BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, August 18, 2022

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/jSVc1rFGsLqxq6jKA before 3pm on Wednesday, August 17. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on Wednesday, August 17, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960036514 and 960039951

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD

9. PRESENTATIONS / RECOGNITIONS

9.a Los Angeles Valley College Update
Board President Tabet will introduce Dr. Gribbons, President of LA Valley College. Dr. Gribbons will give an update on LA Valley College (LAVC) and Los Angeles Community College (LACCD).

10. REQUESTS TO ADDRESS THE BOARD

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

10.b Staff Responses

10.c Board Members' Responses

11. REPORTS TO THE BOARD

11.a Report on Burbank Unified School District Summer School 2022
John Paramo, Assistant Superintendent, Educational Services, Peter Knapik, Director, Elementary Education, and Paulette Koss, Director, Special Education, will report on the Burbank Unified School District 2022 Summer School Program, as presented.

summer school 2022.pdf

11.b Report on Addressing Gaps in Learning - Academic Growth and Support
Sharon Cuseo, Assistant Superintendent, Instructional Services, will report to the Board of Education on Accelerating Progress to Close Learning Gaps, as presented.

Addressing Gaps 08182022.pdf

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

Facilities and Technology PowerPoint_8182022.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Resolution No. 1 - Request for Separation from Service Requirement Exemption
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Resolution No. - Request for Separation from Service Requirement Exemption, as presented.

Resolution_1-_STRS_Waiver.pdf

12.b Amendment to the 2022-2023 Instructional Calendars for Burbank Adult School
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the amendment to the 2022-2023 Instructional Calendars for Burbank Adult School, as presented.

2022-23 Instructional Calendars (Adult School).pdf

12.c Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 19, 2022 through August 19, 2023, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

PIP.pdf

12.d Ratification of Chuck Lorre Family Foundation Grant Agreement
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Chuck Lorre Family Foundation Grant Agreement between the Burbank Unified School District and the Chuck Lorre Family Foundation, effective July 1, 2022 through June 30, 2024, in the amount of $340,000, and that authority to sign the agreements be exercised pursuant to BUSD—AR 3314, as presented.

Ratification TCLFF 081822.pdf

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

13.a Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036514, total not to exceed $57,835. (01.0-65000.0-50010-36000-5813-7440000), effective 08/19/2022 through 12/23/2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036514 Settlement Agreement.pdf

13.b Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960039951, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960039951 Settlement Agreement.pdf

13.c Approval of Personnel Report Number 22-23-03
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 22-23-03, covering Certificated and Classified personnel, and consisting of Pages 1 to 15 inclusive, as presented.

Personnel Report.pdf

13.d 2021-2022 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2021-2022 as listed through July 25, 2022, as presented.

2021-2022 Purchase Order Report.pdf

13.e 2022-2023 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through July 25, 2022, as presented.

2022-2023 Purchase Order Report.pdf

13.f Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $1,425,201.85 and commercial warrants in the total amount of $6,136,649.75, as presented.

WARRANT.pdf

13.g Authorization to Issue a Replacement Check for Stale-Dated Warrant
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the reissuance and replace the warrant in the amount of $265.81, as presented.

Stale-Dated Warrant.pdf

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

Inst Consultants 08182022_Redacted.pdf

13.i Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Protocol Agency Inc., to provide a credentialed special education teacher, not to exceed $116,550. (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2022 through May 25, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Protocol Agency_Secondary Teacher Ratified.pdf

13.j Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and 360 Degree Customer Inc., to provide a credentialed special education teacher, not to exceed $115,255 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2022 through May 25, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree_Secondary Teacher Ratified.pdf

13.k Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Jose Javier Juarez, Psychologist, to provide assessments, written reports and attend student IEP meetings, not to exceed $55,000 (01.0-65370.0-57602-11100-5850-7449000), effective August 8, 2022 through December 22, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Jose Javier Juarez_Ratified.pdf

13.l Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Genesis Group Inc., to provide a credentialed special education teacher, not to exceed $123,480 (01.0-65000.0-57601-11804-5810-7440000), effective August 15, 2022 through May 25, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Genesis Group_Elementary Teacher Ratified.pdf

13.m Ratification of Agreement for Professional Services
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify 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, 2022–June 30, 2023 and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Concentra 2022-2023.pdf

13.n Ratification of Agreement for Professional Services Protocol Nursing Agency
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District for the period August 8, 2022 – February 8, 2023, and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Protocol_Agency_BAI_8_18_22 (1).pdf

13.o Ratification of Agreement for Professional Services
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify 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, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Shaw 2022-2023.pdf

13.p Ratification of Agreement for Professional Services (Human Resources)
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Grecia Flores, to provide assistance, training and support with secondary certificated hiring processes and procedures, not to exceed $5,500 (01.0-00000.0-72000-5850-7551000), effective July 1, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - GF (Human Resources).pdf

13.q Ratification of Rental Agreement, Andy Gump Inc., Temporary Fencing Installation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify a rental agreement between Burbank Unified School District and Andy Gump Inc., for Temporary Fencing Installation for the Two-Story Modular Building Project at Walt Disney Elementary School, effective August 3, 2022 through February 3, 2023, not to exceed $2,929.29 (213-00000.0-91008-85000-5850-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_Andy Gump_Disney_Bond.pdf

13.r Approval of Additive Change No.2, Marina Landscape Inc., Landscaping & Irrigation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.2 to the agreement between Burbank Unified School District and Marina Landscape Inc. for Landscaping & Irrigation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $141,122.64

(21.3-00000-0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $24,007.78 brings the not to exceed amount to $141,122.64 to plant sod in lieu of hydroseed for the field at Walt Disney Elementary School. Marina Landscape will also provide the maintenance during the establishment period.

CO2_Marina Landscape_Disney_Bond.pdf

13.s Approval of Additive Change No.7, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.7 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $535,370.04 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $7,347.59 bringing the total not to exceed amount to $535,370.04, is for the construction of a CPI gravity wall at the backflow area on the new building.

CO7_Santa Clarita Concrete_Disney_Bond.pdf

13.t Approval of Additive Change No.8, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.8 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $586,402.99 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $51,032.95 bringing the total not to exceed amount to $586,402.99, is to cover labor, material, and equipment to add concrete flatwork to the lunch shelter and the stairs by the elevator machine room.

CO8_Santa Clarita Concrete_Disney_Bond.pdf

13.u Approval of Additive Change Order No.2, Ninyo & Moore, Geotechnical, Materials Testing and Inspection Services, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.2 to the agreement between Burbank Unified School District and Ninyo & Moore for the Geotechnical, Materials Testing and Inspection Services for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $145,000 (21.3-00000.0-91008-85000-6282-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $30,000 brings the not to exceed amount to $145,000 due to

fees that have incurred from additional hours needed to perform the remaining items from the scope to complete the Disney two-story project.

CO2_Ninyo & Moore_Disney_Bond.pdf

13.v Approval of Additive Change No.1, ADEMCO Inc. DBA ADI, Furnish Material for the Installation of Infrastructure Wiring & Devices of the Bogen System, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and ADEMCO Inc. DBA ADI to Furnish Material for the Installation of Infrastructure Wiring & Devices of the Bogen System for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $2,610.58 (21.3-00000.0-91008-85000-4450-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $226.49 brings the not to exceed amount to $2,610.58 to include the 9.5% sales tax that was not included in the initial quote.

CO1_ADEMCO_Disney_Bond.pdf

13.w Approval of Additive Change No.1, Williams Scotsman Inc., 48'x12' Temporary Mobile Office, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the rental agreement between Burbank Unified School District and Williams Scotsman Inc., for a 48'x12' Temporary Mobile Office for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $16,768.12 (21.3-00000.0-91008-85000-6237-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $783.81 brings the not to exceed amount to $16,768.12 to include additional expenses for maintenance and cleaning upon return.

CO1_William Scotsman_Disney_Bond.pdf

13.x Approval of Additive Change No.1, Play Power LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 030117-LTS, Procurement and Installation of Playground Equipment, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to National Joint Powers Alliance (NJPA) Contract #030117-LTS, between Burbank Unified School District and Play Power LT Farmington Inc., for the procurement and installation of playground equipment for Walt Disney Elementary School, not to exceed $220,434.88 (21.3-00000.0-91006-85000-6170-2010000) Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $11,294 brings the not to exceed amount to $220,434.88 to upgrade the spectrapour in place rubber surfacing from the original 50% terra cotta/50$ black layer color to 100% blue on the playground at Disney Elementary.

CO1_Power Play_Sourcewell_Disney_Bond.pdf

14. REQUESTS TO ADDRESS THE BOARD

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

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

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

15. ADJOURNMENT

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services Peter Knapik, Director, Elementary Education Paulette Koss, Director, Special Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Report on Burbank Unified School District Summer School 2022

Background:

The goal of the Burbank Unified Summer School Program is to continue to provide classes for elementary students and course offerings for credit recovery and initial credit classes for secondary students. The elementary program consists of continued learning primarily in Reading/Language Arts and mathematics for students underperforming and in need of an extra boost. Social-emotional learning is also a component of the summer program. An extended school year is provided to Special Education students who have the summer offering as a part of their individualized education program. For secondary, the courses offered through the credit recovery program include but are not limited to Special Education, Senior Non-Grads, History, Sciences, English-Language Arts, Math, Physical Education, and English Language Development. As it pertains to initial credit classes, the district does provide limited opportunities in the areas of Health, World History, US History, and Physical Education. These classes can be taken on a first-come, first-served basis. The initial credit classes follow the same schedule as the credit recovery program.

District Goals for 2022-2023:

1.8 Develop interventions and supports for students impacted by COVID-19.

Discussion:

This summer, the district addressed the needs of elementary students by offering Summer Academy opportunities at Harte, Miller, and McKinley. This elementary summer program primarily focused on Reading/Language Arts and mathematics. Social-emotional learning was also a component of the summer program. Secondary courses for credit recovery and for initial credit serve the needs of all students. Both programs are completely aligned. They start and end at the same time, and they run on the same bell schedule. Special Education also provided the extended school year summer learning program.

Additionally, the Burbank Unified School District was able to offer students the Learn, Grow, Thrive program hosted by the Burbank YMCA.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, Peter Knapik, Director, Elementary

Education, and Paulette Koss, Director, Special Education, will report on the Burbank Unified School District 2022 Summer School Program, as presented.

Burbank Unified School District

Report on Summer School 2022

Presented by:
Dr. John Paramo
Assistant Superintendent, Educational Services
Dr. Peter Knapik
Director of Elementary Education
Dr. Paulette Koss
Director, Special Education and Psychological Services

BUSD Credit Recovery Summer School

Course	Students who earned credit (2022)	Students who earned credit (2021)	Students who earned credit (2020)	Students who earned credit (2019)	Students who earned credit (2018)
Special Education	109 Basic Courses/235 All Courses/RSP students	190	n/a	114	192
PE	123	99	n/a	128	83
Biology	34	21	n/a	n/a	20
English	160	293	n/a	126	129
ELD	n/a	n/a	n/a	34	22

BUSD Credit Recovery Summer School (Continued)

COURSE	Students who earned credit (2022)	Students who earned credit (2021)	Students who earned credit (2020)	Students who earned credit (2019)	Students who earned credit (2018)
Algebra 1	36	80	n/a	115	94
Algebra 2	13	n/a	n/a	n/a	n/a
Geometry	62	70	n/a	40	71
Senior Non Grad	6	13	n/a	8	12
TOTALS	675	766	n/a	531	601

BUSD Initial Credit Summer School

Course	Student Participation 2022	Student Participation 2021	Student Participation 2020	Student Participation 2019	Student Participation 2018
Health	325	350	n/a	149	128
US History	277	136	n/a	49	66
World History	297	284	n/a	73	66
PE	132	177	n/a	128	51
TOTAL	1031	947	n/a	399	311

Credit Recovery
Regular School Year

	JBHS	BHS	MHS
Students	68	113	53

NEW – Grade Improvement
Summer School – NEW

	JBHS	BHS
Students	76	84

Math Acceleration
Summer School

	Math 7 (1)	Math 8	Algebra
Students	18	34	29

Secondary Summer School Summary

Total number of instances of recovered credits:

- Summer School 675 Students
- During School 240 Students

TOTAL = 915 Students

Total Number of student for Initial Credit

1031 Students

NEW – Total Number of Grade Improvement

160 Students

Total Number of Math Acceleration

81 Students

Summary of 2022 Results

- Served approximately 1209 students (2187 courses), in virtual and in-person classes
- For the first time, all programs ran concurrently with the inclusion of Grade Improvement
- High demand for initial credit classes, including U.S. History and World History
- Increased credit recovery in science and upper-level math classes

Elementary Education Summer Academies

- Presented by Peter Knapik, Ed.D.
- Director of Elementary Education

Elementary Education Summer Academies

- Monday, June 6 – Thursday, July 21

- McKinley TK-5 Summer Academy
- Miller TK-5 Summer Academy
- Providencia TK-5 Summer Academy
- Emerson TK-5 YMCA Learn, Grow Thrive

Elementary Education Summer Academies

	Summer Learning Academy	YMCA Learn, Grow, Thrive
Location	McKinley, Miller, Providencia	Emerson (K-5) Luther (6)
Hours	8:30 am – 5:30 pm	8:00 am – 5:30 pm
TOSA	Jennifer King Laura Kubler Jennifer Goldenberg	Samantha Kohl
Grade Levels	TK-5	TK-5
Instructional Assistants	One per Classroom	One per Classroom
Criteria	1s, 2s, At-Risk, English learners	1s, 2s, At-Risk
Number of Students	468 students	Emerson 32 students Luther 21 students

Elementary Education Summer Academies

	Summer Learning Academy	YMCA Learn, Grow, Thrive
Location	McKinley, Miller, Providencia	Emerson
Focus	Reading/Language Arts, Oral Language Development, Vocabulary, Comprehension, Math, Social Emotional Learning	Reading/Language Arts, Oral Language Development, Vocabulary, Comprehension, Math, Social Emotional Learning
Materials	Flying Start to Literacy, Zearn Math, Box Cars and One-eyed Jacks	Scholastic Scholar Zone for Bell Excell
Assessment	iReady	Pre- and Post-Test using STAR Literacy

Special Education- Extended School Year

- Presented by Paulette Koss, Ed.D.
- Director of Special Education & Psychological Services

Extended School Year (ESY)

- Federal law (IDEA) mandates that special education students receive 20 additional days of instruction outside of the regular school year to prevent the regression of skills, per IEP team. (Districts can provide more if they wish.)

- ESY is designed to focus on reinforcing skills already learned to prevent regression, not to learn new skills.

Criteria for ESY

- Special education students must QUALIFY for ESY, as they would any other service, as determined by the IEP team.

- 2 criteria that must be met: (based on data)

  Student would experience significant regression over break.

  Student would need excessive amount of time to recoup the skills upon return.

ESY in Burbank Unified- 2022

- Total Special Education students eligible for ESY per IEPs: 698
- Total Special Education students who attended ESY 2022: 391
- 50 more students attended ESY in 2022 than in 2021.

Who Attended ESY 2022?

- Speech only: 2
- SEED (preschool program): 91
- Elementary: 196
- Elementary Independent Study: 1
- Secondary: 72
- Secondary Independent Study: 5
- FACTS (alternative program): 23
- FACTS Independent Study: 1

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:	Robyn Anders, Coordinator of Instructional Technology, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	August 18, 2022
SUBJECT:	Report on Addressing Gaps in Learning – Academic Growth and Support

Background:

In response to the pandemic, state and federal legislation mandated that schools must offer interventions and tracking of students to monitor academic progress. Funds such as the In-Person Learning Grant specified funds must be used in the categories of: extended learning time, accelerating progress to close learning gaps and integrated pupil supports. Additionally, funds received from the Elementary and Secondary School Emergency Relief Funds (ESSER) which requires a safe return to in-person instruction and continuity of services plan. And third, funds received form the Educator Effectiveness Grant include requirements to create opportunities for Professional Development. The Burbank Unified School District (BUSD) created two centralized positions to assist in the monitoring of student progress and the implementation of new and current interventions for students demonstrating performance below grade level. In addition, the BUSD purchased licenses to a diagnostic and intervention support program called i-Ready to provide individual support, individual progress monitoring, and consistent data collection K-8. Lastly, BUSD identified students in the Independent Study (IS) program as needing additional monitoring for students to perform at grade-level. Professional development for staff to teach in the Independent Study model was also provided as this was a new program in 2021-2022. Additional support and personnel hours were directed to the IS program to provide continuity for students enrolled in the program.

District Wide Goals for 2021-2022:

1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy
3. Recruit and retain highly qualified employees

Discussion/Issues:

Personnel Measures - The 2021-2022 school year plans included the addition of two coordinator positions to provide centralized support for the acceleration of learning to close learning gaps. The Academic Growth and Support coordinators' responsibilities were split by assigning one coordinator to Elementary and the other to Secondary. End of year data indicates there is still work to be done based on gaps in growth for intervention students compared to the general population in grades 6-8. Additionally, continued implementation of intervention practices and monitoring need to be conducted in grades K-8.

Monitoring and Addressing Student Progress/Growth - Plans were made to incorporate local assessments to closely monitor student progress and address specific gaps in student learning as a result of the pandemic

and the distance learning model. This was accomplished through an instructional application called i-Ready. In addition to diagnostic data of student performance, the i-Ready program also provides specialized instruction/activities on an individualized, small group, or whole class level to address gaps in learning. Our district Coordinators provided training, support, and disaggregated reports in coordination with the i-Ready program. Data retrieved from i-Ready will be specifically analyzed using beginning of the year assessment results as compared to end of the year assessment results to understand the growth students demonstrated and the BUSD's ability to close identified gaps in student performance/learning (data included in board presentation).

Fiscal Impact:

In 2021-2022 the District used state and federal COVID relief funds and state Educator Effectiveness funds to pay for costs associated with the BUSD's effort to Accelerating Progress to Close Learning Gaps.

- Coordinator Salaries (2 FTE) - $185,332
- i-Ready Platform (K-8) - $310,086

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, will report to the Board of Education on Accelerating Progress to Close Learning Gaps, as presented.

2021-2022
Academic Performance & Intervention Data

BURBANK UNIFIED SCHOOL DISTRICT

BUSD Utilizes a 4Rs Data Analysis Protocol

1. Research

(Student Performance)

Multiple Measures

(Local & State Assessments)

Disaggregated Data

2. Recall

(Learning Conditions)

Teaching Practices

Policies

Programs



4. Respond

(Optimizing Results)

Prioritize Equity

Actionable Items

Systemic Investments of time, effort, resources

3. Reflect

(Possible reasons for outcomes)

Instructional Systems

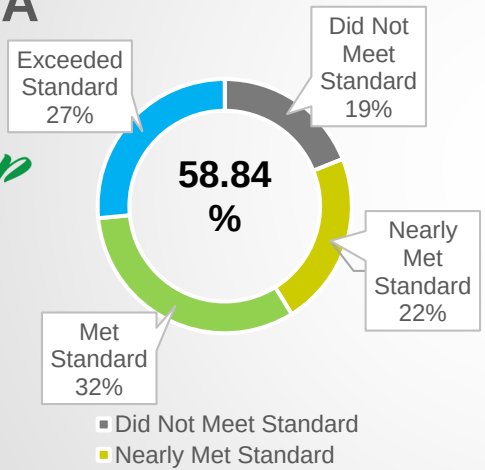
Additional Data Connections

Organizational Beliefs/Values

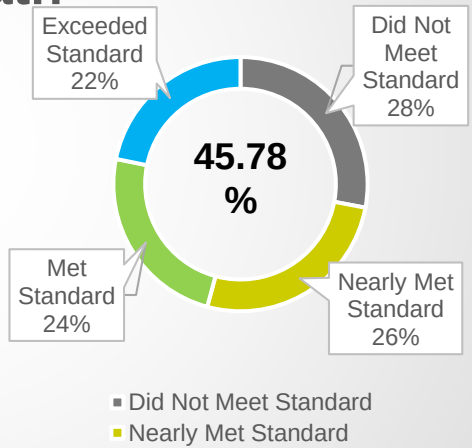
District Data
End-of-Year (EOY)

2021-2022 Initial CAASPP Results (Districtwide)

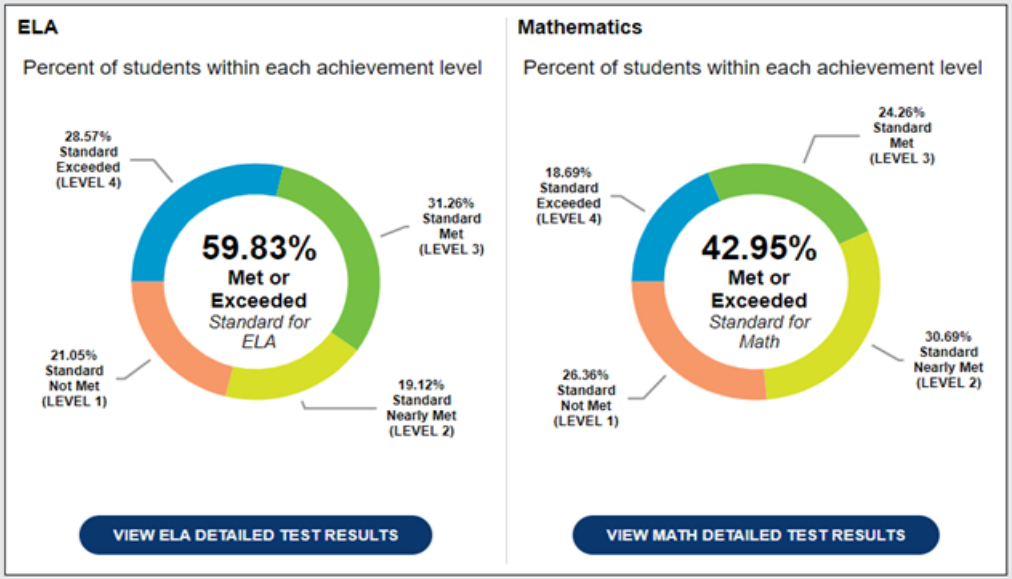
ELA



Math



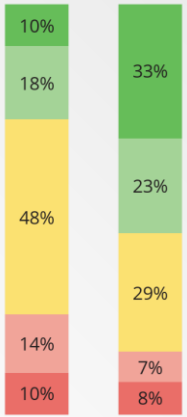
2018-2019 CAASPP Results (Districtwide)



Elementary Data
End-of-Year (EOY)

How Have Relative Math Placements Changed from Fall to Spring? District Assessments

Placement Distribution, Fall 21-22 to Spring 21-22



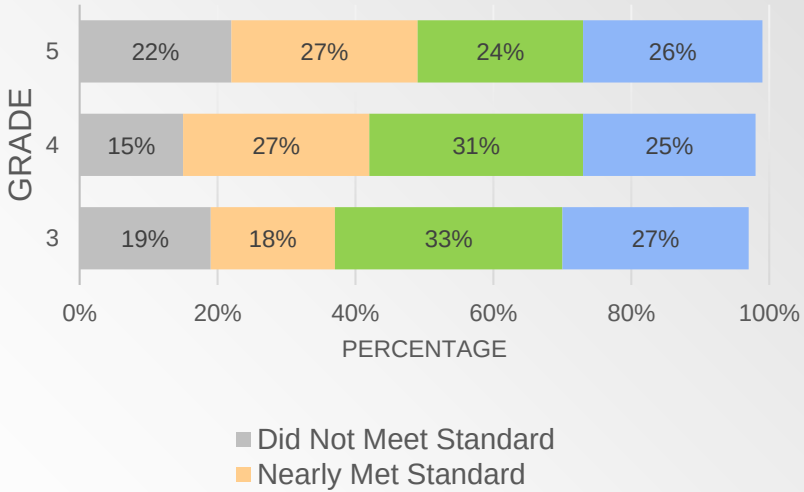
- Mid or Above Grade Level
- Early On Grade Level
- 1 Grade Level Below
- 2 Grade Levels Below
- 3+ Grade Levels Below

	Fall	Spring
Students Assessed	7,189	

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

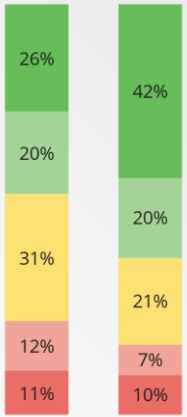
This is a longitudinal analysis

District Math Data for Elementary
State Assessments



How Have Relative Reading Placements Changed from Fall to Spring?

