vocation and Academic Independent Educational Evaluations (IEEs) for Special Education Student 160003888, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:
The District is obligated to reimburse Student's Parent(s) for travel related costs if travel is required to meet the unique assessment needs of Student. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

Fiscal Impact:
Total cost not to exceed $1,988.88.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend parent reimbursement for travel for Special Education Student 160003888, per IEP, not to exceed $1,988.88, effective February 21, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original agreement approval date was February 20, 2020 in the amount of $1,500. The Board of Education approved an amendment on April 16, 2020 to add an additional $488.88 to cover travel expenses. Due to COVID 19, student was unable to travel. This amendment extends the original end date of July 30, 2020 to June 30, 2021 at no additional cost to the District.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960004298 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2020-2021 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is $8,063.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, approve mileage reimbursement to the parents of Special Education Student 960004298 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $8,063, effective July 1, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	June 18, 2020
SUBJECT:	Approval of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960001537 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2020-2021 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

The estimated cost (to-and-from school) for reimbursement of mileage to Student's Parent is $2,300.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education, approve mileage reimbursement to the parents of Special Education Student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,300, effective July 1, 2020 through June 30, 2021, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
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: June 18, 2020

SUBJECT: Approval of the Teacher Assignments for 2020-2021

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

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

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

Name	Subject
None at this time	

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

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

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

Name	Subject
Breeden, Bruce	PE/Coaching
Brinton, Joel	PE/Coaching
Colman, Adam	PE/Coaching
Everhart, Gregory	PE/Coaching
Grimshaw, Douglas	PE/Coaching
McMenamin, Patrick	PE/Coaching
Movsessian, Armenia	PE/Coaching
Oganyan, Victoria	PE/Coaching
Peebles, John	PE/Coaching
Phan, John	PE/Coaching

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

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

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

Name	Subject
Abrams, Sarah	Math
Bullington, Perry Rex	English
Carlton, Alexandra	Life/Physical Science
Davis, S. Scott	Earth and Space Science
Hodgins, Kathy	English/Math
Jaramillo, Carmella	Math
Marquez Carman, Maria	English
Salach, Mark	Anatomy/Physiology
Vargas, Theresa	English
Vournas, Anastasia	Earth Science
Wertlieb, Jessica	Social Science

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

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

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

Name	Subject
Home Teachers:	
Sanchez, Joseph	General Subjects
Shorten, Dana	General Subjects
Stellin, Brittany	General Subjects
Vehuni, Lilit	General Subjects
Wahe, Debra	General Subjects
Wells, Tim	General Subjects
Community Day School:	
Rapp, Trevor	English 11-12, Health, PE, Careers
Gillearn, Jason	Math, PE, Health
Continuation High School:	
Goldberg, Michelle	Contemporary Issues, Tolerance Zone, Careers
Holubek, Carol	Contemporary Issues, Health, Agriculture
Kawasaki, Janelle	Social Science Electives, Careers
Kim, David	Contemporary Issues; Personal Development; Psychology
LaMere, Lisa	Nutrition, Contemporary Issues, Careers
Loyd, Brian	Contemporary Issues, Consumer Studies
Petrenco, Tanase	Contemporary Issues
Reeves, Jamie	Contemporary Issues
Independent Learning Academy:	
Bowren, Stacy	English, Algebra, Geometry, Spanish, Social Studies
Good, Heather	Biology, Algebra, Geometry, Spanish, Social Studies
Rosa, Brian	Biology, English, Spanish. Social Studies
Lee, Dara	Algebra, Biology, English, Geometry, Spanish

Financial Implications:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for 2020-2021, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES SERVICES
2020 COA

The Committee on Assignments met on Friday, May 29, 2020 to review the qualifications of persons teaching elective courses outside their credential authorizations. Representing district administration: Sarah Niemann and Sharon Cuseo. Representing teaching staff: Diana Abasta and Jerry Mullady.

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

Jordan Middle School

Mitchell, Christopher — Computer Technology/Exploratory Engineering

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

Fuhr, Amy — Yearbook

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

Creative Design

Amy has work experience with photo retouching, asset creation for websites, and photo manipulation, which included color and level correction. She also worked with web design and constructed websites using various software. Amy has also taken a number of college courses in multimedia communication, interdisciplinary integration, design thinking and media and digital literacies. She has a MA in Computers and Educational Technology.

John Muir Middle School

Prosser, Amy — Yearbook

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

De Virgilis, Ted — Japanese Go!

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

Bigger, Dena — American Sign Language

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

Burbank High School

Carroll, Brett — Physical Education

Teaching advanced chorus for 12 years and will be providing PE credit for students.

BURBANK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES SERVICES
2020 COA

John Burroughs High School

Arakelian, Taylor — Physical Education

Teaching advanced marching band for 5 years and will be providing PE credit for students.

Carman, Patrick — Digital Art/Video Art

Patrick has private business experience in the field of digital art and video production.

Jennings, Brendan — Physical Education

Teaching advanced chorus for 7 years and will be providing PE credit for students.