Placement Distribution, Fall 21-22 to Spring 21-22



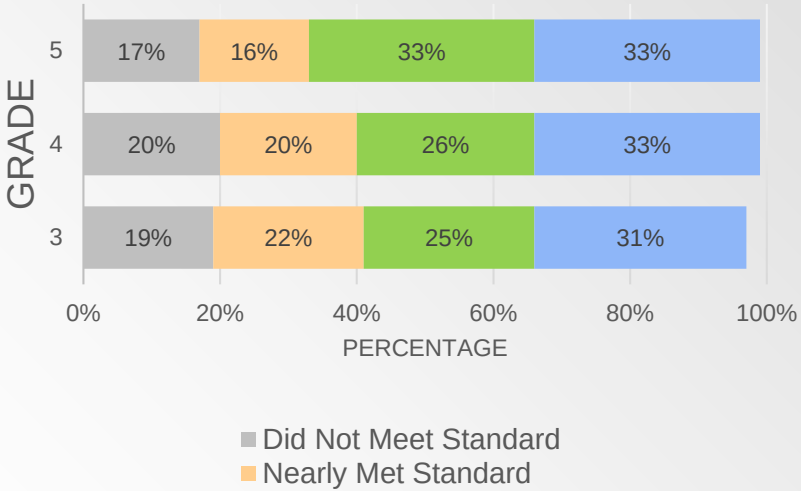
- Mid or Above Grade Level
- Early On Grade Level
- 1 Grade Level Below
- 2 Grade Levels Below
- 3+ Grade Levels Below

	Fall	Spring
Students Assessed	7,285	

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

This is a longitudinal analysis

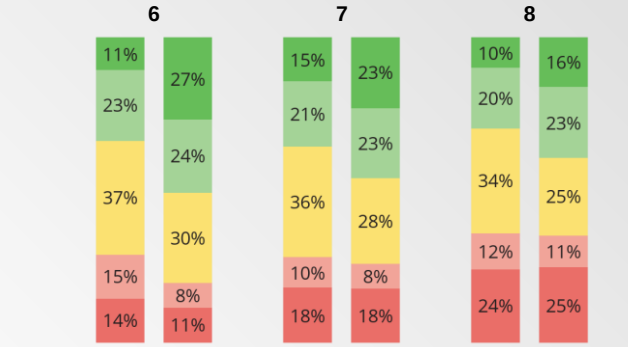
District ELA Data for Elementary
State Assessments



Middle School Data
End-of-Year (EOY)

How Have Relative Math Placements Changed From Fall to Spring?

Placement Distribution, Fall 21-22 to Spring 21-22



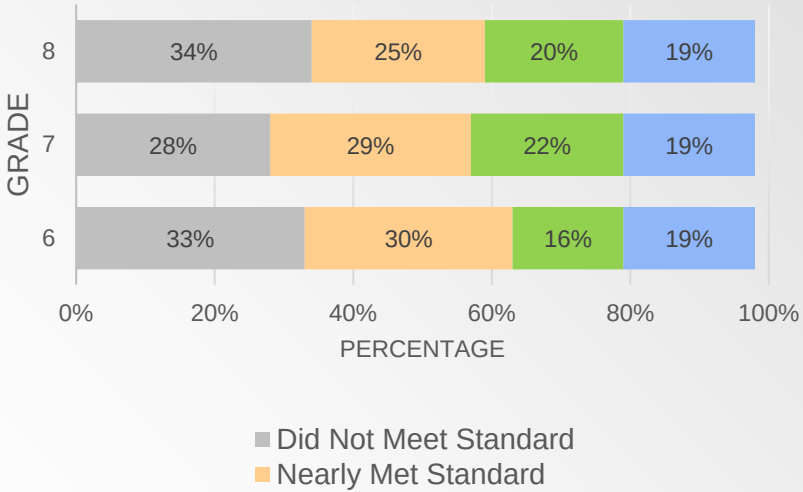
Students Assessed	Fall	Spring	Fall	Spring	Fall	Spring
	888		949		861	

Mid or Above Grade Level · Early On Grade Level · 1 Grade Level Below · 2 Grade Levels Below · 3+ Grade Levels Below

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

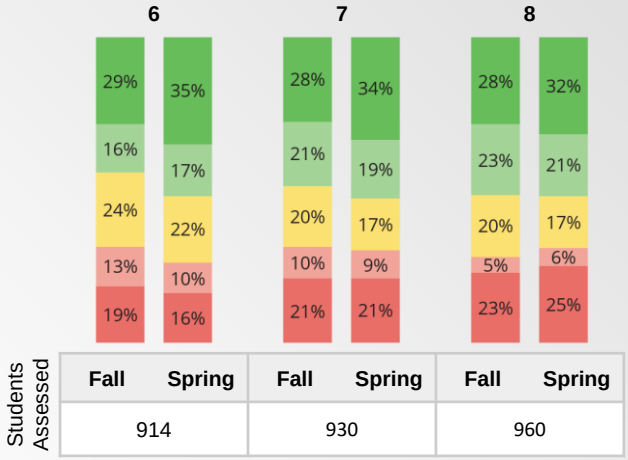
District Math Data for M.S.

State Assessments



How Have Relative Reading Placements Changed From Fall to Spring?

Placement Distribution, Fall 21-22 to Spring 21-22

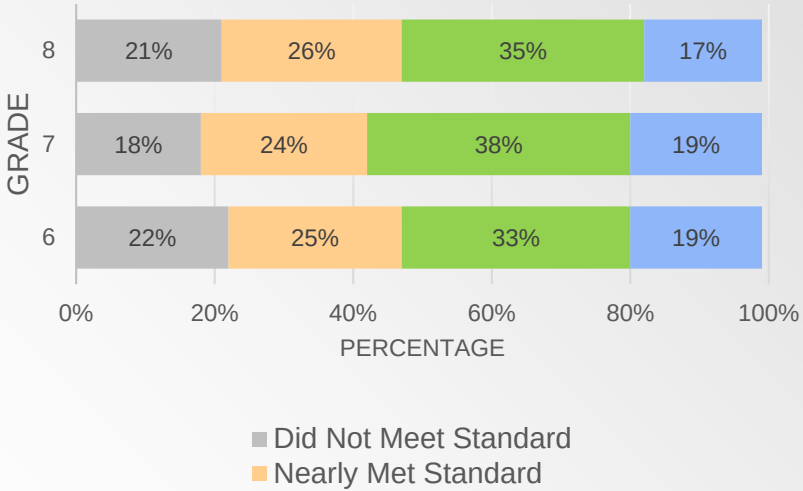


Mid or Above Grade Level · Early On Grade Level · 1 Grade Level Below · 2 Grade Levels Below · 3+ Grade Levels Below

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

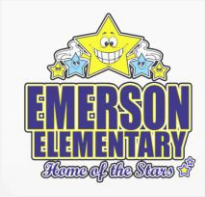
District ELA Data for M.S.

State Assessments





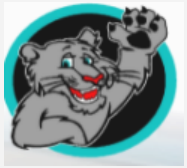








BUSD Elementary Intervention Data

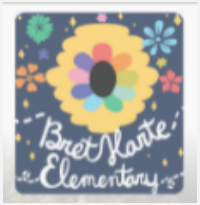








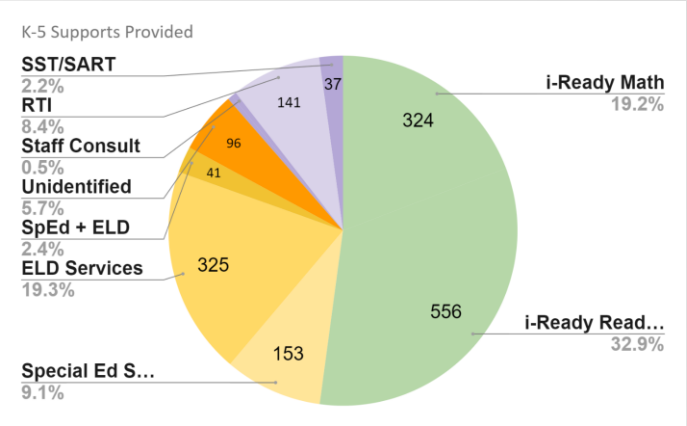




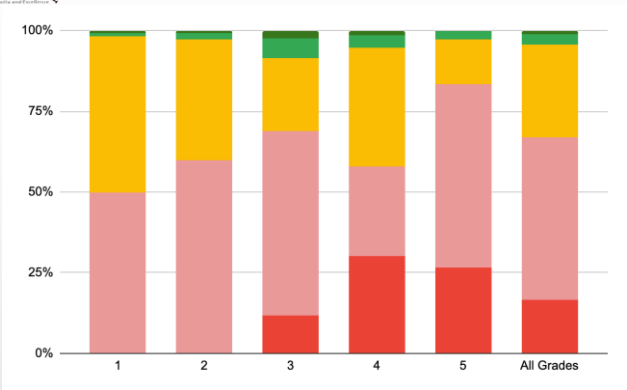
BUSD Academic Growth & Support

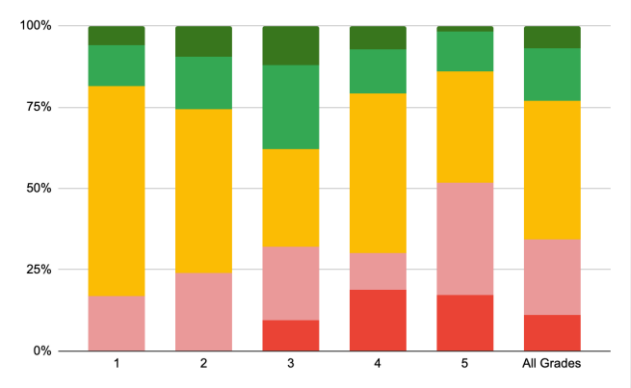
K-5 Data & Identification for Support (Below Grade Level @ Beginning of Year)

Grade	ELA	Math	Both	Total	Enrollment
1	30	47	43	120	907
2	64	103	94	261	963
3	65	81	118	264	989
4	42	120	130	292	954
5	107	63	198	368	1082
All	**308**	**414**	**583**	**1305**	**4895**



21-22 Elem Intervention Cohort - BOY & EOY ELA

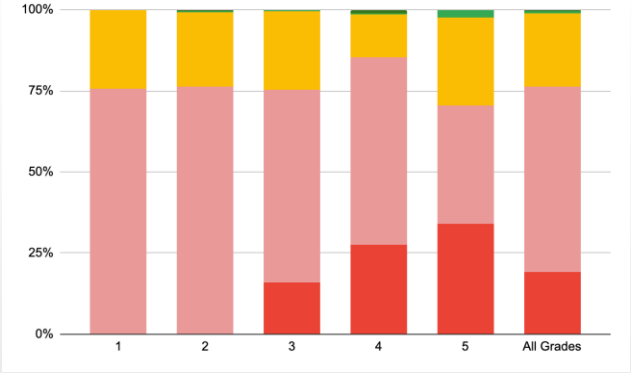


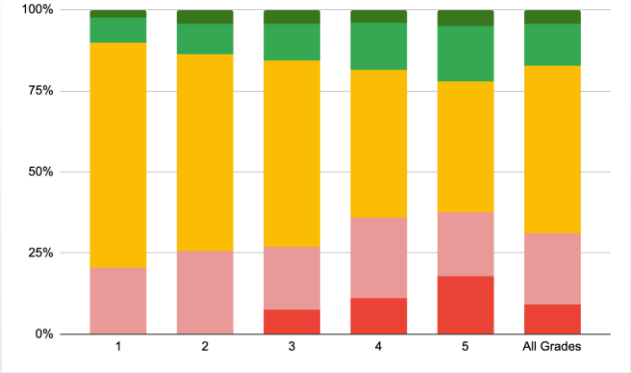


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	0.9%	0.9%	48.2%	50.0%	0.0%
2nd Grade	0.8%	2.0%	37.5%	59.8%	0.0%
3rd Grade	2.3%	6.2%	22.6%	57.2%	11.7%
4th Grade	1.4%	3.9%	36.7%	27.9%	30.0%
5th Grade	0.0%	2.8%	13.9%	56.7%	26.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	5.9%	12.7%	64.4%	16.9%	0.0%
2nd Grade	9.6%	16.1%	50.2%	24.1%	0.0%
3rd Grade	12.1%	25.8%	29.9%	22.7%	9.5%
4th Grade	7.2%	13.7%	49.0%	11.3%	18.8%
5th Grade	1.6%	12.5%	34.0%	34.8%	17.1%
TOTAL	7.0%	16.2%	42.5%	23.3%	11.0%

21-22 Elem Intervention Cohort - BOY & EOY Math





BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	0.0%	0.0%	24.3%	75.7%	0.0%
2nd Grade	0.4%	0.4%	22.9%	76.3%	0.0%
3rd Grade	0.0%	0.4%	24.4%	59.1%	16.1%
4th Grade	1.0%	0.3%	13.3%	57.7%	27.6%
5th Grade	0.3%	2.0%	27.2%	36.5%	34.0%
TOTAL	0.4%	0.8%	22.4%	57.3%	19.1%

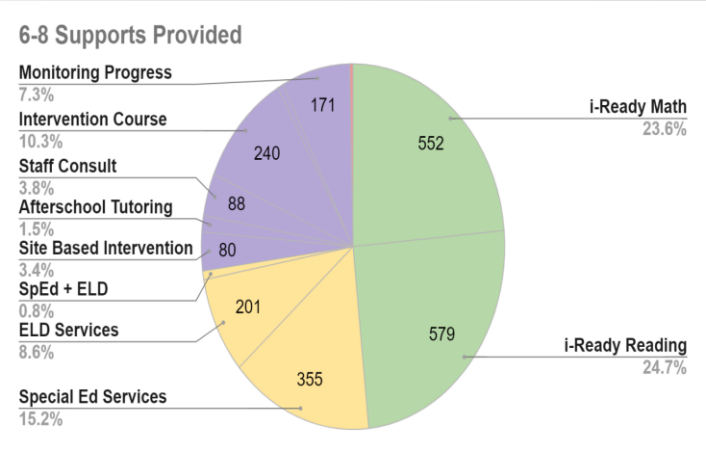
EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	2.5%	7.6%	69.5%	20.3%	0.0%
2nd Grade	4.2%	9.6%	60.5%	25.7%	0.0%
3rd Grade	4.2%	11.4%	57.6%	19.3%	7.6%
4th Grade	4.1%	14.4%	45.5%	25.0%	11.0%
5th Grade	4.9%	17.1%	40.2%	19.8%	17.9%
TOTAL	4.2%	13.0%	51.7%	22.1%	9.1%

BUSD Secondary Intervention Data

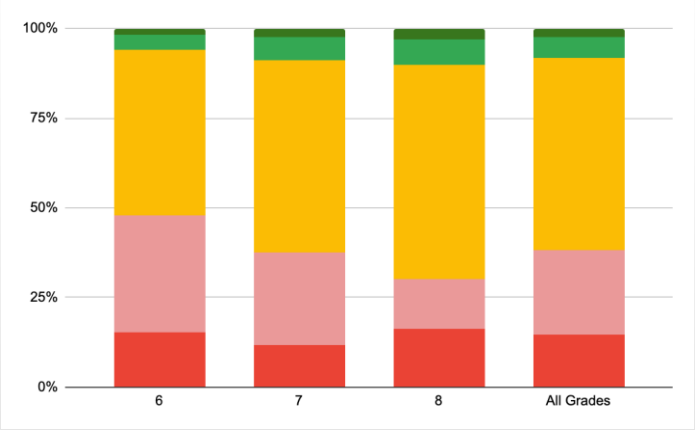
BUSD Academic Growth & Support

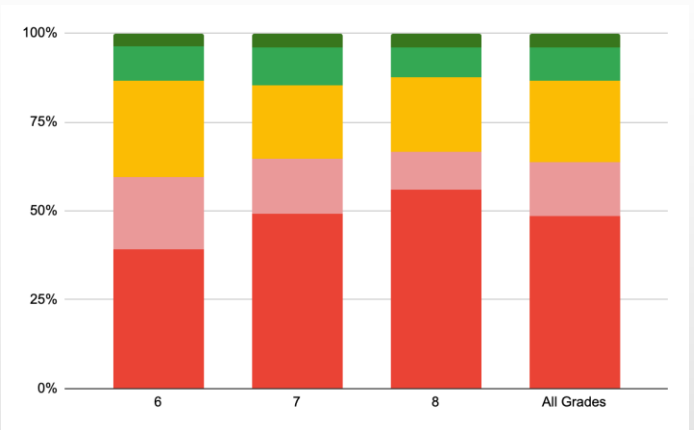
6-8 Data & Identification for Support (Below Grade Level @ Beginning of Year)

Grade	ELA	Math	Both	Total	Enrollment
6	104	87	208	399	1019
7	120	90	227	437	1110
8	94	119	241	454	1172
All	**318**	**296**	**676**	**1290**	**3301**



21-22 MS Intervention Cohort - BOY & EOY ELA

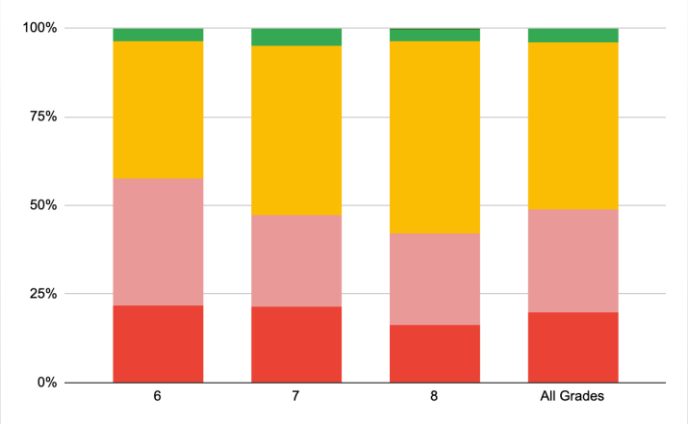


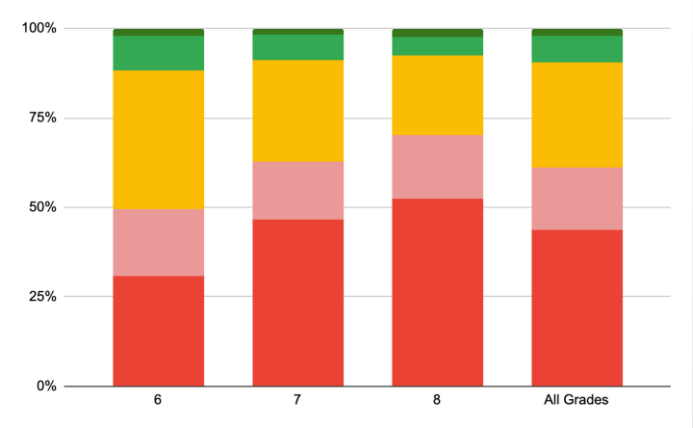


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
6th Grade	0.9%	0.9%	48.2%	50.0%	0.0%
7th Grade	0.8%	2.0%	37.5%	59.8%	0.0%
8th Grade	2.3%	6.2%	22.6%	57.2%	11.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
6th Grade	0.9%	0.9%	48.2%	50.0%	0.0%
7th Grade	0.8%	2.0%	37.5%	59.8%	0.0%
8th Grade	2.3%	6.2%	22.6%	57.2%	11.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

21-22 MS Intervention Cohort - BOY & EOY Math

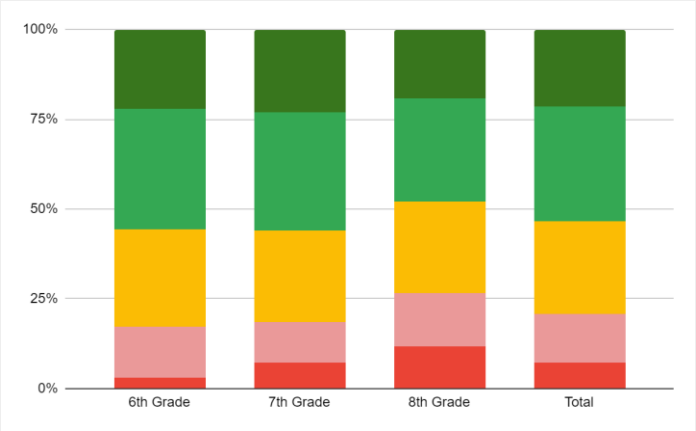


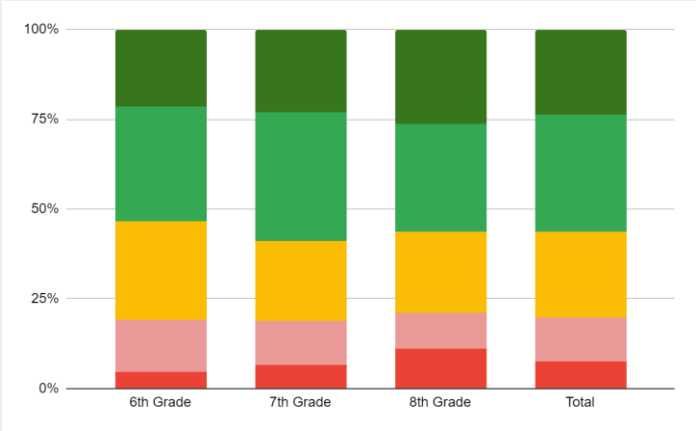


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
6th Grade	0.9%	0.9%	48.2%	50.0%	0.0%
7th Grade	0.8%	2.0%	37.5%	59.8%	0.0%
8th Grade	2.3%	6.2%	22.6%	57.2%	11.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
6th Grade	0.9%	0.9%	48.2%	50.0%	0.0%
7th Grade	0.8%	2.0%	37.5%	59.8%	0.0%
8th Grade	2.3%	6.2%	22.6%	57.2%	11.7%
TOTAL	1.0%	3.4%	28.5%	50.4%	16.7%

2021 Intervention Cohort - Semester 1 & 2 ELA

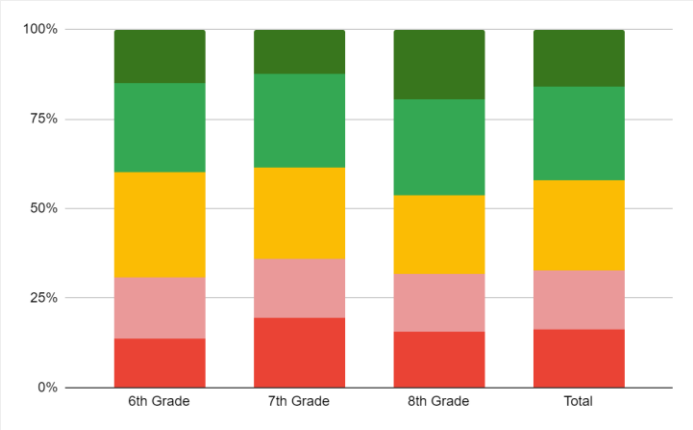


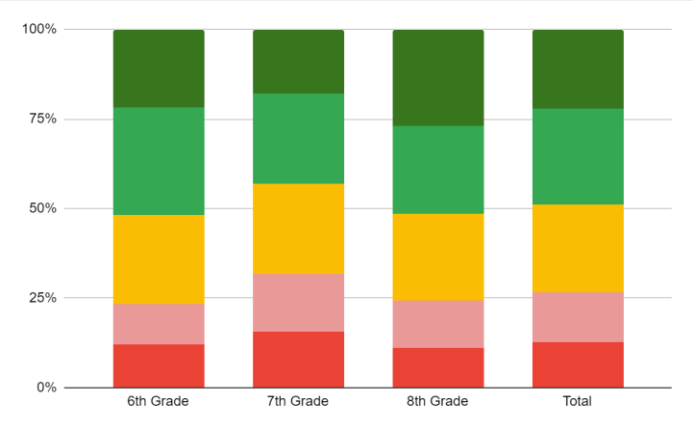


Semester 1 English	A	B	C	D	F
6th Grade	22.0%	33.7%	27.1%	14.3%	2.9%
7th Grade	23.2%	32.7%	25.5%	11.4%	7.2%
8th Grade	19.1%	28.9%	25.3%	14.8%	11.9%
TOTAL	21.5%	31.8%	25.9%	13.4%	7.4%

Semester 2 English	A	B	C	D	F
6th Grade	21.4%	31.9%	27.5%	14.6%	4.7%
7th Grade	22.9%	36.1%	22.1%	12.4%	6.5%
8th Grade	26.3%	30.0%	22.8%	10.0%	11.0%
TOTAL	23.6%	32.7%	24.0%	12.3%	7.5%

2021 Intervention Cohort - Semester 1 & 2 Math





Semester 1 Math	A	B	C	D	F
6th Grade	15.1%	24.7%	29.2%	17.2%	13.7%
7th Grade	12.5%	26.2%	25.2%	16.6%	19.5%
8th Grade	19.6%	26.7%	22.0%	16.0%	15.7%
TOTAL	15.9%	26.0%	25.2%	16.5%	16.3%

Semester 2 Math	A	B	C	D	F
6th Grade	12.2%	11.2%	24.7%	30.2%	21.6%
7th Grade	15.5%	16.2%	25.2%	25.2%	17.9%
8th Grade	11.0%	13.5%	24.0%	24.7%	26.8%
TOTAL	12.9%	13.7%	24.7%	26.6%	22.2%



Appendix

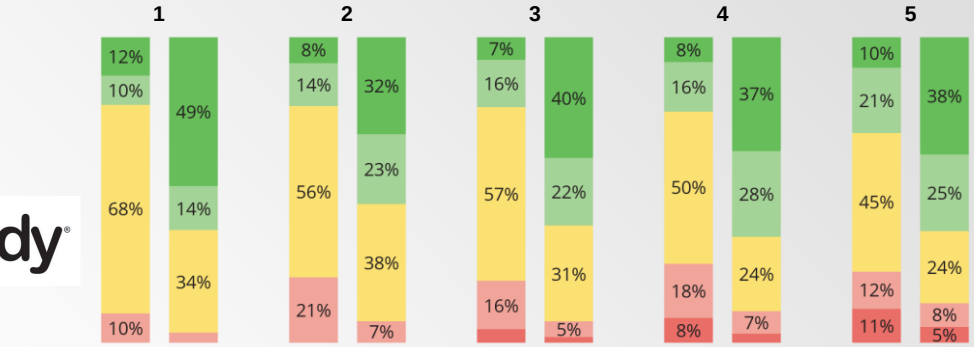
District Math Data for Elementary

Local Assessments



How Have Relative Math Placements Changed From Fall to Spring?

Placement Distribution, Fall 21-22 to Spring 21-22



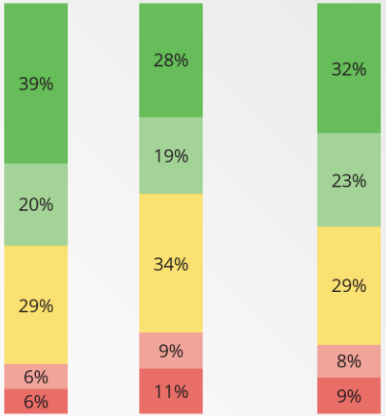
Students Assessed	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	791		890		890		900		1,020	

Mid or Above Grade Level · Early On Grade Level · 1 Grade Level Below · 2 Grade Levels Below · 3+ Grade Levels Below

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

How Do BUSD's Math Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks



	National Norm	National YTD	District
Students Assessed	Spring 18-19	Spring 21-22	7,538

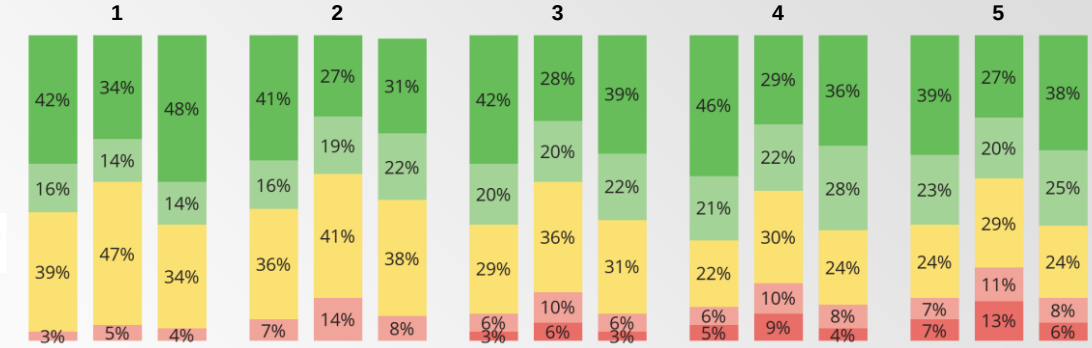
- Mid or Above Grade Level
- Early On Grade Level
- 1 Grade Level Below
- 2 Grade Levels Below
- 3+ Grade Levels Below

i-Ready Spring 18-19 National Norms are based on a nationally representative sample that reflects the makeup of the US student population along key demographic characteristics.

The National Spring 21-22 year-to-date population includes 7,273,077 students who completed a Diagnostic from March 2 to May 31. This data may not be representative of the student population.

How Do the District's Math Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks



Students Assessed	1			2			3			4			5		
	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District
	—	—	854	—	—	937	—	—	932	—	—	933	—	—	1,060

Mid or Above Grade Level | Early On Grade Level | 1 Grade Level Below | 2 Grade Levels Below | 3+ Grade Levels Below

Norm: i-Ready Spring 18-19 National Norms
YTD: National Spring 21-22 population year-to-date

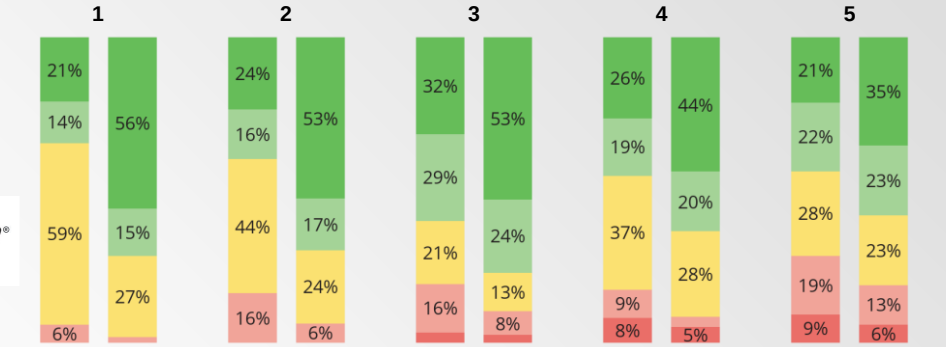
District Reading Data for Elementary

Local Assessments



How Have Relative Reading Placements Changed From Fall to Spring?

Placement Distribution, Fall 21-22 to Spring 21-22



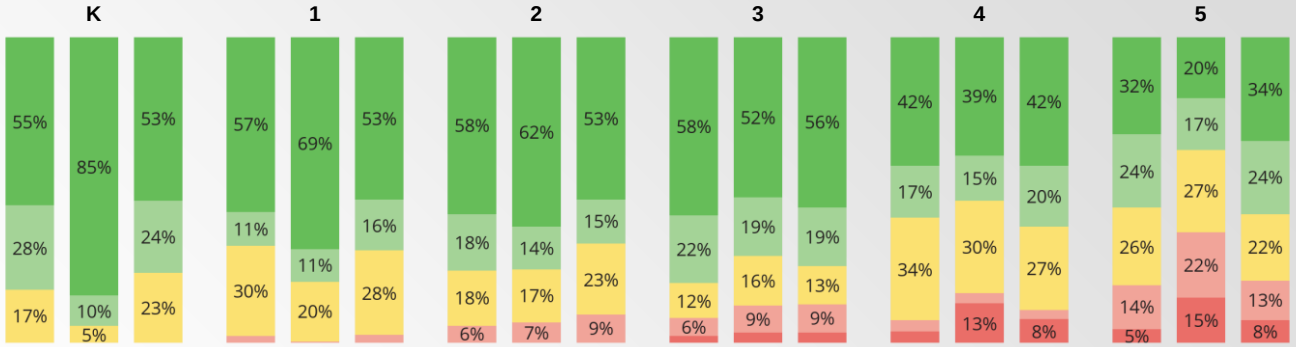
Students Assessed	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	813		885		919		863		1,001	

Mid or Above Grade Level · Early On Grade Level · 1 Grade Level Below · 2 Grade Levels Below · 3+ Grade Levels Below

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid or above grade level placement refers to students who may be considered proficient for their grade.

How Have Relative Reading Placements Changed From Spring to Spring?

Spring Placement Distribution for District and Benchmarks



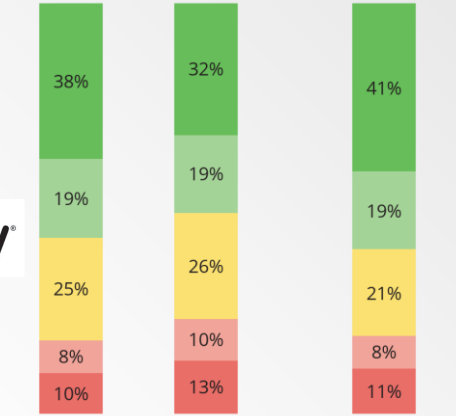
Students Assessed	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22
	178	149	404	240	244	413	287	356	442	225	329	476	247	233	432	176	157	493

Mid or Above Grade Level | Early On Grade Level | 1 Grade Level Below | 2 Grade Levels Below | 3+ Grade Levels Below

This is a cross-sectional analysis.

How Do BUSD's Reading Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks



- Mid or Above Grade Level
- Early On Grade Level
- 1 Grade Level Below
- 2 Grade Levels Below
- 3+ Grade Levels Below

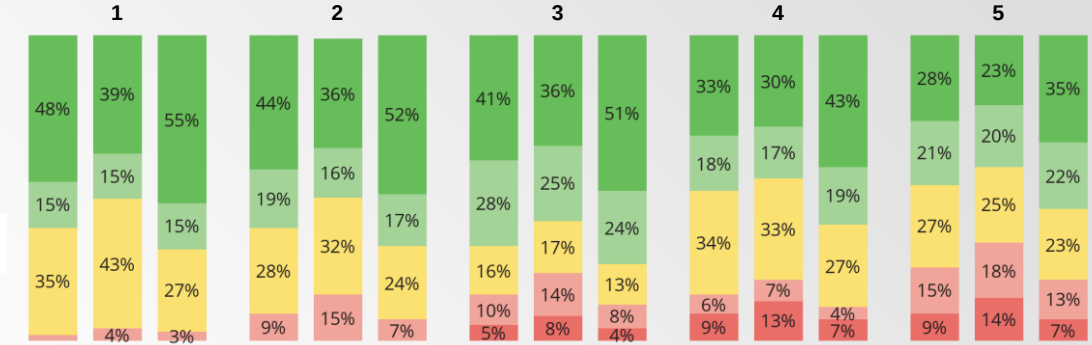
	National Norm	National YTD	District
Students Assessed	Spring 18-19	Spring 21-22	7,600

i-Ready Spring 18-19 National Norms are based on a nationally representative sample that reflects the makeup of the US student population along key demographic characteristics.

The National Spring 21-22 year-to-date population includes 6,541,073 students who completed a Diagnostic from March 2 to May 31. This data may not be representative of the student population.

How Do the District's Reading Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks



Students Assessed	1			2			3			4			5		
	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District
	—	—	854	—	—	939	—	—	964	—	—	899	—	—	1,029

Mid or Above Grade Level | Early On Grade Level | 1 Grade Level Below | 2 Grade Levels Below | 3+ Grade Levels Below

Norm: i-Ready Spring 18-19 National Norms

YTD: National Spring 21-22 population year-to-date

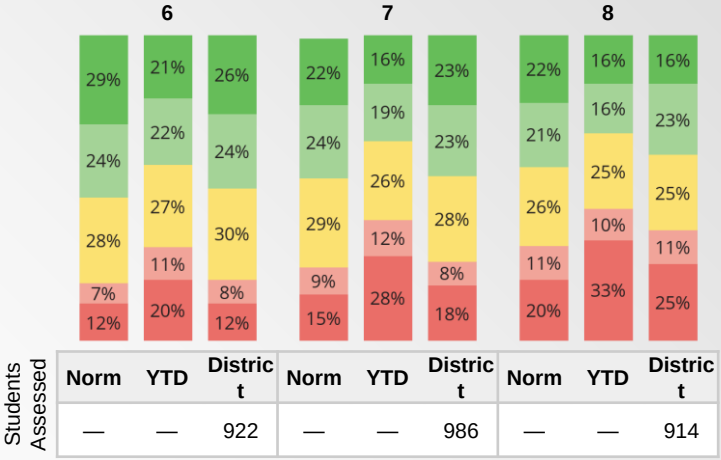
District Math Data for Middle School

Local Assessments



How Do the District's Math Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks



Students Assessed	6			7			8		
	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District
	—	—	922	—	—	986	—	—	914

Mid or Above Grade Level | Early On Grade Level | 1 Grade Level Below | 2 Grade Levels Below | 3+ Grade Levels Below

Norm: i-Ready Spring 18-19 National Norms
YTD: National Spring 21-22 population year-to-date

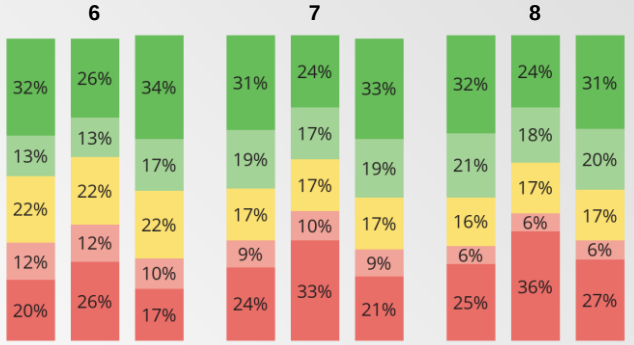
District Reading Data for Middle School

Local Assessments



How Do the District's Reading Placements Compare Nationally?

Spring Placement Distribution for District and Benchmarks

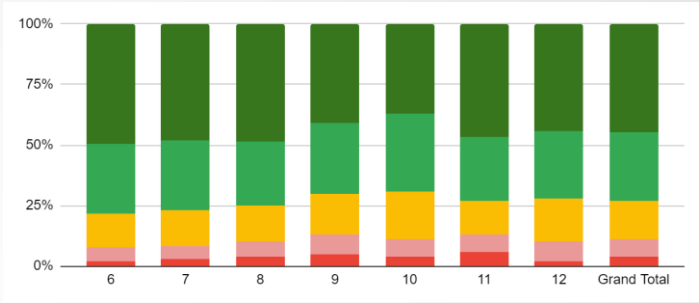


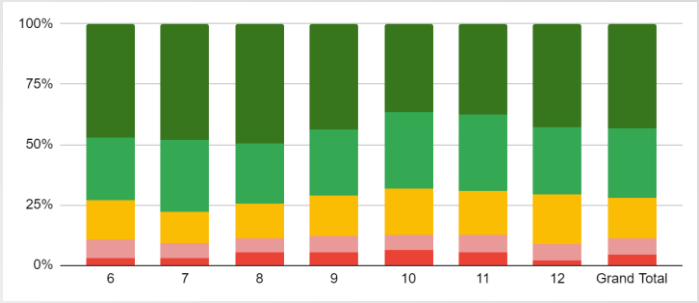
Students Assessed	6			7			8		
	Norm	YTD	District	Norm	YTD	District	Norm	YTD	District
	—	—	947	—	—	958	—	—	1,010

Mid or Above Grade Level | Early On Grade Level | 1 Grade Level Below | 2 Grade Levels Below | 3+ Grade Levels Below

Norm: i-Ready Spring 18-19 National Norms
YTD: National Spring 21-22 population year-to-date

21-22 Grade Analysis Data - Semester 1 & 2 ELA

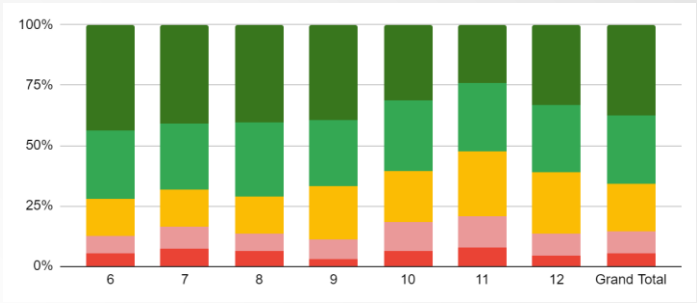


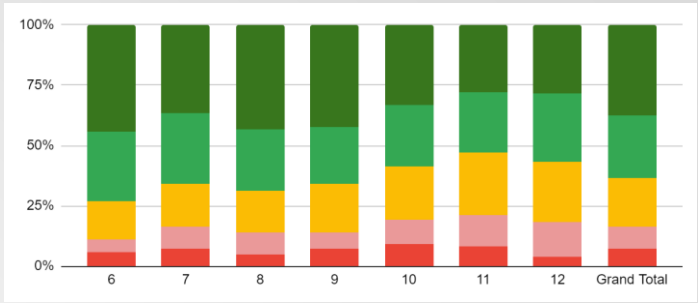


Semester 1 English	A	B	C	D	F
6th Grade	50%	29%	14%	6%	2%
7th Grade	48%	29%	15%	5%	3%
8th Grade	48%	26%	15%	6%	4%
9th Grade	41%	29%	17%	8%	5%
10th Grade	37%	32%	20%	7%	4%
11th Grade	47%	27%	14%	7%	6%
12th Grade	44%	28%	18%	8%	2%
TOTAL	45%	29%	16%	7%	4%