Committee Signatures:

Sarah Niemann

Sharon Cuseo

Diana Abasta

Jerry Mullady

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:	Peggy Flynn, Arts and Career Technical Education Coordinator
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	June 18, 2020
SUBJECT:	Approval of Renewal of Bertrand's Music Contract (RFP : ID# 1819-009), Band and Orchestral Instruments (Music is Instrumental Funds)

Background:

In 2004, The Los Angeles County Arts Commission invited the Burbank Unified School District to participate in the 2004/2005 Community Arts Education Project (CAEP), a key strategy in *Arts for All: Los Angeles County Regional Blueprint for Arts Education*. Arts for All (AFA) is a 10-year strategic plan to restore dance, music, theatre, and visual arts to the classroom, within the school day in Los Angeles County, and provides technical assistance to school districts to build their capacity to provide arts education through the adoption of a policy, a long-range plan and a budget. Districts that participate in the project become eligible to access funds from the Arts for All Pooled Fund. The stated mission of *Arts for All: Los Angeles County Regional Blueprint for Arts Education:* "To bring about systemic change in the 82 school districts of Los Angeles County in order to implement comprehensive, sequential K-12 arts education for every public school student in the County, adopting curricula in alignment with the State Board of Education-approved Visual and Performing Arts (VAPA) Framework." The Burbank Unified School District was selected based on demonstrated leadership, readiness to engage in an arts education planning process, and strong indicators of district and community support. In December 2005 the Burbank Unified School District adopted a strategic plan that outlined goals in six focus areas: Curriculum Development and Assessment; Professional Development, Program Administration and Personnel, Instructional Materials and Equipment, Partnerships and Collaborations, and Funding. Focus Area 7: Communication Strategies and Goals was added by the Arts for All Steering Committee in May 2007. In March 2012 Burbank Unified convened a second community arts advisory team to collaborate on an update to the BUSD Arts for All Plan. In January 2016, Burbank Unified convened a third community arts advisory team to update the 2012-2022 Arts for All Plan. The Burbank Board of Education approved the updates and requested that a 3-year working plan be developed that prioritized goals within the larger 10-year plan. In June 2017, the Burbank Board of Education approved a working plan prioritizing arts goal implementation actions between 2017-2020.

2019-2020 District-Wide Goals

4.2 Maintain an inventory and a budget and develop a plan for maintenance and repair/replacement of instrumental music equipment.

Discussion/Issues

In 2017, the Burbank Board of Education approved the following priority BUSD Arts for All goals:

- Priority: Provide weekly music instruction for all JK-5 students.
- Priority: Explore options for providing elementary instrumental instruction for grades 4 and 5.
- Priority: Provide dance instruction in all middle schools.
- Priority: Provide theatre arts instruction in all middle schools.
- Priority: Develop orchestra programs for Jordan, Luther, and John Burroughs schools.
- Priority: Establish a districtwide digital inventory of secondary and elementary music instruments.
- Priority: Create a three year plan for addressing instrument repair and replacement needs.
- Priority: Provide access to standards based VAPA instruction for all SEED program students.
- Priority: Provide access to standards based VAPA instruction for all FACTS program students.

Burbank Unified School District ARTS FOR ALL department worked with teachers, parents, students, local business, civic leaders, and non-profit partners to develop a coordinated, collective impact campaign known as "Music is Instrumental". More than $127,000 was raised between October 2017 and May 2018 with 70% ($88,900) designated for the purchase of new instruments and 30% ($38,100) for the repair of identified District inventory needs. Grants and donations from the Los Angeles County Arts Commission, Supervisor Kathryn Barger's office, LOGIX Credit Union, Burbank Arts for All Foundation, Burbank Noon Kiwanis, the 1000 for $100 direct ask project, were supplemented by proceeds from the culminating "Music is Instrumental Benefit Concert" with Musicians at Play on May 11, 2018 at Burbank High School.

In July 2018, the Burbank Unified School District issued a Request for Proposals ID#: 1819-009 inviting vendors to submit bids based on overall instrument inventory identified needs. Bidders submitted proposals detailing price quotes and related services on August 10, 2018. Bids were reviewed with Purchasing staff, BUSD Arts for All staff, and instrumental music teachers who selected a vendor for recommendation to the Burbank Board of Education. Bertrand's Music was selected as the vendor and approved by the Board of Education on August 16, 2018. The relationship and experience of working with Bertrand's Music has been extremely positive.

The Burbank Unified School District Arts for All Department would like extend the contract agreement with Bertrand's Music for the 2019-2021 school years, (RFP: ID# 1819-009).

Fiscal Impact:

In 2016, BUSD's need for repair and/or replacement of secondary instrumental inventories was $1.2 million. In 2017 the Board of Education approved a 3 Year Arts for All Plan detailing priority goals from the 2012-2022 BUSD Arts for All Strategic Plan, including fundraising for instrument repair and replacement.

Since adoption of the 3 Year Priority Plan, BUSD Arts for All and community partners have raised $289,000 to improve student access to well-functioning, well maintained instruments. Our partner contract with Bertrand's Music has made it possible to maximize funding to achieve our goals faster.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education renew the awarded contract between the Burbank Unified School District and Bertrand's Music (RFP: ID# 1819-009), to provide new and replacement instruments for secondary instrumental instruction programs, effective June 19, 2020 through June 30, 2021, with an option to extend for additional years as needed, and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.