Semester 2 English	A	B	C	D	F
6th Grade	47%	26%	16%	7%	3%
7th Grade	48%	30%	13%	6%	3%
8th Grade	50%	25%	14%	6%	5%
9th Grade	44%	28%	17%	7%	5%
10th Grade	36%	32%	20%	6%	6%
11th Grade	37%	32%	18%	8%	5%
12th Grade	43%	28%	21%	7%	2%
TOTAL	44%	29%	17%	7%	4%

21-22 Grades Analysis Data - Semester 1 & 2 Math

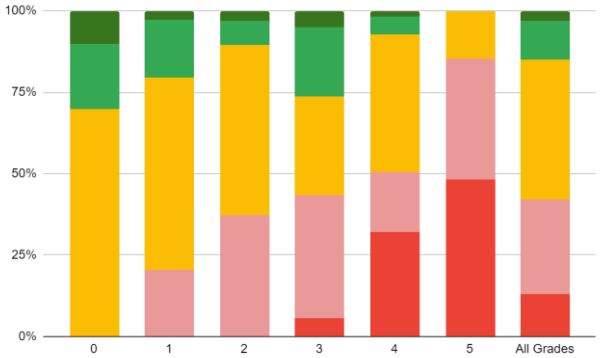


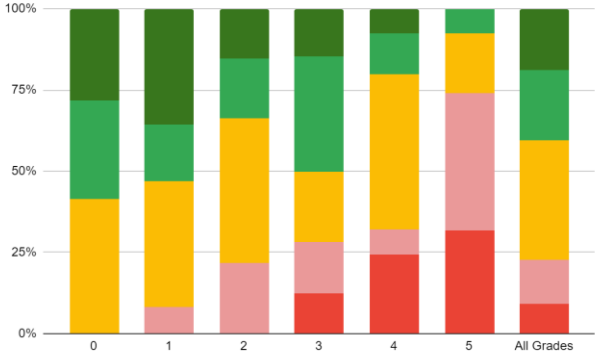


Semester 1 Math	A	B	C	D	F
6th Grade	42%	27%	15%	7%	5%
7th Grade	40%	27%	15%	9%	7%
8th Grade	39%	30%	15%	7%	6%
9th Grade	39%	27%	22%	8%	3%
10th Grade	31%	29%	21%	12%	6%
11th Grade	22%	26%	25%	12%	7%
12th Grade	30%	25%	23%	8%	4%
TOTAL	36%	27%	19%	9%	5%

Semester2 Math	A	B	C	D	F
6th Grade	44%	29%	16%	5%	6%
7th Grade	36%	29%	18%	9%	7%
8th Grade	43%	25%	17%	9%	5%
9th Grade	42%	23%	20%	7%	7%
10th Grade	33%	25%	22%	10%	9%
11th Grade	28%	25%	26%	13%	8%
12th Grade	28%	28%	25%	14%	4%
TOTAL	37%	26%	20%	9%	7%

21-22 Elem English Learners- BOY & EOY ELA

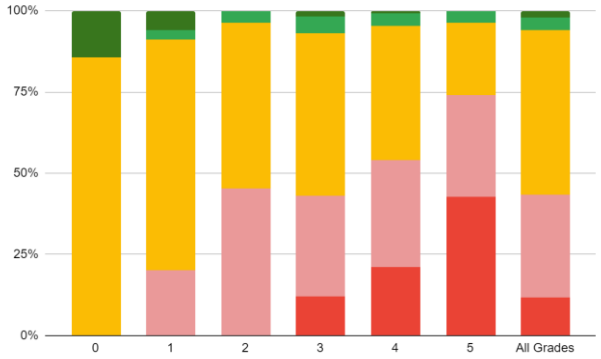


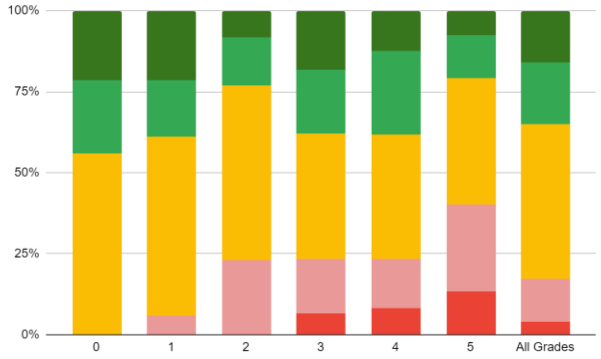


BOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	10.0%	20.0%	70.0%	0.0%	0.0%
2nd Grade	2.6%	17.9%	59.0%	20.5%	0.0%
3rd Grade	2.9%	7.6%	52.4%	37.1%	0.0%
4th Grade	4.9%	21.3%	30.3%	37.7%	5.7%
5th Grade	1.8%	5.5%	42.2%	18.3%	32.1%
TOTAL	0.0%	0.0%	14.8%	37.0%	48.1%

EOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	35.8%	17.2%	38.8%	8.2%	0.0%
2nd Grade	15.3%	18.5%	44.4%	21.8%	0.0%
3rd Grade	14.5%	35.5%	21.7%	15.9%	12.3%
4th Grade	7.6%	12.6%	47.9%	7.6%	24.4%
5th Grade	0.0%	7.6%	18.2%	42.4%	31.8%
TOTAL	**18.8%**	**21.8%**	**36.7%**	**13.5%**	**9.3%**

21-22 Elem English Learners- BOY & EOY Math

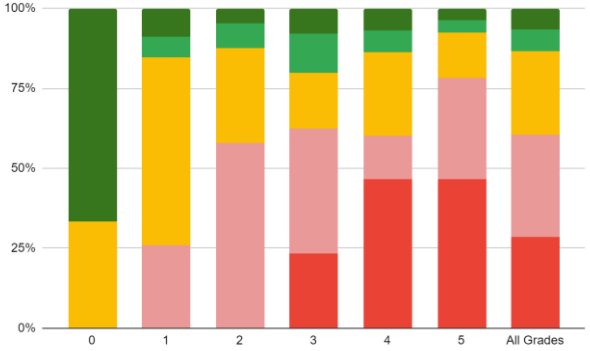


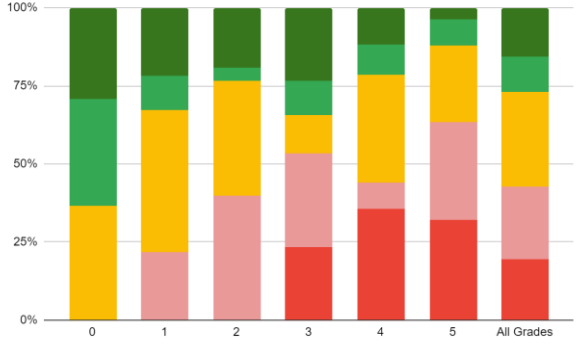


BOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	6.1%	2.6%	71.1%	20.2%	0.0%
2nd Grade	0.0%	3.8%	50.9%	45.3%	0.0%
3rd Grade	1.7%	5.2%	50.0%	31.0%	12.1%
4th Grade	0.9%	3.7%	41.3%	33.0%	21.1%
5th Grade	0.0%	3.7%	22.2%	31.5%	42.6%
TOTAL	**2.2%**	**3.8%**	**50.6%**	**31.6%**	**11.9%**

EOY	*Mid/Above*	*Early on*	*1 Below*	*2 Below*	*3 Below*
1st Grade	21.6%	17.2%	55.2%	6.0%	0.0%
2nd Grade	8.2%	14.8%	54.1%	23.0%	0.0%
3rd Grade	18.2%	19.7%	38.7%	16.8%	6.6%
4th Grade	12.5%	25.8%	38.3%	15.0%	8.3%
5th Grade	7.5%	13.4%	38.8%	26.9%	13.4%
TOTAL	**15.8%**	**19.3%**	**47.7%**	**13.3%**	**3.9%**

21-22 Elem SPED- BOY & EOY ELA

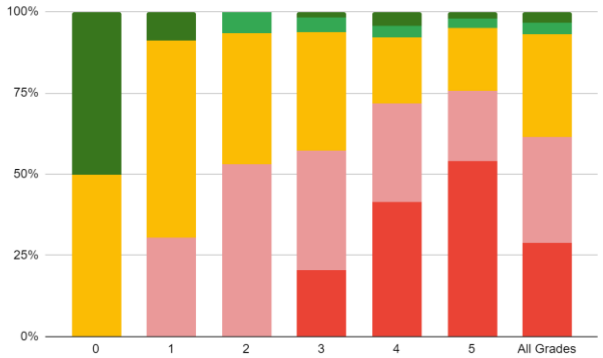


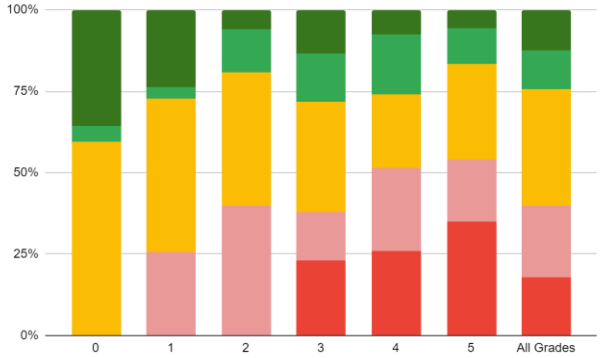


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	8.7%	6.5%	58.7%	26.1%	0.0%
2nd Grade	4.7%	7.8%	29.7%	57.8%	0.0%
3rd Grade	7.8%	12.5%	17.2%	39.1%	23.4%
4th Grade	6.8%	6.8%	26.1%	13.6%	46.6%
5th Grade	3.8%	3.8%	14.3%	31.4%	46.7%
TOTAL	**6.5%**	**7.0%**	**25.9%**	**32.2%**	**28.4%**

EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	21.8%	10.9%	45.5%	21.8%	0.0%
2nd Grade	19.1%	4.4%	36.8%	39.7%	0.0%
3rd Grade	23.3%	11.0%	12.3%	30.1%	23.3%
4th Grade	11.8%	9.7%	34.4%	8.6%	35.5%
5th Grade	3.7%	8.3%	24.8%	31.2%	32.1%
TOTAL	**15.7%**	**11.2%**	**30.3%**	**23.5%**	**19.4%**

21-22 Elem SPED- BOY & EOY Math

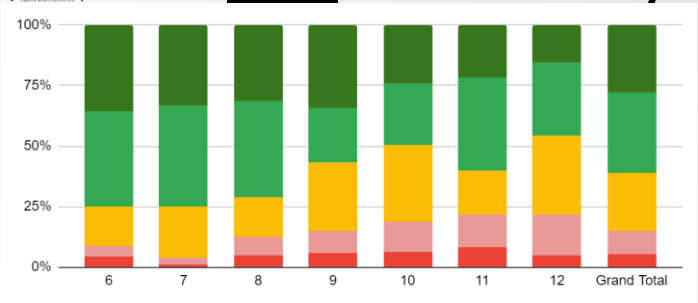


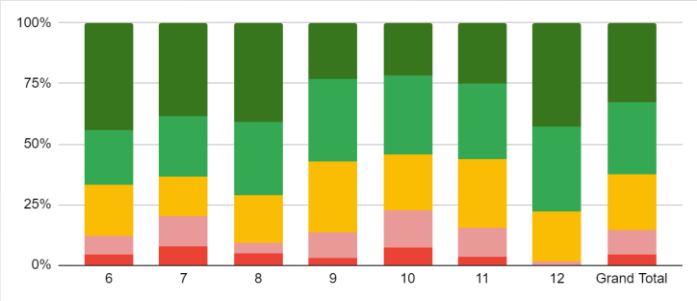


BOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	8.7%	0.0%	60.9%	30.4%	0.0%
2nd Grade	0.0%	6.5%	40.3%	53.2%	0.0%
3rd Grade	1.6%	4.8%	36.5%	36.5%	20.6%
4th Grade	4.5%	3.4%	20.2%	30.3%	41.6%
5th Grade	2.0%	2.9%	19.6%	21.6%	53.9%
TOTAL	**3.3%**	**3.6%**	**31.6%**	**32.7%**	**28.8%**

EOY	Mid/Above	Early on	1 Below	2 Below	3 Below
1st Grade	23.6%	3.6%	47.3%	25.5%	0.0%
2nd Grade	5.9%	13.2%	41.2%	39.7%	0.0%
3rd Grade	13.5%	14.9%	33.8%	14.9%	23.0%
4th Grade	7.5%	18.3%	22.6%	25.8%	25.8%
5th Grade	5.5%	11.0%	29.4%	19.3%	34.9%
TOTAL	**12.5%**	**12.0%**	**35.6%**	**22.0%**	**17.9%**

2021 SPED Grades Analysis Data - Semester 1

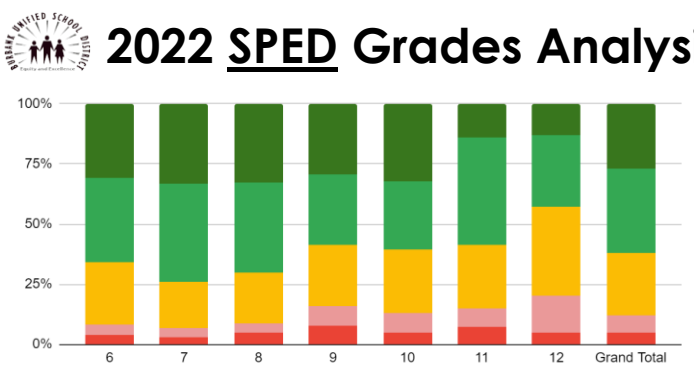


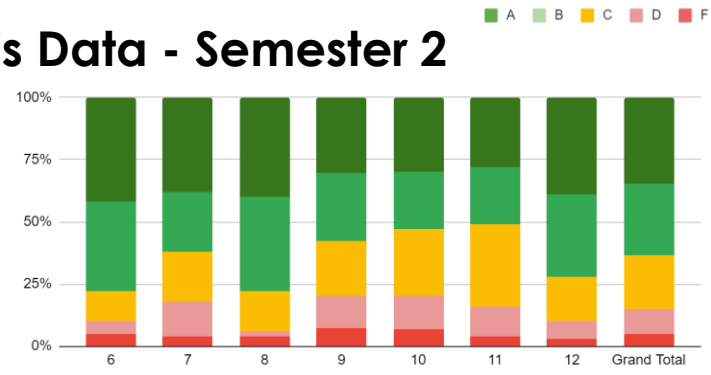


English	A	B	C	D	F
6th Grade	35.7%	39.1%	16.5%	4.3%	4.3%
7th Grade	33.3%	41.7%	20.8%	3.3%	0.8%
8th Grade	31.1%	40.2%	16.4%	7.4%	4.9%
9th Grade	34.3%	22.4%	28.4%	9.0%	6.0%
10th Grade	24.3%	25.0%	31.8%	12.8%	6.1%
11th Grade	21.7%	38.3%	18.3%	13.3%	8.3%
12th Grade	15.2%	30.4%	32.8%	16.8%	4.8%
TOTAL	27.8%	33.4%	24.0%	9.7%	5.1%

Math	A	B	C	D	F
6th Grade	44.3%	22.6%	20.9%	7.8%	4.3%
7th Grade	38.3%	25.0%	16.7%	12.5%	7.5%
8th Grade	41.0%	30.3%	19.7%	4.1%	4.9%
9th Grade	23.1%	34.3%	29.4%	10.5%	2.8%
10th Grade	21.9%	32.5%	23.2%	15.2%	7.3%
11th Grade	24.8%	31.6%	28.2%	12.0%	3.4%
12th Grade	42.9%	35.1%	20.8%	1.3%	0.0%
TOTAL	32.5%	30.2%	23.0%	9.7%	4.6%

2022 SPED Grades Analysis Data - Semester 2

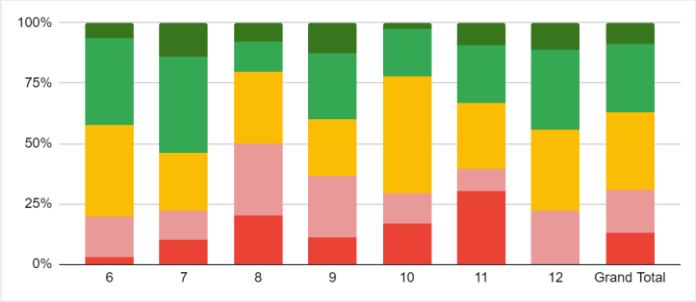


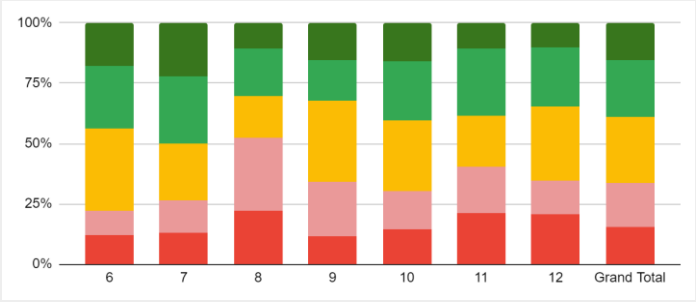


English	A	B	C	D	F
6th Grade	31%	35%	26%	4%	4%
7th Grade	33%	41%	19%	4%	3%
8th Grade	33%	38%	21%	4%	5%
9th Grade	30%	30%	26%	8%	8%
10th Grade	32%	28%	26%	8%	5%
11th Grade	14%	44%	26%	8%	7%
12th Grade	13%	30%	37%	15%	5%
TOTAL	27%	35%	26%	7%	5%

Math	A	B	C	D	F
6th Grade	42%	36%	12%	5%	5%
7th Grade	38%	24%	20%	14%	4%
8th Grade	40%	38%	16%	2%	4%
9th Grade	30%	27%	22%	13%	7%
10th Grade	30%	23%	27%	13%	7%
11th Grade	28%	23%	33%	12%	4%
12th Grade	39%	33%	18%	7%	3%
TOTAL	35%	29%	22%	10%	5%

2021 English Learner Grades Analysis Data - Semester 1

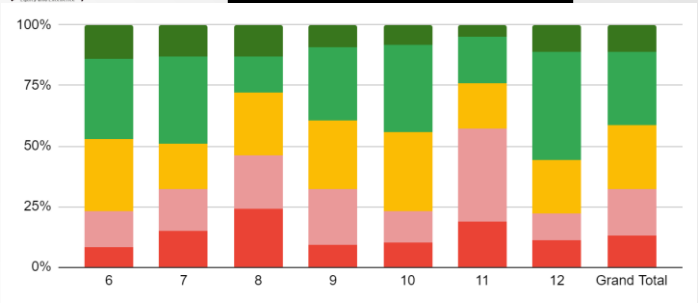


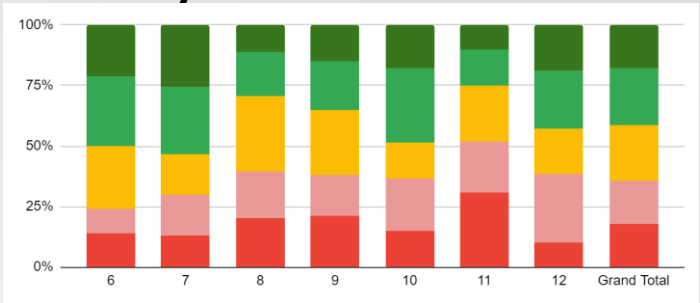


English	A	B	C	D	F
6th Grade	4	24	25	11	2
7th Grade	7	20	12	6	5
8th Grade	3	5	12	12	8
9th Grade	7	15	13	14	6
10th Grade	1	8	20	5	7
11th Grade	3	8	9	3	10
12th Grade	1	3	3	2	0
TOTAL	8.8%	28.2%	32.0%	18.0%	12.9%

Math	A	B	C	D	F
6th Grade	16	24	31	9	11
7th Grade	17	21	18	10	10
8th Grade	8	15	13	23	17
9th Grade	15	16	32	22	11
10th Grade	11	17	20	11	10
11th Grade	5	13	10	9	10
12th Grade	3	7	9	4	6
TOTAL	15.5%	23.3%	27.5%	18.2%	15.5%

2022 English Learner Grades Analysis Data - Semester 2





English	A	B	C	D	F
6th Grade	9	22	20	10	5
7th Grade	7	19	10	9	8
8th Grade	6	7	12	10	11
9th Grade	4	13	12	10	4
10th Grade	3	14	13	5	4
11th Grade	1	4	4	8	4
12th Grade	1	4	2	1	1
TOTAL	11%	30%	26%	19%	13%

Math	A	B	C	D	F
6th Grade	21	29	26	10	14
7th Grade	20	22	13	13	10
8th Grade	10	16	27	17	18
9th Grade	13	17	23	15	18
10th Grade	12	21	10	15	10
11th Grade	4	6	9	8	12
12th Grade	4	5	4	6	2
TOTAL	18%	24%	23%	18%	18%

2021 Fall A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Geometry	56 + (6 (S))	Algebra 2 + (8 (S))	35	Art History	12
Earth/Space Science	56 + (20 (S))	Algebra 1 +(17(S))	35	Dance 1	11
English 9	51 + (4 (T))	US History + (5 (S))	34		
Spanish 1	49	Spanish 2	28		
Wrld Hist	48 + (8 (S))	Physics	28		
English 11	40 + (8 (S))	Digital Media Prod	21		
Biology	39 + (13 (S))	Digital Photo	17		
English 10	36 + (6 (S))	Computer Program	16		
Art Structure 1	35	English 12	13		

2022 Spring A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Geometry	91 = (7 (S))	Earth Space Sci	44 + (12 (S))	English 12	13
Algebra 1	91 + (26 (S))	English 11	37	Amer Sign 1	13
Art Structure 1	66	Algebra 2	36 + (6 (S))	Culinary Arts	11
World Hist	59 + (13 (S))	Chemistry	28		
English 10	57	Dance 1	27		
Spanish 1	56	Digital Med Prod	26		
English 9	53	Spanish 2	22		
Biology	52 + 18 (S))	Digital Photo	21		
US History	51 + (15 (S))	Art History	18		

2021 Fall A-G Courses with 10+ Ds

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Geometry	116 +(10 (S))	English 10	55	Spanish 3	20
Algebra 1	102 +(21 (S))	Chemistry	48	Economics	20
Earth/Space Science	82 + (12 (S))	English 11	46	Digital Photo	19
Algebra 2	73 + (6 (S))	Spanish 2	45	Chemistry (H)	17
Biology	72	English 12	45	AP Calc AB	16
Wrld Hist	69	Art Structure 1	34	Culinary Arts	16
English 9	68	Pre-Calculus	30	AP European Hist	14
Spanish 1	66	Digital Media Prod	24	Intro College Math	14
US History	55	Dance 1	20		

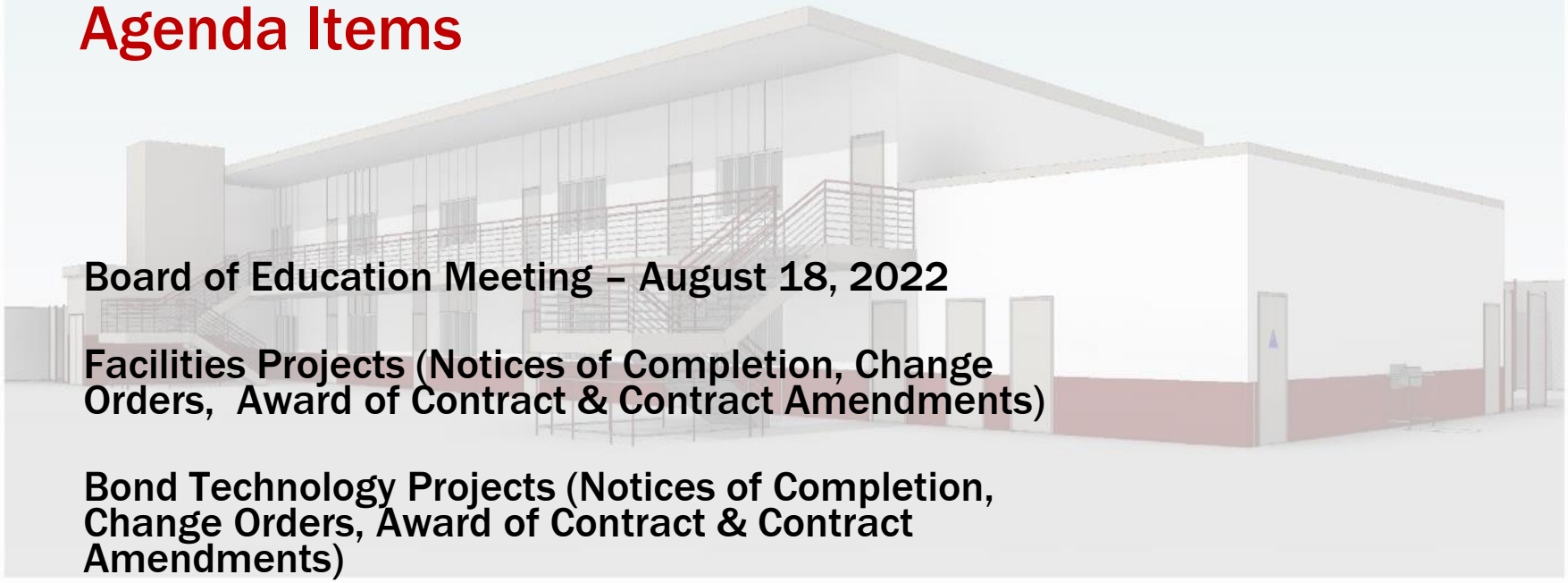
2022 Spring A-G Courses with 12+ Ds

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Geometry	113 + (12 (S))	Biology	52	Digital Med Prod	19
Algebra 1	89 + (25 (S))	Chemistry	47 + (13 (S))	Sculpture 1	17
Algebra 2	76	Spanish 2	47	French 1	16
US History	72 + (13 (S))	Art Structure 1	45	AP Calc AB	14
Earth Space Sci	59 + (19 (S))	English 12	41	AP Eur Hist	14
English 9	56	English 10	41	Spanish 3	14
English 11	56	Pre-Calculus	38	Dance 1	14
Spanish 1	55	Economics	32	Mic/Mar Biology	12
World Hist	54 + (11 (S))	Culinary Arts	22	Animation 1	12

2021-2022 Recovered Credits

Course	Students	Course	Students	Course	Students
PE	200	EarthSpaceSci	41	Enviro Sci	3
English 9	94	Algebra 1	39	Amer Sign 1	2
World History	89	Summer SDC	32	Government	2
English 10	85	ELD	22	Chemistry	2
Geometry	72	MediaLit	13	InfoTech	1
US History	70	Algebra 2	13	Psychology	1
Health	49	Economics	7	StySkills	1
English 11	46	Music Appreciat	5	ConsumMath	1
Biology	43	Elective	5		

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting – August 18, 2022

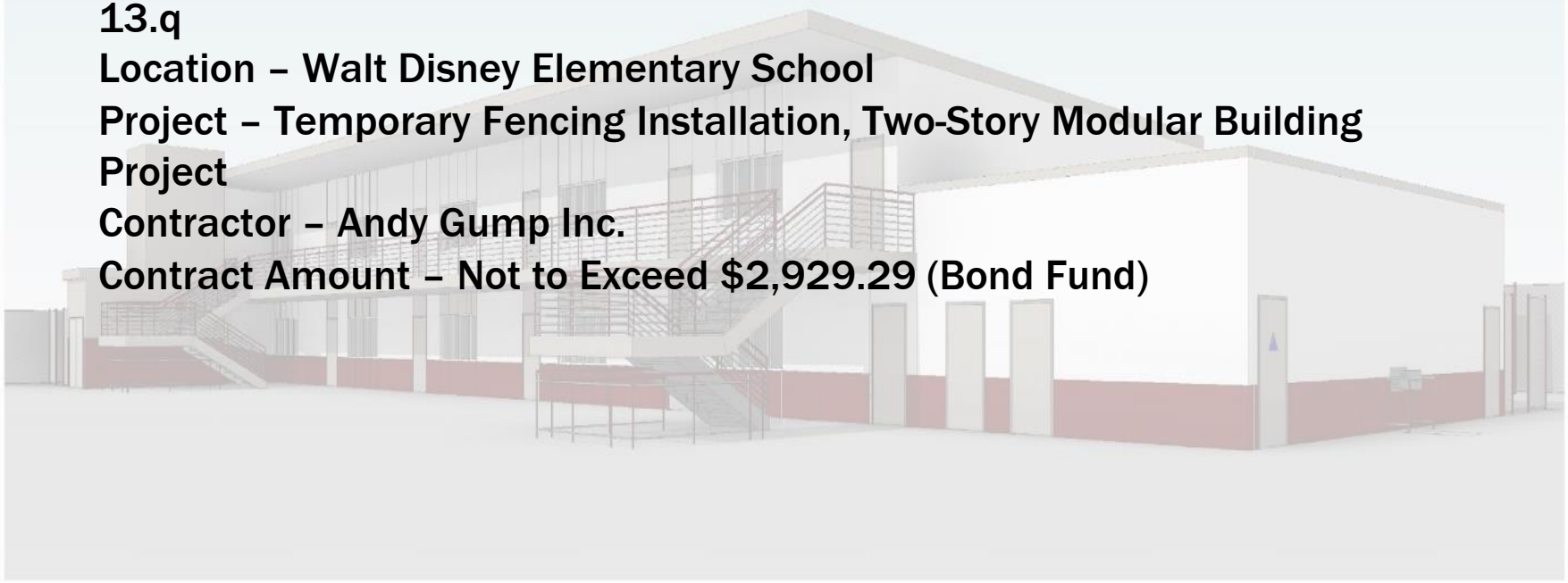
Facilities Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

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

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Ratification of Rental Agreement- Facilities

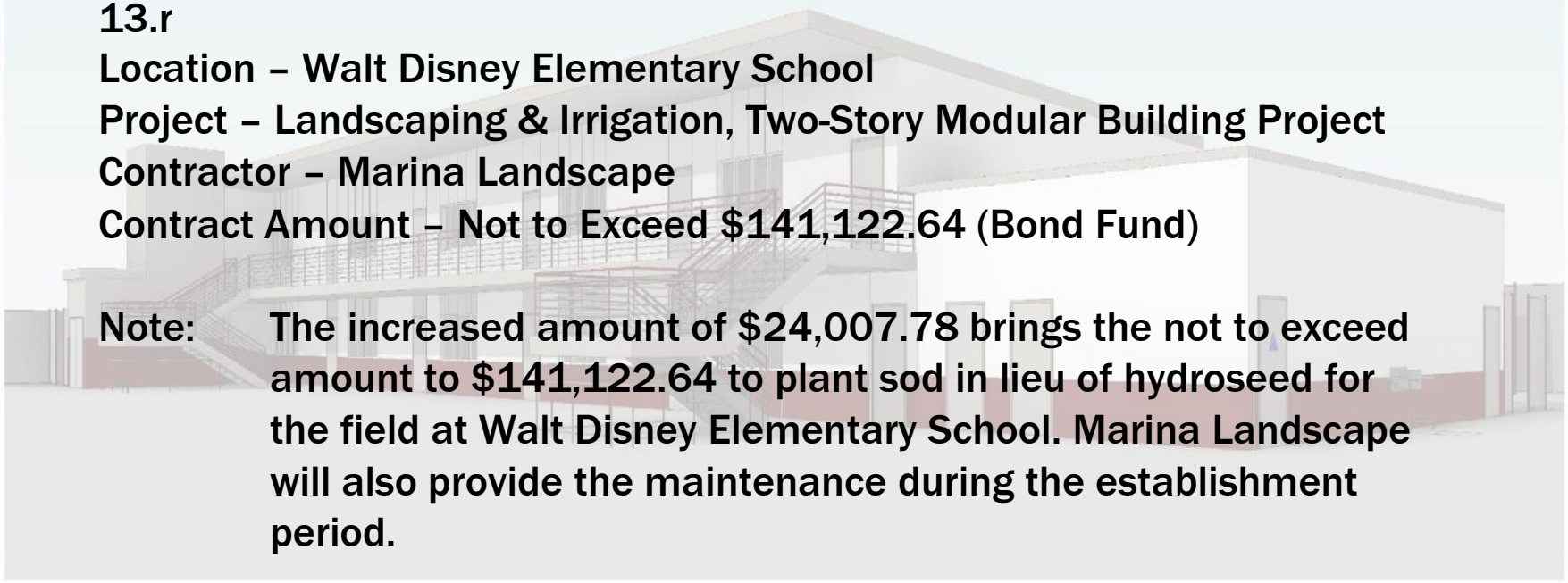
13.q
Location – Walt Disney Elementary School
Project – Temporary Fencing Installation, Two-Story Modular Building Project
Contractor – Andy Gump Inc.
Contract Amount – Not to Exceed $2,929.29 (Bond Fund)



Approval of Additive Change No.2- Facilities

13.r
Location – Walt Disney Elementary School
Project – Landscaping & Irrigation, Two-Story Modular Building Project
Contractor – Marina Landscape
Contract Amount – Not to Exceed $141,122.64 (Bond Fund)

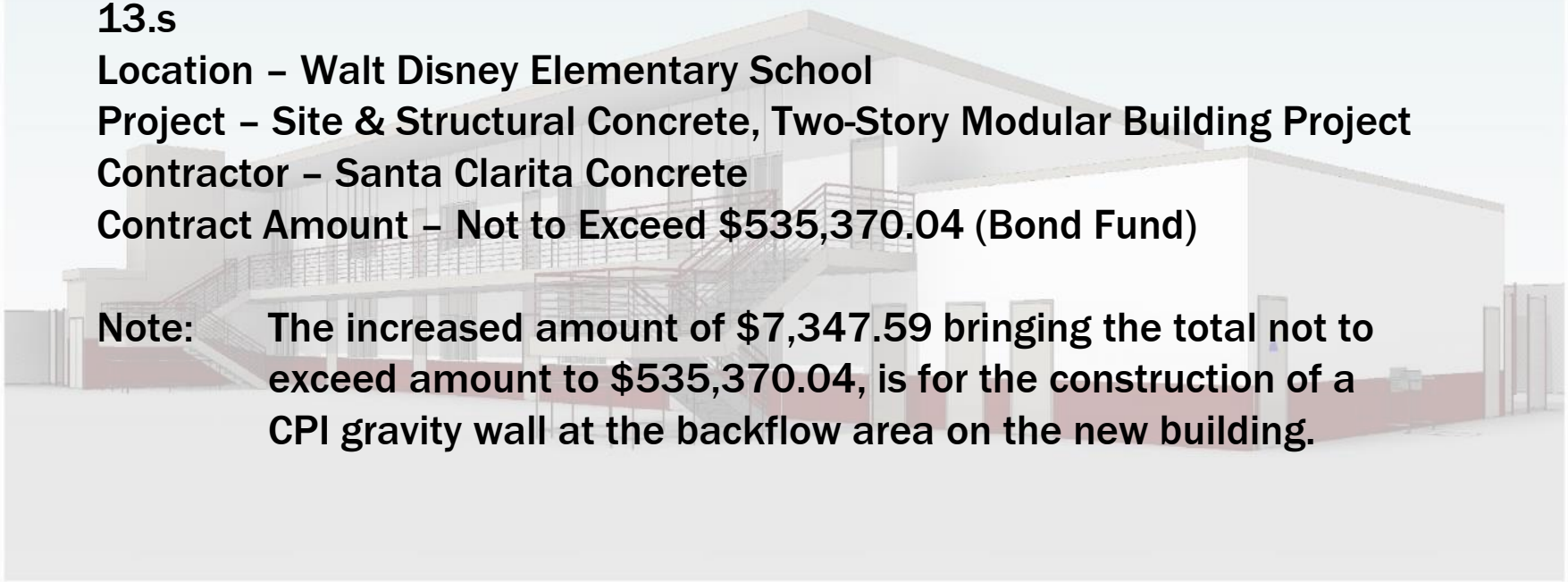
Note: The increased amount of $24,007.78 brings the not to exceed amount to $141,122.64 to plant sod in lieu of hydroseed for the field at Walt Disney Elementary School. Marina Landscape will also provide the maintenance during the establishment period.



Approval of Additive Change No.7- Facilities

13.s
Location – Walt Disney Elementary School
Project – Site & Structural Concrete, Two-Story Modular Building Project
Contractor – Santa Clarita Concrete
Contract Amount – Not to Exceed $535,370.04 (Bond Fund)

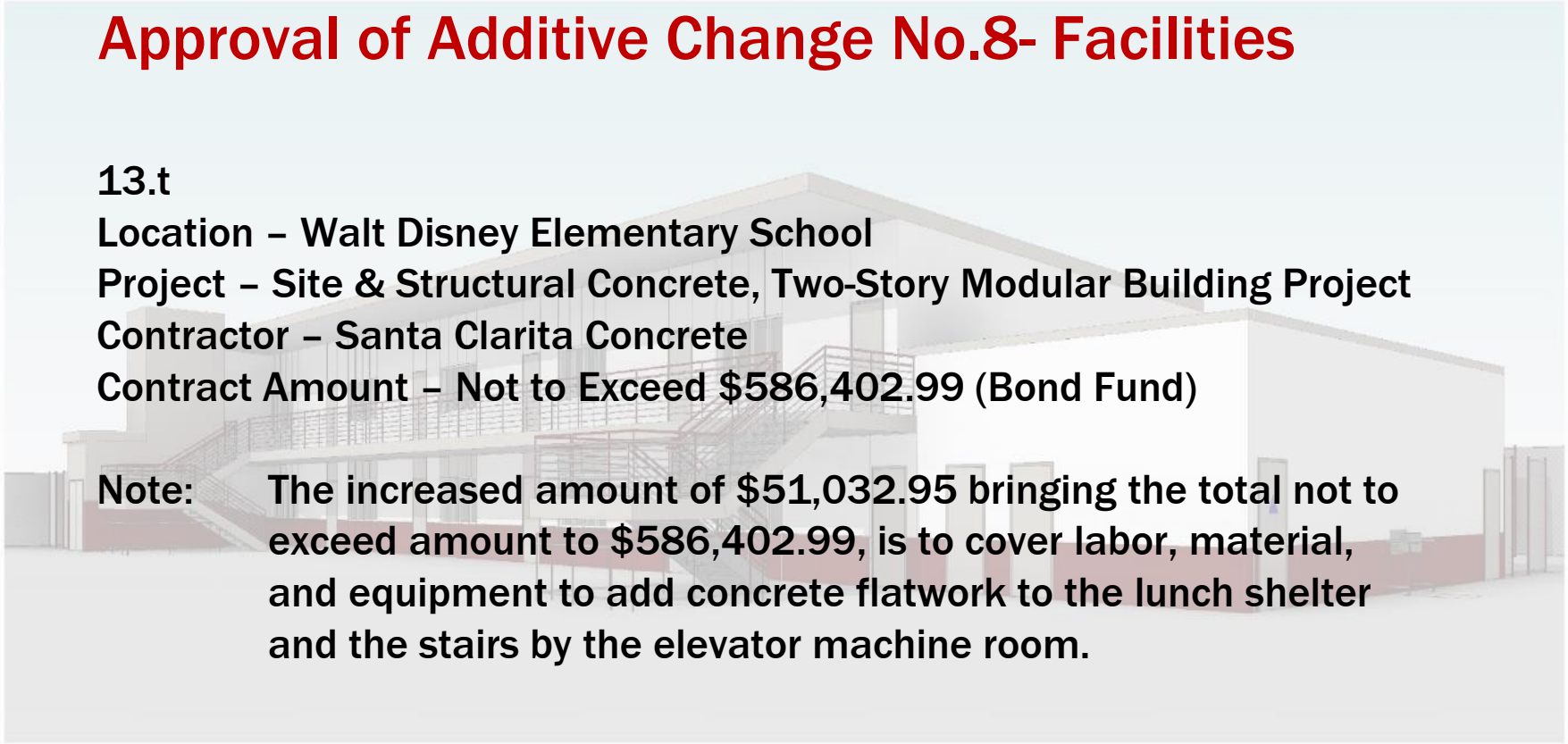
Note: The increased amount of $7,347.59 bringing the total not to exceed amount to $535,370.04, is for the construction of a CPI gravity wall at the backflow area on the new building.



Approval of Additive Change No.8- Facilities

13.t
Location – Walt Disney Elementary School
Project – Site & Structural Concrete, Two-Story Modular Building Project
Contractor – Santa Clarita Concrete
Contract Amount – Not to Exceed $586,402.99 (Bond Fund)

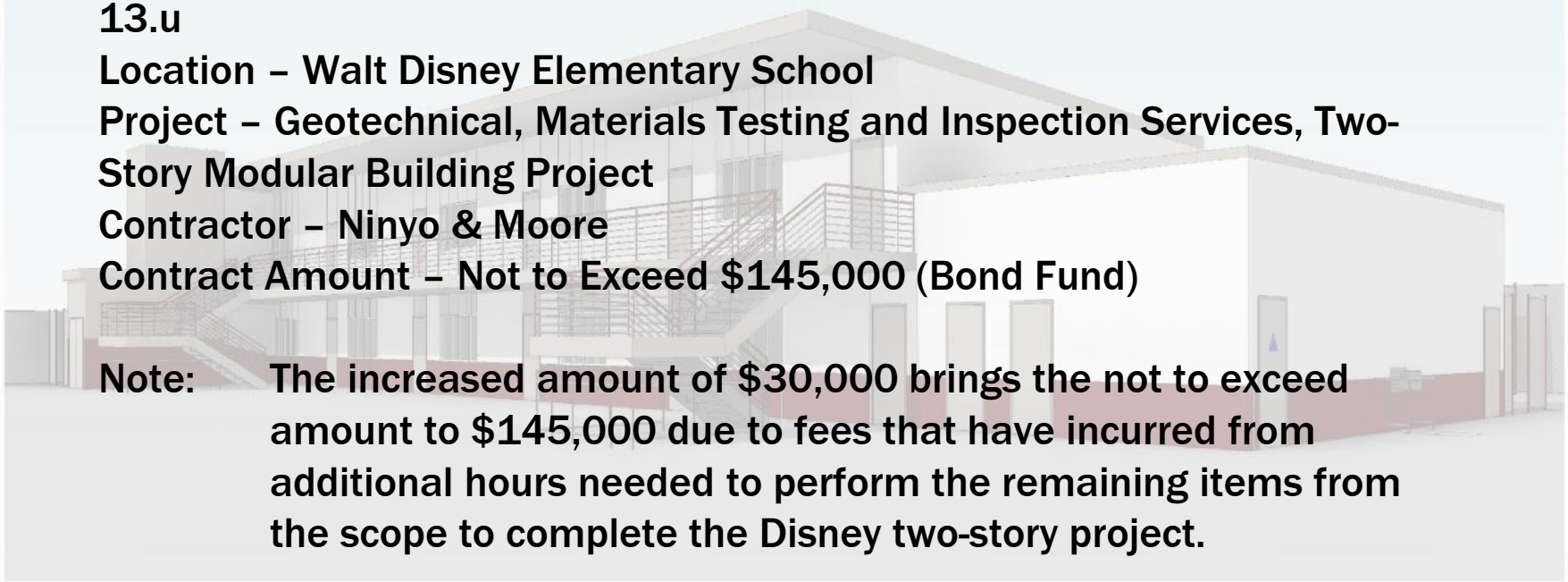
Note: The increased amount of $51,032.95 bringing the total not to exceed amount to $586,402.99, is to cover labor, material, and equipment to add concrete flatwork to the lunch shelter and the stairs by the elevator machine room.



Approval of Additive Change No.2- Facilities

13.u
Location – Walt Disney Elementary School
Project – Geotechnical, Materials Testing and Inspection Services, Two-Story Modular Building Project
Contractor – Ninyo & Moore
Contract Amount – Not to Exceed $145,000 (Bond Fund)

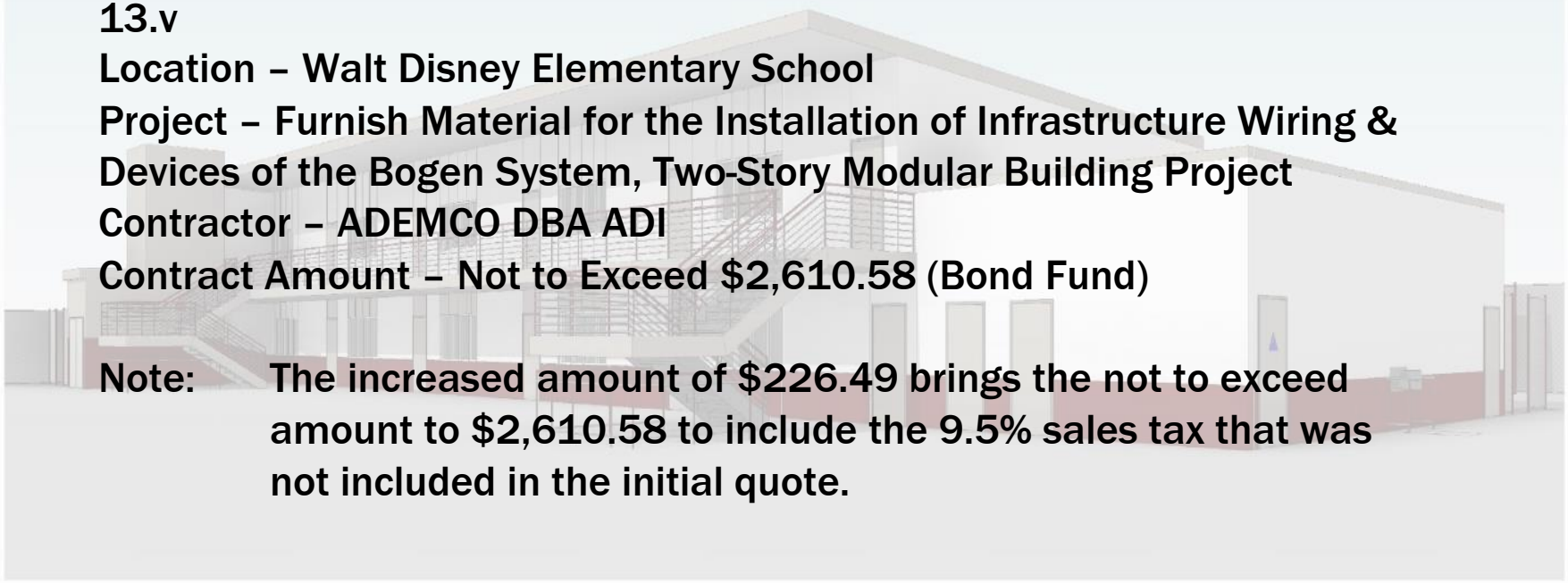
Note: The increased amount of $30,000 brings the not to exceed amount to $145,000 due to fees that have incurred from additional hours needed to perform the remaining items from the scope to complete the Disney two-story project.



Approval of Additive Change No.1- Facilities

13.v
Location – Walt Disney Elementary School
Project – Furnish Material for the Installation of Infrastructure Wiring & Devices of the Bogen System, Two-Story Modular Building Project
Contractor – ADEMCO DBA ADI
Contract Amount – Not to Exceed $2,610.58 (Bond Fund)

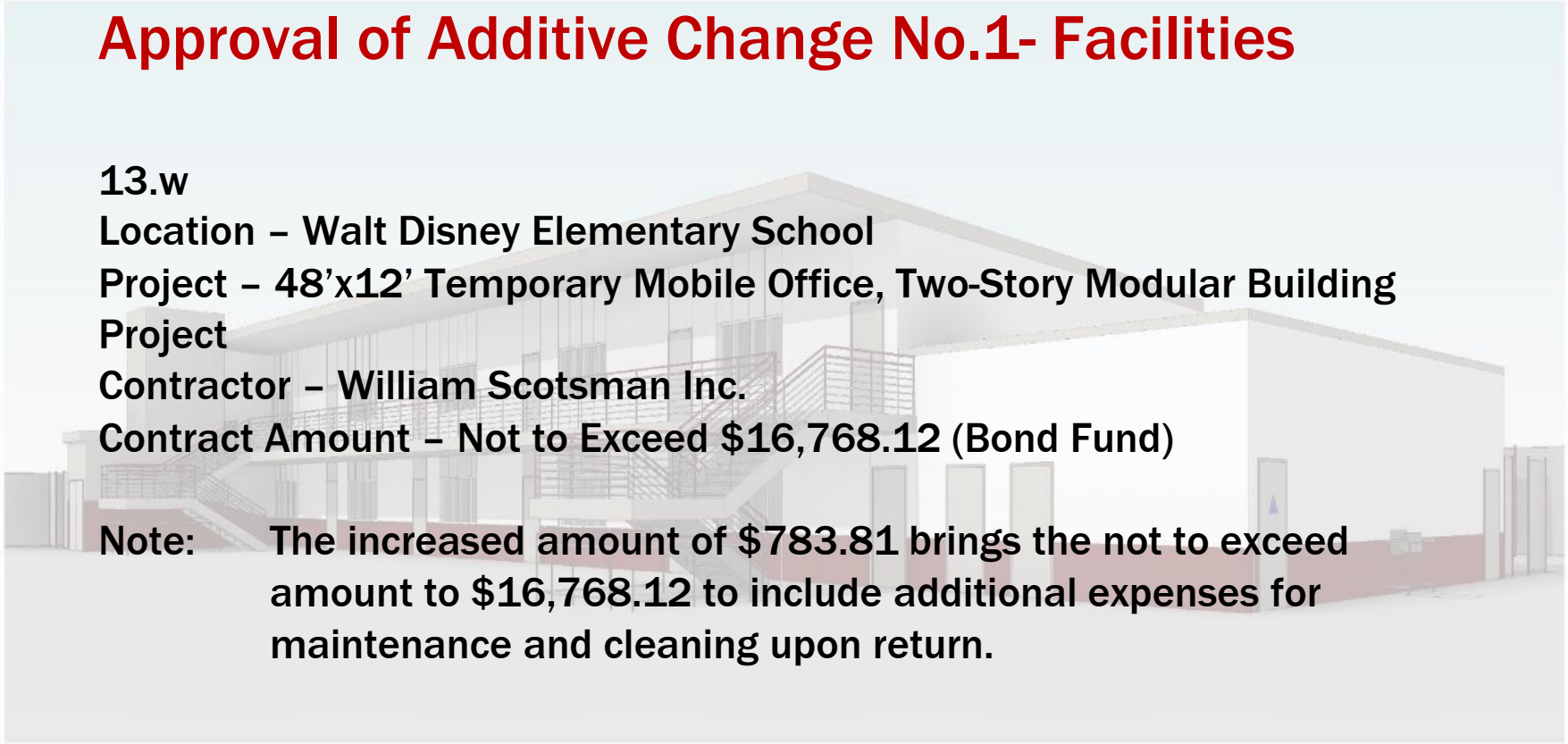
Note: The increased amount of $226.49 brings the not to exceed amount to $2,610.58 to include the 9.5% sales tax that was not included in the initial quote.



Approval of Additive Change No.1- Facilities

13.w
Location – Walt Disney Elementary School
Project – 48'x12' Temporary Mobile Office, Two-Story Modular Building Project
Contractor – William Scotsman Inc.
Contract Amount – Not to Exceed $16,768.12 (Bond Fund)

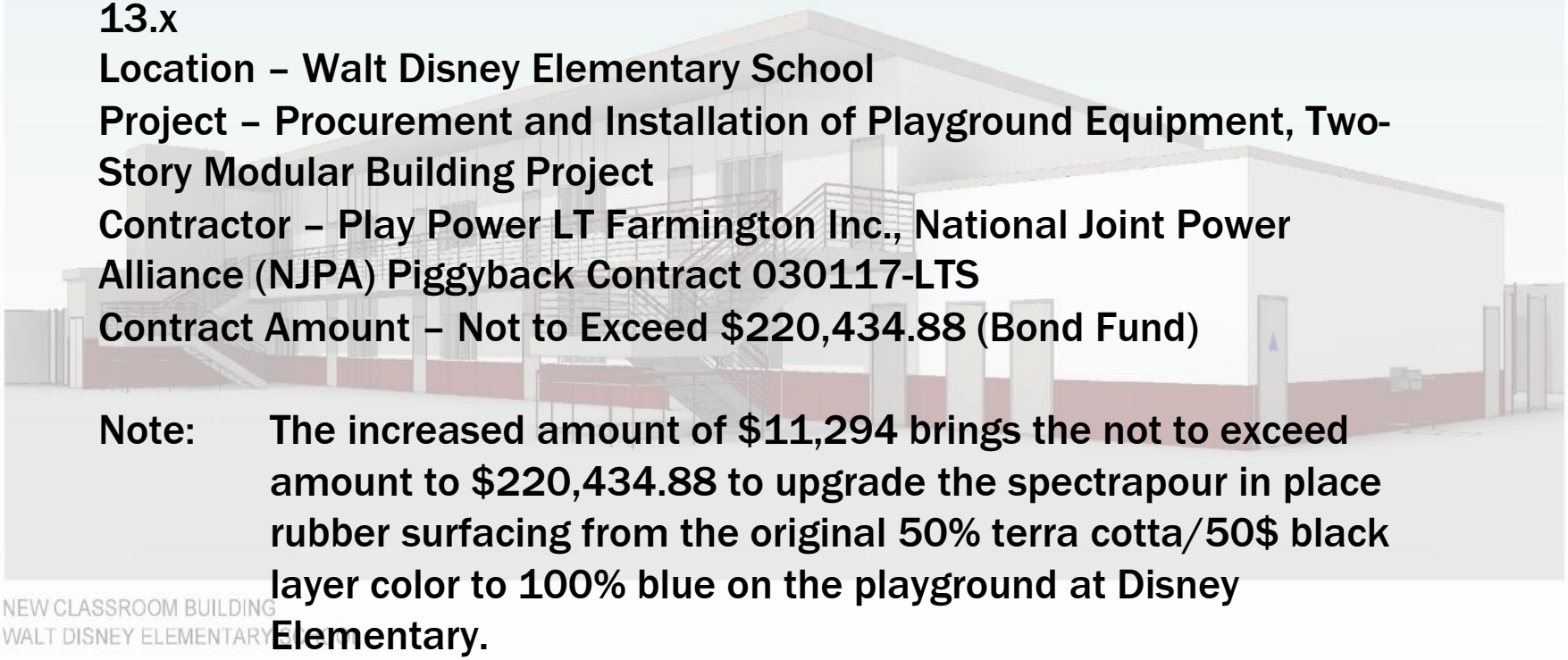
Note: The increased amount of $783.81 brings the not to exceed amount to $16,768.12 to include additional expenses for maintenance and cleaning upon return.



Approval of Additive Change No.1- Facilities

13.x
Location – Walt Disney Elementary School
Project – Procurement and Installation of Playground Equipment, Two-Story Modular Building Project
Contractor – Play Power LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 030117-LTS
Contract Amount – Not to Exceed $220,434.88 (Bond Fund)

Note: The increased amount of $11,294 brings the not to exceed amount to $220,434.88 to upgrade the spectrapour in place rubber surfacing from the original 50% terra cotta/50$ black layer color to 100% blue on the playground at Disney Elementary.



BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Resolution No. - Request for Separation from Service Requirement Exemption

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Background
A Separation from Service Requirement Exemption is necessary for CalSTRS retired members who perform duties to fill a critically needed position during the 180 calendar days following the member's most recent retirement date. Linda Lindley recently retired as a Program Specialist. Her services are needed to assist with the needs of the Workability Program.

Discussion/Issues
In order to qualify for this exemption, the Board of Education must approve the attached resolution before the retired member can begin the assignment. Once the resolution is Board approved, and before the commencement of the assignment, the resolution must be finalized and communicated to CalSTRS.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution number XX – Request for Separation from Service Requirement Exemption, as presented.

RESOLUTION XX FOR THE EXEMPTION TO THE SEPARATION-FROM-SERVICE REQUIREMENT PURSUANT TO SECTION 242.5 OR 26812 OF THE EDUCATION CODE.

Whereas: pursuant to Education Code section 24214.5 and 26812, there is a 180 calendar day separation-from-service requirement for all retired CalSTRS members and participants; and,

Whereas: all retired CalSTRS members and participants are subject to a restriction if they perform retired member activities as defined by section 22164.5 of the Education Code or retired participant activities as defined by section 26135.7 of the Education Code, during the first 180 calendar days after their most recent retirement; and,

Whereas: if the retired CalSTRS member or participant performed retired member or participant activities during this period, CalSTRS will reduce his or her retirement benefit or annuity one dollar for each dollar earned for performing retired member or participant activities during the 180-day period; and,

Whereas: there is an exemption from the 180 calendar day separation-from-service requirement for a member or participant who retires for service and is at or above normal retirement age; and,

Whereas: in order to qualify for this narrow exemption, the employer must appoint the retired member or participant to a critically needed position that has been approved by the governing body of the employer in a public meeting as reflected in a resolution; and,

Whereas: this approval by the governing body of the employer in a public meeting as reflected in a resolution must be finalized and communicated to CalSTRS before the member or participant commences to perform retired member or participant activities; and,

Whereas: the Burbank Unified School District must complete the Request for Separation-from-Service Requirement Exemption form, which must be submitted to CalSTRS and received by CalSTRS before the member or participant commences to perform retired member or participant activities,

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the district is in critical need of a Program Specialist to provide training because it is an unusual position that was established to support special needs students which requires an understanding of that specific student population and how to link these students into working with the community to obtain independence and job skills;

AND BE IT FURTHER RESOLVED that the Board wishes to meet this critical need by hiring Linda Lindley, a member or participant who retired for service less than 180 days ago;

AND BE IT FURTHER RESOLVED that this appointment is needed to fill this critical need before the 180 calendar day separation-from-service requirement is fulfilled;

AND BE IT FURTHER RESOLVED that this member or participant did not receive a retirement incentive or any financial inducement to retire from any public employer; ·

AND BE IT FURTHER RESOLVED that the retired member's or participant's termination of employment is not the basis for the need to acquire his or her services;

AND BE IT FURTHER RESOLVED that the earnings for retired member activities during the 180 calendar days will still be subject to the annual postretirement earnings limit for the defined Benefit Program;

AND BE IT FURTHER RESOLVED that this member or participant will not commence to perform retired member or participant activities before this approval is authorized by the governing body of the employer in a public meeting as reflected in a resolution and received by CalSTRS;

AND BE IT FURTHER RESOLVED that this member or participant will not commence to perform retired member or participant activities before the Assistant Superintendent, Human Resources Services completes the Request for Separation from Service Requirement Exemption form and this is transmitted to and received by CalSTRS.

I HEREBY CERTIFY that Resolution 41 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 18th day of August 2022.

Ayes:

Noes:

Abstain:

Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Amendment to the 2022-2023 Instructional Calendars for Burbank Adult School

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Background
The 2022-2023 Burbank Adult School Calendar was reviewed at the site level. The calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline.

Discussion/Issues
The Board of Education approved the Instructional Calendars for Burbank Adult School on May 5, 2022. However, due to a schedule conflict with another event, the graduation day currently scheduled for May 17th needs to be rescheduled to May 24, 2023.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the amendment to the 2022-2023 Instructional Calendars for Burbank Adult School, as presented.

2022-2023 BUSD Adult School
Instructional Calendar

ESL Program

ESL Registration (Fall Session) ..... August 8 - 11
Instruction Begins ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS) ..... TBD
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends ..... December 17
Winter Recess (ESL) ..... December 19 – January 7
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, ESL Registration (Spring Session) ..... January 9 - 12
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Instruction Begins ..... January 17
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Open House – High Schools (No Adult Classes at BHS & JBHS) ..... TBD
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Spring Semester Ends (ESL) ..... May 13
Memorial Day (All offices and schools closed) ..... May 29

Academic Program

Instruction Begins (Learning Center) ..... August 8
Instruction (Academic/ABE) ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Back-to-School Night - High Schools (No Adult Classes at BHS) ..... TBD
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends (ABE, Learning Center and Academic) ..... December 17
Winter Recess (Academic) ..... December 19 – January 6
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, Spring Semester Instruction Begins (Learning Center/ABE) ..... January 9
Spring Semester Instruction Begins (Academic) ..... January 9
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Open House – High Schools (No Adult Classes at BHS) ..... TBD
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Graduation ..... **May 24** ~~May 17~~
Spring Semester Instruction Ends (Learning Center/ABE/Academic) ..... May 25
Memorial Day (All offices and schools closed) ..... May 29

2022-2023 BUSD Adult School
Instructional Calendar

Parent Education Program

Instruction Begins (Parent Ed) ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends (Parent Ed) ..... December 9
Winter Recess (Parent Ed) ..... December 12 – January 6
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, Spring Semester Instruction Begins (Parent Ed) ..... January 9
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Spring Semester Instruction Ends (Parent Ed) ..... May 12
Memorial Day (All offices and schools closed) ..... May 29

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

Background
The Provisional Internship permit (PIP) was created by the state ofCalifornia Commission on Teacher Credentialing in response to the phasing out ofemergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need. The PIP is only available at the request of an employing agency.

Discussion/Issues
Requirements for the PIP include possession ofa baccalaureate degree or higher from a regionally-accredited college or university, satisfying the basic skills requirement and successful completion ofcourse work for the type ofpermit type requested. The PIP permit is issued for one year only while the employee completes the requirements to enroll in an intern program. The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment. The Burbank Unified School District is applying for a Provisional Internship Permit in Science: Chemistry for Kayla Lorraine , fior a Provisional Internship Permit in the area of Mild/Moderate for Cesar Garfiaz, and fior a Provisional Internship Permit in the area ofi Moderate/ Severe fior Golak Ofialti.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification ofRequirements for a Provisional Internship Permit between the Burbank Unified School District and the State ofCalifornia Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 19, 2022 through August 19, 2023, and that authority to sign the Verification ofRequirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant KAYLA LORRAINE DIGHERO

SSN _____

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

☐ Multiple Subject

☑ Single Subject - Specify subject(s): SCIENCE: CHEMISTRY

☐ Education Specialist - Specify specialty area(s): _____

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☑ Advertised in professional journals
   - ☐ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☑ Advertised in local/national newspapers
   - ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

■ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title SARAH NIEMANN, Ed.D., ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Date 08/19/2022

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant CESAR GARFIAZ

SSN _____

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

- ☐ Multiple Subject
- ☐ Single Subject - Specify subject(s): _____
- ☑ Education Specialist - Specify specialty area(s): MILD/MODERATE

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☑ Advertised in professional journals
   - ☐ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☑ Advertised in local/national newspapers
   - ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

■ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title SARAH NIEMANN, Ed.D., ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Date 08/19/2022

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Golak Ofalti

SSN _____

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

☐ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☑ Education Specialist - Specify specialty area(s): MODERATE/SEVERE

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☑ Distributed job announcements
   - ☑ Contacted college or university placement centers
   - ☑ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☑ Advertised in professional journals
   - ☐ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☑ Advertised in local/national newspapers
   - ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit

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   ☑ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

❑ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

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6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

■ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature _____

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title SARAH NIEMANN, Ed.D., ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Date 08/19/2022

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	August 18, 2022
SUBJECT:	Ratification of Chuck Lorre Family Foundation Grant Agreement

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Background:

The Chuck Lorre Family Foundation has been an outstanding and generous partner to the Burbank Unified School District. Through the *Young Sheldon* Grant, all of our secondary schools have been provided with renewable grants to support STEM education. This has included robotics and electronics kits, computers, and software licenses. Last year the foundation generously included all eleven elementary schools in the *Young Sheldon* Grant. They purchased iPads and Osmos Explorer Starter kits. The Osmos kits contain a series of interactive games with an emphasis on STEAM education. This allows elementary students to have hands-on opportunities to learn about science.

This year the funds will be used to create dedicated STEM lab space in each of the elementary schools as space is made available. This could look like space in a classroom, community rooms, or outdoor classrooms. The spaces will be outfitted with iPads and more hands-on exploratory science kits, such as Legos and Ozobots. In secondary schools, the grant funds will be used to support the NAF Medical Academy programs, the NAF Engineering Academy, and the new Science textbook adoption. This enables the schools to purchase more specialized equipment for their science classrooms.

District Wide Goals for:

1. Students will be career/college ready via high-quality instruction.

Discussion and Issues:

A copy of The Chuck Lorre Family Foundation Grant Contract includes grant recipient requirements, including proper use of funds, progress reporting, invoicing schedules, and final report due dates.

Fiscal Impact:

Secondary and elementary sites will receive $10,000 per year for two years, for a total of $340,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Chuck Lorre Family Foundation Grant Agreement between the Burbank Unified School District and the Chuck Lorre Family Foundation, effective July 1, 2022 through June 30, 2024, in the amount of $340,000, and that authority to sign the agreements be exercised pursuant to BUSD—AR 3314, as presented.

THE CHUCK LORRE FAMILY FOUNDATION

PRIVILEGED & CONFIDENTIAL

June 17, 2022

Dear Sharon Cuseo,

We are pleased to inform you that the Burbank USD schools listed below have been approved for and awarded a third two-year grant in the amount of $340,000 from The Chuck Lorre Family Foundation on behalf of the YOUNG SHELDON STEM INITIATIVE:

- $10,000 per year for two years to: Burbank High School, John Burroughs High School, Monterey High School, Luther Burbank Middle School, John Muir Middle School, and Dolores Huerta Middle School.
- $110,000 per year for two years to be evenly distributed amongst the 11 elementary schools listed in the proposal.

Payments will be distributed as follows: $170,000 will be paid in July 2022 and $170,000 will be paid in July 2023.

Below are the required conditions to receive the grant:

1. Maintain complete confidentiality and have no contact with the press regarding the gift unless and until approved by the Foundation.
2. You must provide proof of your school's tax-exempt status if you have not already done so. Grantee will furnish to the Foundation any information concerning a change in the proposal or a change in grantee's tax-exempt status.
3. Grant funds must be used only in accordance with the program and budget identified in your approved proposal(s). All grant funds for school year 2022-23 must be spent on approved items by March 2023, and by March 2024 for the 2023-24 school year. Exceptions to spending will be considered on a case-by-case basis upon proposal and approval.
4. The Foundation reserves the right to withhold grant funds or request return of funds if grantee's exempt status changes or if funds are not used for approved purposes.
5. Grantee warrants that funds will only be used for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds will be used for lobbying purposes or to aid in the election of a public official.
6. Grantee will provide the combined Financial & Narrative Report, which will be due by March 15th of each grant year. A template for the report will be sent via email directly to the designated school contact.
7. Grantee will reach out to TCLFF if any circumstances arise that may lead to changes or delays and/or if the school principal leaves or is replaced during the terms of this grant.

Kindly acknowledge your acceptance of the grant requirements and the terms of this agreement by signing, scanning, and returning via email to Lauren Humphrey at lauren@tclff.org ASAP.

On behalf of The Chuck Lorre Family Foundation, we are proud to support your schools' science, technology, engineering and math programming!

THE CHUCK LORRE FAMILY FOUNDATION

Sincerely,

Trisha Cardoso
President and Chief Giving Officer
The Chuck Lorre Family Foundation

ACCEPTED BY: Sharon Cuseo 6/24/2022

Sharon Cuseo, School Representative Date

ACCEPTED BY: Trisha Cardoso 6/17/2022

Trisha Cardoso, President & Chief Giving Officer Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960036514 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 960036514 concerning services and/or school placement, a formal settlement agreement was offered on July 27, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

Total not to exceed $57,835.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036514, total not to exceed $57,835. (01.0-65000.0-50010-36000-5813-7440000), effective 08/19/2022 through 12/23/2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960039951 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 960039951 concerning services and/or school placement, a formal settlement agreement was offered on August 2, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

At no cost to the District.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960039951, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TO: Board of Education / Superintendent Consent 8/18/2022

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

SUBJECT: Certificated Personnel - Report Number 22-23-03 It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JAMES, BRIAN Burbank High School	Hs Asst Principal - FTE:100%	01.0-00000.0-00000-27000-1313-4310000	100	STP: $2826	Began Service 1/7/2020	7/29/2022
FIOLA-RINI, TAMARA Huerta Middle School	Middle School Teacher Art - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100			7/1/2022
DADDABBO, JENNIFER Burbank High School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	STP: $1413	Began Service 12/16/2019	7/31/2022
DUBOE, BROOKE Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 9/9/2019	7/20/2022
MORAN, NAOMI Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/21/2021	7/20/2022
CUTHBERTSON, TIMOTHY Burbank High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	STP: $2690	Began Service 8/5/2019	7/31/2022
GORDON, COURTNEY Burbank High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100		Began Service 8/27/2013	7/25/2022

RESIGNATION/POSITION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
TADEVOSIAN, VALENTINE Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:37.5%	12.0-90602.0-11100-10000-1110-2050000	100		Will remain a CC Sub Teacher	7/21/2022

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PESICKA, DONALD Burbank High School	Counselor HS Counselor - FTE:100%	01.0-00000.0-00000-31100-1211-4310000	100	RA:003 - ST:1 STP: $1413		8/1/2022
SHARAGA, GABRIELLE Monterey Continuation	Counselor HS Counselor - FTE:100%	01.0-31820.0-00000-31100-1210-5309000	100	RA:006 - ST:05 STP: $1413		8/1/2022

HERNANDEZ, SUSANA Burbank High School	Special Ed Teacher Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	RA:006 - ST:04 STP: $2826		8/8/2022
MELENDEZ, BARLON Special Education	Speech Therapist Speech Language Pathologist -	01.0-65000.0-57602-11901-1110-7440000	100	RA:006 - ST:06 STP: $3013		8/8/2022
KANG, CHERRY Burbank High School	Teacher Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	RA:006 - ST:14 STP: $2826		8/8/2022
LANCE, MICHAEL Burbank High School	Teacher Biology - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:005 - ST:11 STP: $1413		8/8/2022
NOTHOM, JOSHUA Burbank High School	Teacher Social Science - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:005 - ST:08 STP: $1413		8/8/2022
ABICH, THOMAS Burroughs High School	Teacher Biology - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:07 STP: $1413		8/8/2022
ESPANA, DAVID Burroughs High School	Teacher Music - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:001 - ST:05		8/8/2022
GUTIERREZ-ZAVALZA, FRANCISCO Huerta Middle School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	RA:004 - ST:02		8/8/2022
SEYMOUR, DREW Huerta Middle School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	RA:006 - ST:14 STP: $1413		8/8/2022
HALLOCK, NICOLINA John Muir Middle School	Teacher PE - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:004 - ST:1		8/8/2022
LANE, STEPHEN John Muir Middle School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:003 - ST:02		8/8/2022
WONG, PRISTINE John Muir Middle School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:003 - ST:01		8/8/2022

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BEGIJANMASIHI, GAGIK J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:02		8/8/2022 5/26/2023
COOK, LAUREN J Miller Elementary School	Elementary Teacher - FTE:100%	01.0-65000.0-57602-11200-1110-2100000	100	RA:003 - ST:6 STP: $1600		8/8/2022 5/26/2023
ECHEVERRIA, ELSA J Miller Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:003 - ST:01		8/8/2022 5/26/2023
LARSON, SUSAN J Miller Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-11100-1110-2100000	100	RA:006 - ST:01		8/8/2022 5/26/2023
WARDLE, PAMELA J Miller Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:005 - ST:05		8/8/2022 5/26/2023
WROBEL, ELIZABETH J Miller Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:02		8/8/2022 5/26/2023

SORENSEN, CORY Mc Kinley Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:08		8/8/2022 5/26/2023
CLAYTON, LINDSEY Providencia Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:002 - ST:07		8/8/2022 5/26/2023
LOTITO, ALEXA Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:005 - ST:09		8/8/2022 5/26/2023
GANZEL, STEPHANIE Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-11100-1110-2140000	100	RA:004 - ST:16		8/8/2022 5/26/2023
LEWIS, LAQUANNIA Burbank High School	Teacher PE/DANCE - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:14 STP: $1413	Rehire for first semester	8/8/2022 12/30/2022
SCHMIDT, DAVID Burbank High School	Teacher PE/Dance - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:003 - ST:02		8/8/2022 5/27/2022
ROSS, DEIDRA Harte Elementary School	Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:003 - ST:01		8/8/2022 5/26/2023

ELECTION: MANAGEMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
POTAPENKO, ALEX Burroughs High School	Hs Asst Principal AP High School - FTE:100%	01.0-00000.0-00000-27000-1313-4320000	100	STP: $1413		7/1/2022

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
TAYLOR, EDWIN Monterey Continuation	Continuation Hs Ap AP High School - FTE:100%	01.0-01500.0-00000-27000-1313-5300000	100	RA:007 - ST:04 STP: $1413	From AP Huerta to AP Monterey	7/1/2022
KEELER, FRED Huerta Middle School	Independent Learning Academy English - FTE:100%	01.0-00000.0-11100-10000-1110-3210000	100	RA:006 - ST:23 STP: $1413	Voluntary transfer from ILA to Dolores Huerta	8/8/2022
CODY, NICOLE Huerta Middle School	Middle School Assistant Principal Assistant Principal Middle School -	01.0-00000.0-00000-27000-1313-3210000	100	RA:012 - ST:02 STP: $1413	From Curr. Specialist to AP Huerta	7/1/2022

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ROTER, KORI John Muir Middle School	Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:003 - ST:05	Parental Bonding LOA	8/8/2022 5/26/2023
HELDT, THERESA Roosevelt Elementary School	Teacher Leave of Absence - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:006 - ST:24 STP: $1345	RA LOA 2022 - 2023	8/8/2022 5/26/2023

STIPEND: MASTER TEACHER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CHIU, GRATA Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Elementary	1/1/2022 6/30/2022
FUHR, AMY Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Secondary	1/1/2022 6/30/2022

GIVEN, SARAH Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Secondary	1/1/2022 6/30/2022
GREGOIRE, DEBORAH Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Mentor Teacher	1/1/2022 6/30/2022
GRESHAM, JANICE Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN for SLP's	1/1/2022 6/30/2022
HERNANDEZ, AMALIA Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN for SLP's	1/1/2022 6/30/2022
KIENLEN, SUSAN Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Elementary	1/1/2022 6/30/2022
SCHWARTZ, SUSAN Human Resources	Teacher: Master Teacher Master Teacher Stipend	01.0-90904.0-00000-21402-1930-75580000	100		Master Teacher for CSUN Elementary	1/1/2022 6/30/2022

CORRECTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GRIBBLE, LAURA Burbank High School	Teacher: Summer School MSMA-Algebra 1	01.0-01500.0-11100-10000-1130-7420000	100	RA:001 - ST:01	Correction in number of days worked in Summer School	6/27/2022 7/14/2022
HOWARD, CATHY Burbank High School	Teacher: Summer School MSMA-Algebra 1	01.0-01500.0-11100-10000-1130-7420000	100	RA:001 - ST:01	Correction in number of days worked in Summer School	6/2/2022 6/24/2022

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BARAJAS, DENISE Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/15/2022 5/25/2023
DIAZ, CYNTHIA Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/15/2022 5/25/2023
FERERA, CHRIS Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/15/2022 5/25/2023
KRAEMER, SHANNON Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/15/2022 5/25/2023
KRIKORIAN, CHRISTINE Human Resources	Long Term Sub Teacher Roving Sub	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/15/2022 5/25/2023

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 22-23-03

August 18, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Aguilera, Lenora	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Aguilera, Lenora	Health Services	Add'l Duties/Covid	Hourly	$105.59	100	July - May
Aleman, Richere	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Anders, Robyn	Instruction	Mileage	Stipend	Current Rate	As Needed	July – June
Bonino, Gabriella	Health Services	Mileage	Stipend	Current Rate	As Needed	July – June
Bowers, Lucia	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Bowers, Lucia	Instruction	Additional .2 FTE	Stipend	$1,620.47	1	August - December
Cortez, Kimberly	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
DeLaurie, Jerry	Huerta	Intervention Teaching	Hourly	$47.80	4	August
Del Rio, Erica	CC	Summer Assignment	Hourly	$26.34	131.25	July - August
Dixon, Michelle	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Eaton, Stacy	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Fields, Stephanie	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Gamboa, Patricia	Adult	Intervention Planning	Hourly	$24.13	25	July - August
Garcia, Jacqueline	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Garfiaz, Jocelyn	CC	Summer Assignment	Hourly	$27.64	131.25	July - August
Goldenberg, Jennifer	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Goldenberg, Jennifer	Instruction	Additional .2 FTE	Stipend	$1,893.55	1	August - December
Griffith, Jennifer	Instruction	Additional .2 FTE	Stipend	$1,708.87	1	August - December
Knapik, Peter	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Mahoney, Gerald	Huerta	Intervention Teaching	Hourly	$47.80	4	August
Martinez-Raluy, Lisa	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
McDermott, Sara	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
McHorney, Debbie	Instruction	Additional .2 FTE	Stipend	$1,817.14	1	August - December
McHorney, Debbie	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Moench, Jocelyn	CC	Additional hours	Hourly	$27.64	8	July
Pacino, Lori	Huerta	InterventionTeaching	Hourly	$47.80	4	August
Pacino, Lori	Huerta	Intervention Planning	Hourly	$35.46	5	August
Pacino, Lori	Huerta	Intervention Planning	Hourly	$35.46	4	August
Proano, Tito	Health Services	Mileage	Stipend	Current Rate	As Needed	July - June
Schwartz, Samantha	Huerta	Intervention Planning	Hourly	$35.46	2	August

Silva, Josefina	CC	Summer Assignment	Hourly	$27.64	131.25	July – August
Silver, Shirley	CC	Summer Assignment	Hourly	$21.67	131.25	July - August
Vargas, Theresa	Huerta	Intervention Teaching	Hourly	$47.80	4	August
Vorachak, Madison	Huerta	Intervention Teaching	Hourly	$47.80	4	August
Vorachak, Madison	Huerta	Intervention Planning	Hourly	$35.46	4	August
Vorachak, Sonlay	Huerta	Intervention Teaching	Hourly	$47.80	15	August
Williamson, Terry	Instruction	Mileage	Stipend	Current Rate	As Needed	July - June
Williamson, Terry	Instruction	Additional .2 FTE	Stipend	$1,580.56	1	August - December

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
POGHOSYAN, Hermine	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7400000		42-IV	D		08-18-22	Special Education
JIMENEZ-URIBE, Maria	Office Assistant – Elementary	01.0-00000.0-00000-27000-2410-2090000		36-VI	C		07-27-22	McKinley Elementary
MORRISON, Rosemary	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2210-2010025 01.0-30100.0-00000-24200-2210-2019000	.90 .10	40-VI	D		08-12-22	Disney Elementary
PENNEY, Estrella	Paraeducator	01.0-00000.0-11100-10000-2110-2151000		33-VI	D		08-03-22	Stevenson Elementary
YAKHSZYAN, Marine	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		42-IV	D		08-03-22	Special Education
Additional Compensation for Bilingual Translation								
DORADEA, Manuel	Special Education Assistive Technology Technician	01.0-65000.0-50010-27000-2410-7440000		45-IV	C	08-15-22	05-25-23	Special Education $96/mo. – oral & written translation
HOSPIDALES, Staci	Instructional Assistant – Special Education	01.0-65000.0-57602-11100-2130-5480000		32-VI	D	06-06-22	07-14-22	Special Education $.31/hr. – written translation
HOSPIDALES, Staci	Instructional Assistant – Special Education	01.0-65000.0-57602-11200-2110-4310000		32-VI	D	08-15-22	05-25-23	Burbank High School $53/mo. – written translation
MENDEZ ZEPEDA, Luis	Senior Custodian/ Campus Supervision Assistant	01.0-02200.0-32000-83000-2210-5300000	.25	36-VI	A	07-01-22	06-30-23	Monterey High School $43/mo. – oral translation
RODRIGUEZ, Daisy	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-III	D	08-15-22	05-25-23	Special Education $43 mo. – oral translation
RODRIQUEZ-AVILA, Arlene	Typist Clerk II	12.0-90602.0-00000-27000-2410-7540000		37-VI	A	07-01-22	06-30-23	Children's Center $96/mo. – oral & written translation
ROOBEN BABAKHANIAN, Talin	CO Receptionist	01.0-00000.0-00000-72000-2410-7550000		30-II	A	04-06-22	06-30-22	Human Resources $43/mo. – oral translation
ROOBEN BABAKHANIAN, Talin	CO Receptionist	01.0-00000.0-00000-72000-2410-7550000		30-II	A	07-01-22	06-30-23	Human Resources $43/mo. – oral translation
SHAGHOLI, Lida	Instructional Assistant – Special Education	01.0-02200.0-47600-21000-2950-5301000		35-VI	D	07-01-22	06-30-23	Monterey High School $43/mo. – oral translation

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Additional Compensation for Health Care Stipend								
AVAKIAN, Jacqueline	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-VI	D	08-15-22	05-25-23	Special Education $261 monthly
MC COOLE, Lisa	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000		40-VI	D	08-15-22	05-25-23	Special Education $261 monthly
Additional Compensation for Working out of Class								
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-00000.0-00000-82100-2312-7520000		47-VI	A	07-11-22	07-29-22	Facilities Services
CUSUMANO, Cheryl	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000		36-VI	D	08-15-22	05-31-23	Health Services
HATEM, Jennifer	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	.375	36-VI	D	08-15-22	05-31-23	Health Services
HATEM, Jennifer	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	.375	36-VI	D	08-15-22	05-31-23	Health Services
PERKINS, Helen	Health Services Assistant	01.0-05640.0-00000-31400-2210-7720000	.375	36-VI	D	08-15-22	05-31-23	Health Services
PERKINS, Helen	Health Services Assistant	01.0-56400.0-00000-31400-2210-7720000	.437	36-VI	D	08-15-22	05-31-23	Health Services
SANDS, Tamara	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000		36-VI	D	08-15-22	05-31-23	Health Services
SCHILLACI, Holly	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	.875	36-VI	D	08-15-22	05-31-23	Health Services
VASQUEZ GRANILLO, Gaudy	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	.375	36-II	D	08-15-22	05-31-23	Health Services
VASQUEZ GRANILLO, Gaudy	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000	.375	36-II	D	08-15-22	05-31-23	Health Services
WRIGHT, Stacey	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000		36-II	D	08-15-22	05-31-23	Health Services
Change of Assignment – Classification/Location/FTE								
CHANG, Samantha	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000		27-II	D	08-15-22		Burroughs High School
FERNANDEZ, Fernando	Campus Supervisor	01.0-00000.0-00000-83000-2210-4320000		35-II	D	08-15-22		Burroughs High School
GEVORGYAN, Gohar	Paraeducator- Severely Impaired	01.0-65000.0-57601-11106-2110-5330044		35-VI	E	08-15-22		Adult School
KHACHATOURIANS, Klara	Paraeducator-English Language Learner	01.0-01501.0-47600-10000-2110-3220000		34-IV	D	08-15-22		Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
LOPEZ CORRALES, Elizabeth	Instructional Assistant – Special Education	01.0-33100.0-57602-11100-2110-2030000		35-IV	D	08-15-22		Emerson Elementary
MEECHUDHONE, Vicky	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		27-I	D	08-15-22		Burbank High School
PORTER, Georgina	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000		L-3	C	08-01-22		Special Education
ROOBEN, BABAKHANIAN, Talin	Special Education Technician	01.0-00000.0-00000-72000-2410-7440000		45-II	A	08-04-22		Special Education
SMITH, Kristie	Senior Attendance Technician	01.0-00000.0-00000-27000-2410-3210000		39-III	B	08-01-22		Huerta Middle School
TEJEDA, Liliana	Office Assistant-Adult Ed	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.5 .10 .35 .15 .35	34-II	B	07-27-22		Adult School
WHITE, Michelle	Sr School Finance Technician	01.0-00000.0-00000-27000-2410-4310000		40-III	B	07-27-22		Burbank High School
WILLIAMS, Julie	Instructional Assistant	01.0-00000.0-11100-10000-2110-2020000		30-VI	D	08-15-22		Edison Elementary
VAUGHNS, Regina	Educational Interpreter I DHH	01.0-33100.0-57602-11104-2110-3220000		54-V	D	08-15-22		Muir Middle School
Election – Monthly								
BUSTAMANTE, Cynthia	Accounting Assistant II	01.0-00000.0-00000-72000-2410-7470000		42-V	A	08-03-22		Fiscal Services
PELAYO, Edgardo	Senior Custodian	01.0-00100.0-00000-82100-2210-2140000		36-V	A	07-25-22		Roosevelt Elementary
PEREZ, Liliana	Instructional Assistant - English Language Development	01.0-01501.0-47600-10000-2110-2010000 01.0-01500.0-47600-10000-2110-2010000	.2308 .7692	32-I	D	08-15-22		Disney Elementary
ESTRELLA-COVA, Irma	Office Assistant	11.0-63910.0-41102-27000-2410-5330000		34-I	E	08-03-22		Adult School
LIVITSANOS, Nikki	Instructional Assistant-Special Education	01.0-33100.0-57602-11200-2110-3220000		32-I	D	08-15-22		Muir Middle School

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Election – Monthly (Continued)								
TELLEZ, Kalani	Instructional Assistant – Severe Behavior II	01.0-65000.0-57601-11108-2110-2100000		45-I	D	08-15-22		Miller Elementary
Election – Additional Assignment								
HERMANO, Juliana	Typist Clerk III	01.0-00000.0-00000-27000-2460-7550000		35-I	G	06-24-22		Human Resources
HERMANO, Juliana	School Office Manager	01.0-00000.0-00000-27000-2460-7550000		43-I	G	06-24-22		Human Resources
Election – Hourly								
ACKELSON-WRIGHT, Tekla	Paraeducator-Parent Education	11.0-00639.0-41103-10000-2130-5330000		31-VI	A	05-09-22	05-31-22	Adult School
AGHABEGI, Ana	Instructional Assistant – Children's Center	01.0-26000.0-11100-10000-2130-7549000		34-VI	D	07-22-22		Children's Center
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-V	A	06-9-22	06-09-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-V	A	06-10-22	06-10-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		35-V	A	06-10-22	06-10-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		35-V	A	06-11-22	06-11-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-V	A	06-13-22	06-13-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-V	A	06-16-22	06-16-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-V	A	06-17-22	06-17-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		35-V	A	06-22-22	06-22-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2240-7520001		36-V	A	07-19-22	07-19-22	Facilities Services

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Election – Hourly (Continued)								
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		36-V	A	07-21-22	07-21-22	Facilities Services
ALEGRIA, Hector	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		36-V	A	07-21-22	07-21-22	Facilities Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	05-01-22	05-26-22	
AYALA, Jose	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-23-22	07-23-22	Facilities Services
BAER, Allison	Paraeducator-Parent Education	11.0-00639.0-41103-10000-2130-5330000		31-VI	A	05-09-22	05-31-22	Adult School
BELTRAN, Andrew	Custodian	01.0-90708.0-81000-50002-2240-7520000		35-V	A	06-04-22	06-04-22	Facilities Services
BELTRAN, Andrew	Custodian	01.0-90711.0-81000-50002-2240-7528000		35-V	A	06-05-22	06-05-22	Facilities Services
BELTRAN, Andrew	Custodian	01.0-90711.0-81000-50002-2240-7528000		35-V	A	06-06-22	06-06-22	Facilities Services
BELTRAN, Andrew	Custodian	01.0-90711.0-81000-50002-2240-7528000		35-V	A	06-13-22	06-13-22	Facilities Services
BELTRAN, Guillermo	Lead Custodian-Secondary	01.0-00100.0-00000-81210-2260-7520001		40-VI	A	03-05-22	03-05-22	Facilities Services
CASTILLO, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-30-22	04-30-22	Facilities Services
CASTILLO, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-17-22	06-17-22	Facilities Services
CORDOVA, Oscar	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-23-22	07-23-22	Facilities Services
COVINGTON, Sherry	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		35-VI	C	05-26-22	05-26-22	Burroughs High School
DIAZ, Juan	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-23-22	07-23-22	Facilities Services
DIAZ, Juan	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-24-22	07-24-22	Facilities Services
ERLICH, Jill	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-7547000		34-VI	D	07-01-22	07-30-22	Children's Center
GABABIGIE, George	Systems Analyst	01.0-00000.0-00000-77000-2440-7731000		67-I	A	07-01-22	06-30-22	Technology Services
GALOUSTIAN, Linet	Project and Accounting Analyst	01.0-00000.0-00000-72000-2440-7470000		66-IV	A	05-01-22	09-20-22	Fiscal Services

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Election – Hourly (Continued)								
GALOUSTIAN, Linet	Project and Accounting Analyst	01.0-00000.0-00000-72000-2440-7470000		66-IV	A	08-01-21	09-30-21	Fiscal Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-11-22	06-11-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-12-22	06-12-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-27-22	06-27-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-28-22	06-28-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-29-22	06-29-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-30-22	06-30-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	07-01-22	07-01-22	Facilities Services
HERNANDEZ, Bryan	Network Analyst	01.0-00000.0-00000-77000-2440-7731000		67-II	A	07-01-22	06-30-22	Technology Services
LEON, Oscar	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	06-04-22	06-04-22	Facilities Services
LEMONS, Julie	Human Resources Analyst-Classified	01.0-00000.0-00000-72000-2440-7551000		48-I	A	07-01-22	09-30-22	Human Resources
LEYVA, Alonso	School Safety-Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	06-12-22	06-12-22	Facilities Services
LEYVA, Alonso	School Safety-Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		35-III	A	06-12-22	06-12-22	Facilities Services
LING, Andrew	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7731000		57-VI	A	07-01-22	06-30-22	Technology Services
MARTINEZ, Marvin	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7523100		56-VI	A	05-14-22	05-14-22	Facilities Services
MCCORKLE, Molly	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		35-VI	C	05-26-22	05-26-22	Burroughs High School
MC DONALD, Cheryl	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		35-VI	C	05-26-22	05-26-22	Burroughs High School
NANEZ-ARCIVA, Brenda	Supervisor II, Food Services	13.0-53100.0-00000-37009-2330-3220000		S-4	D	07-01-22	07-31-22	Muir Middle School

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Election – Hourly (Continued)								
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		35-VI	C	05-26-22	05-26-22	Burroughs High School
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-30-22	04-20-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	05-01-22	05-01-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	05-04-22	05-04-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-12-22	06-12-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-18-22	06-18-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-23-22	07-23-22	Facilities Services
PARRILL, Aimee	School Office Manager	01.0-00000.0-00000-27000-2460-7550000		43-I	G	08-01-22		Human Resources
PARRILL, Aimee	Typist Clerk III	01.0-00000.0-00000-27000-2460-7550000		35-I	G	08-01-22		Human Resources
RIGGINS, Jasmine	Educational Interpreter III	01.0-65000.0-57602-11104-2130-7440000		54-II	D	07-01-22	07-31-22	Washington Elementary
SANDOVAL, Efren	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	06-04-22	06-04-22	Facilities Services
REINSMA, Madison	Educational Interpreter I	01.0-00000.0-00000-72000-2950-7551000		54-IV	D	07-01-22	06-30-23	Human Resources
RIGGINS, Jasmine	Educational Interpreter I	01.0-00000.0-00000-72000-2950-7551000		54-IV	D	07-01-22	06-30-23	Human Resources
RIOS, Lydia	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-7547000		34-VI	D	07-01-22	07-30-22	Children's Center
ROBLES, REBECCA	Children's Center Service Worker	01.0-00100.0-00000-82100-2260-7520001		33-VI	A	04-01-22	05-31-22	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		40-VI	A	07-15-22	07-15-22	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-28-22	07-28-22	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-29-22	07-29-22	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	07-30-22	07-30-22	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	07-31-22	07-31-22	Facilities Services

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
SIGALA, Loretta	Instructional Assistant - Children's Center	12.0-50250.1-11100-10000-2130-2030000		32-I	G	04-01-22	04-30-22	Children's Center
SIGALA, Loretta	Instructional Assistant - Children's Center	12.0-61050.0-00010-10000-2130-2160000 12.0-61050.1-11100-10000-2130-2160000	.50 .50	32-I	G	07-01-22	09-30-22	Children's Center
SIGALA, Loretta	Instructional Assistant - Children's Center	12.0-50250.1-11100-10000-2130-2030000		32-I	G	05-27-22	05-27-22	Children's Center
SMITH, Kristie	Attendance Technician	01.0-00000.0-00000-27000-2430-3211000		33-III	B	07-25-22	12-23-22	Huerta Middle School
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2260-7528001		35-VI	A	05-26-22	05-26-22	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-09-22	06-09-22	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-10-22	06-10-22	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-11-22	06-11-22	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-12-22	06-12-22	Facilities Services
TORRES, Jorge	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-04-22	06-04-22	Facilities Services
TORRES, Jorge	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-06-22	06-06-22	Facilities Services
TORRES, Jorge	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-13-22	06-13-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-19-22	07-19-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-21-22	07-21-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-22-22	07-22-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-25-22	07-25-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-26-22	07-26-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-27-22	07-27-22	Facilities Services
VALDEZ, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	07-28-22	07-28-22	Facilities Services
VALDEZ, Fidel	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	07-23-22	07-23-22	Facilities Services
VALDEZ, Fidel	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	07-24-22	07-24-22	Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
VAZIRANI, Archana	IT Systems Analyst	01.0-00000.0-00000-77000-2440-7731000		63-II	A	07-01-22	06-30-22	Technology Services
VILLALTA, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-05-22	07-05-22	Facilities Services
VILLALTA, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-06-22	07-06-22	Facilities Services
VILLALTA, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-07-22	07-07-22	Facilities Services
ZAVALA, Lisa	Human Resources Analyst-Classified	01.0-00000.0-00000-72000-2440-7551000		48-I	A	07-01-22	09-30-22	Human Resources
Election – Walk on Coach								
AFZALI, Makan	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		15.00	F	07-01-22	08-14-22	Burroughs High School
AFZALI, Makan	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		15.00	F	04-01-22	01-31-23	Burroughs High School
FABREGAR, Paolo	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		15.00	F	03-01-22	03-31-22	Burbank High School

Signature Sarah Viemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22000361	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	C/O 3: INCREASE BY $40,000.00; PROFESSIONAL SERVICES AGREEMENT; LEGAL ADVICE IN EDUCATION LAW; BOARD APPROVED 6/3/21	FISCAL SERVICES	010	$215,000.00
22000700	CHILDCARE CAREERS LLC	C/O 6: REVISE ACCOUNT DISTRIBUTION; 2021-2022 BLANKET ORDER; SUBSTITUTE SERVICES; ASES FUNDS	CHILD DEVELOPMENT SERVICES	010	$104,265.00
22000754	UNITED SITE SERVICES	HAND WASHING STATION RENTAL AND SERVICE; ESSER FUNDS	BURBANK HIGH SCHOOL	010	$12,267.29
22000818	JOHNSTONE SUPPLY	C/O 1: CANCEL ITEM; HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$676.14
22000961	T-MOBILE	C/O 3: INCREASE BY $24,829.00; 2021-22 BLANKET ORDER; HOTSPOT MONTHLY SERVICE FEES; ESSER III FUNDS	TECHNOLOGY SERVICES	010	$251,749.97
22001676	JOHNSTONE SUPPLY	C/O 1: CANCEL ITEMS; HVAC UNIT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,584.51
22003498	FISHER SCIENCE EDUCATION	C/O 1: CANCEL ITEM; CLASSROOM EQUIPMENT; GIFTS - CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$4,167.45
22003593	BIO-RAD LABORATORIES, INC	C/O 1: CANCEL ITEM AND DELETE ACCOUNT STRING; INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$1,441.28
22004029	PROTOCOL AGENCY, INC.	C/O 1: INCREASE BY $949.00; CONSULTANT AGREEMENT; LICENSED VOCATIONAL NURSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$3,949.00
22004047	DEPARTMENT OF INDUSTRIAL RELATIONS	ANNUAL CONVEYANCE PERMIT FOR MCKINLEY, EDISON AND STEVENSON ELEMENTARY SCHOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$725.00
22004048	PRINT & FINISHING SOLUTIONS	PRINTER REPAIR; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$262.50
22004049	2 GUYS TERMITE, INC.	TERMITE/PEST CONTROL SERVICES AT EMERSON ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,800.00
22004050	2 GUYS TERMITE, INC.	TERMITE/PEST CONTROL SERVICES AT BRET HARTE ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,500.00

PO Count: **13** **Total:** **$600,388.14**

Printed between 07/12/2022 & 07/25/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	13	$600,388.14
		Total:	**$600,388.14**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000439	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	BURBANK HIGH SCHOOL	010	$215.52
23000451	UNITED SITE SERVICES	2022-23 BLANKET ORDER; PORTABLE TOILET RENTAL FOR JBHS, PROVIDENCIA ES & MUIR MS; CITY OF BURBANK JOINT USE FUNDS	FACILITIES SERVICES	010	$14,000.00
23000452	CROWN CASTLE FIBER LLC	2022-23 BLANKET ORDER; DISTRICT-WIDE HIGHSPEED BANDWIDTH INTERNET ACCESS; BOARD APPROVED 5/19/16 & 3/3/22	TECHNOLOGY SERVICES	010	$10,599.84
23000453	BESTLINK NETWARE INC	2022-23 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$2,000.00
23000454	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	EDISON ELEMENTARY	010	$485.08
23000455	GRAYBAR	2022-23 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,000.00
23000456	T-MOBILE	2022-23 BLANKET ORDER; TECHNOLOGY SERVICES STAFF CELL PHONE AGREEMENT	TECHNOLOGY SERVICES	010	$6,240.00
23000457	MOBILE DEFENDERS LLC	2022-23 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$4,000.00
23000458	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	MILLER ELEMENTARY	010	$242.54
23000459	CITY OF BURBANK	2022-23 BLANKET ORDER; LANDSCAPE & LOT MAINTENANCE; DISTRICT OWNED PARKING LOT ON GLENOAKS; RENTAL OF DISTRICT PROPERTY FUNDS	FISCAL SERVICES	010	$5,825.36
23000460	UNITED PARCEL SERVICE	2022-23 BLANKET ORDER; UPS PICK-UPS; DISTRICT-WIDE FUNDS	WAREHOUSE	010	$600.00
23000461	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$1,699.94
23000462	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE	TECHNOLOGY SERVICES	010	$390.00
23000463	TECH WALL OF VENTURA INC	2223-002 FURNISH AND INSTALL FABRIC WRAPPED PANELS AND MARKERBOARDS AT DISNEY ES; BOND FUNDS; BOARD APPROVED 7/21/22	FACILITIES SERVICES	213	$39,780.00
23000464	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES; CHUCK LORRE FAMILY GRANT	BURBANK HIGH SCHOOL	010	$2,189.77
23000465	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL MATERIALS; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$13,274.88
23000466	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,431.39
23000467	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	TECHNOLOGY SERVICES	010	$838.75
23000468	PROJECT LEAD THE WAY INC	SOFTWARE LICENSE	MUIR MIDDLE SCHOOL	010	$1,200.00
23000469	PROJECT LEAD THE WAY INC	SOFTWARE LICENSE	INSTRUCTIONAL SERVICES	010	$1,200.00
23000470	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$7,756.70
23000471	LACOE	FIELD TRIP ADMISSION DEPOSIT; GIFT FUNDS; BOARD APPROVED 6/16/22	JEFFERSON ELEMENTARY	010	$2,500.00

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000472	NASA GODDARD VISITOR CENTER	CONSULTANT AGREEMENT; VIRTUAL FIELD TRIP; EXPANDED LEARNING OPPORTUNITIES PROGRAM FUNDS	MILLER ELEMENTARY	010	$0.01
23000473	ADEMCO INC DBA ADI	2022-2023 BLANKET ORDER; ELECTRICAL SUPPLIES	FACILITIES PLANNING SERVICES	010	$5,000.00
23000474	ANIXTER INC	2022-2023 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$15,000.00
23000475	BATTERY SYSTEMS, INC.	2022-2023 BLANKET ORDER; FACILITIES REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$6,000.00
23000476	BURBANK PAINT COMPANY	2022-2023 BLANKET ORDER; FACILITIES REPAIR SUPPLIES; ON-GOING MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,500.00
23000477	2 GUYS TERMITE, INC.	TERMITE/PEST CONTROL SERVICES AT BURBANK ADULT SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,200.00
23000478	DIY HOME CENTER-BURBANK	2022-2023 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$14,500.00
23000479	DUNN EDWARDS CORPORATION/LA	2022-2023 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$10,000.00
23000480	DRIFTWOOD DAIRY	2022-23 BLANKET ORDER; DAIRY PRODUCTS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$275,000.00
23000481	EWING IRRIGATION PRODUCTS	2022-2023 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$8,000.00
23000482	FERGUSON ENTERPRISES, INC.	2022-2023 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
23000483	GOLD STAR FOODS	2022-23 BLANKET ORDER; STOCK FOOD ITEMS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,300,000.00
23000484	INDUSTRIAL METAL SUPPLY	2022-2023 BLANKET ORDER; FACILITIES REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$3,000.00
23000485	TOOL TIME	2022-2023 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
23000486	THOUSAND PINES OUTDOOR EDUCATORS LLC	STUDENT ADMISSION; BALANCE DUE FOR OUTDOOR SCIENCE SCHOOL 22-23; GIFT FUNDS; BOARD APPROVED 5/5/22	BRET HARTE ELEMENTARY	010	$33,388.90
23000487	THE LEARNING CARPET INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$4,020.80
23000488	LOWE'S HOME IMPROVEMENT	CLASSROOM FURNITURE; MEDI-CAL FUNDS	BRET HARTE ELEMENTARY	010	$197.35
23000489	UCS INC	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	BRET HARTE ELEMENTARY	010	$1,817.82

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000490	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	MEMBERSHIP RENEWAL; BOARD APPROVED 6/16/22	SUPERINTENDENT ´S OFFICE	010	$16,532.00
23000491	DANIEL GOMEZ dba HEAR & C	ANNUAL AUDIOMETER CALIBRATION	Health Services	010	$2,183.64
23000492	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$246.39
23000493	SETON	CUSTOM SIGNS; ADULT EDUCATION GENERAL APPORTIONMENT AND BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$154.05
23000494	SCHOOL OUTFITTERS	CLASSROOM FURNITURE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,647.98
23000495	EPICOR SOFTWARE CORPORATION	PROFESSIONAL SERVICES; SOFTWARE IMPLEMENTATION & RESTORATION	TECHNOLOGY SERVICES	010	$1,800.00
23000496	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	JOHN BURROUGHS HIGH SCHOOL	010	$650.00
23000497	ACE BUSINESS MACHINES, INC.	OFFICE SUPPLIES	FISCAL SERVICES	010	$49.28
23000498	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	WASHINGTON ELEMENTARY	010	$650.00
23000499	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	MILLER ELEMENTARY	010	$650.00
23000500	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	EDISON ELEMENTARY	010	$650.00
23000501	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATOR	ROOSEVELT ELEMENTARY	010	$650.00
23000502	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATOR	JEFFERSON ELEMENTARY	010	$650.00
23000503	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATORS	EMERSON ELEMENTARY	010	$1,800.00
23000505	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATORS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,300.00
23000506	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATORS	MC KINLEY ELEMENTARY	010	$2,450.00
23000507	GENERAL BINDING CORP	EQUIPMENT SERVICE AGREEMENT; LAMINATOR	EMERSON ELEMENTARY	010	$545.90
23000508	ELLIOTT, GINA	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$500.00
23000509	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	PROFESSIONAL SERVICES AGREEMENT; LEGAL ADVICE IN EDUCATION LAW; BOARD APPROVED 6/2/22	FISCAL SERVICES	010	$200,000.00
23000510	CLIFTONLARSONALLEN LLP	PROFESSIONAL SERVICES AGREEMENT FOR AUDIT SERVICES; YEAR 3 OF 3; BOARD APPROVED 6/4/20	FISCAL SERVICES	010	$79,500.00
23000511	BRINK'S INC	PROFESSIONAL SERVICES AGREEMENT; ARMORED CAR TRANSPORT SERVICE; BOARD APPROVED 8/18/16	FISCAL SERVICES	010	$86,500.00
23000512	BANC OF AMERICA PUBLIC CAPITAL CORP	LOAN AND ESCROW SERVICES FOR THE ENERGY PROGRAM; BOARD APPROVED 3/19/15	FISCAL SERVICES	010	$618,110.73
23000513	BANC OF AMERICA PUBLIC CAPITAL CORP	LEASE AGREEMENT; BOARD APPROVED 6/21/18	FISCAL SERVICES	010	$477,405.39

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23000514	AZTEC LEASING INC	LEASE AGREEMENT FOR SHARP EQUIPMENT	FISCAL SERVICES	010	$392,309.19
23000515	EPICOR SOFTWARE CORPORATION	SOFTTWARE LICENSE; DOCUMENT MANAGEMENT SYSTEM; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$2,689.05
23000516	ENTERPRISE FM TRUST	LEASE AGREEMENT FOR DISTRICT VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 10/15/15, 12/15/16 & 2/15/18	FISCAL SERVICES	010	$151,281.00
23000517	BRYAN EXHAUST SERVICE, INC.	C/O 1: INCREASE BY $10,450.00: DISTRICT-WIDE KITCHEN OVEN HOOD CLEANING; ON-GOING AND MAJOR MAINTENCE FUNDS	FACILITIES PLANNING SERVICES	010	$20,875.00
23000518	MERRY PLUMBING CO., INC.	INSTALLATION OF NEW 3" WATTS PRESSURE REGULATOR ; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,617.21
23000519	RAPTOR TECHNOLOGIES LLC	OFFICE EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$661.50
23000520	RENTOKIL NORTH AMERICA INC	2022-23 BLANKET ORDER; PEST CONTROL SERVICES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$17,000.00
23000521	SEDGWICK CLAIMS MANAGEMENT SERVICES INC	ADMINISTRATION FEES FOR PAST WORKERS' COMPENSATION CLAIMS 1979-2005; BOARD APPROVED 10/5/17	FISCAL SERVICES	010	$10,036.00
23000522	SHARP BUSINESS SYSTEMS	2022-23 BLANKET ORDER; DISTRICT-WIDE COPIER MANAGED PRINT SERVICES; BOARD APPROVED 8/1/19	FISCAL SERVICES	010	$396,238.56
23000523	TOTAL COMPENSATION SYSTEMS, INC	CARRYOVER PO 22003605; PROFESSIONAL SERVICES; ACTUARIAL STUDY; BOARD APPROVED 4/21/22	FISCAL SERVICES	010	$3,345.00
23000524	MARKOSIAN, ALICE	CONSULTANT AGREEMENT; PAYROLL SUPPORT; BOARD APPROVED 6/16/22	FISCAL SERVICES	010	$30,000.00
23000525	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES FOR FACILITIES AND CONSTRUCTION; BOND, GENERAL UNRESTRICTED AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	FISCAL SERVICES	010	$185,000.00
23000525	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES FOR FACILITIES AND CONSTRUCTION; BOND, GENERAL UNRESTRICTED AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/2/22	FISCAL SERVICES	213	$15,000.00
23000526	ENGIE SERVICES U.S. INC.	ANNUAL FEE; ENERGY SERVICES CONTRACT; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 3/5/15	FISCAL SERVICES	010	$16,081.82
23000527	WEST SAN GABRIEL LIABILITY & PROPERTY JPA	CSAC LIABILITY & PROPERTY INSURANCE	FISCAL SERVICES	010	$2,032,269.00
23000528	WEST SAN GABRIEL LIABILITY & PROPERTY JPA	2022-23 WORKERS' COMPENSATION INSURANCE	FISCAL SERVICES	010	$2,446,753.00

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000529	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$59.95
23000530	LEARNING A-Z	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	MC KINLEY ELEMENTARY	010	$1,360.00
23000531	HESS AND ASSOCIATES, INC.	PROFESSIONAL SERVICES AGREEMENT; SICK BALANCE REPORTING; BOARD APPROVED 8/6/15	FISCAL SERVICES	010	$16,500.00
23000532	ACCREDITING COMMISSION FOR SCHOOLS WASC	2022-2023 BLANKET ORDER; WASC ACCREDITATION FEES; JBHS, BHS, BURBANK ADULT SCHOOL, ILA & MONTEREY	INSTRUCTIONAL SERVICES	010	$10,000.00
23000533	LOS ANGELES TIMES MEDIA GROUP	2022-23 BLANKET ORDER; NEWSPAPER ADVERTISEMENT	INSTRUCTIONAL SERVICES	010	$500.00
23000534	DAILY JOURNAL CORPORATION	2022-2023 BLANKET ORDER; NEWSPAPER ADVERTISEMENTS	FISCAL SERVICES	010	$400.00
23000535	OUTLOOK NEWSPAPERS	2022-2023 BLANKET ORDER; NEWSPAPER ADVERTISEMENTS	FISCAL SERVICES	010	$600.00
23000536	COUNTY OF LOS ANGELES, DEPT OF PUBLIC HEALTH	2022-2023 BLANKET ORDER: FOOD SAFETY INSPECTION; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$6,700.00
23000537	ALL AMERICAN TROPHY & ENGRAVING CO	STAFF AWARDS	PROVIDENCIA ELEMENTARY	010	$77.18
23000538	PIP	CLASSROOM SUPPLIES; ADULT EDUCATION-BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$283.34
23000539	SETON	CLASSROOM SUPPLIES; ADULT EDUCATION-BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$111.89
23000540	AMAZON CAPITAL SERVICES	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$1,500.00
23000541	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$3,000.00
23000542	SOUTHWEST SCHOOL & OFFICE SUPPLY	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$3,000.00
23000543	IXL LEARNING	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	MC KINLEY ELEMENTARY	010	$7,750.00
23000544	WAXIE SANITARY SUPPLY	CLASSROOM SUPPLIES	VARIOUS SITES	010	$510.21
23000545	GENERAL MONITORING SERVICES INC	FIRE ALARM MONITORING SERVICE; UNRESTRICTED MAINTENANCE FUNDS; BOARD APPROVED 8/5/21	FACILITIES SERVICES	010	$4,020.00
23000546	P & R PAPER SUPPLY COMPANY	2022-23 BLANKET ORDER; CAFETERIA SUPPLIES & PAPER GOODS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$150,000.00
23000547	ANIXTER INC	LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,832.00
23000548	AMAZON CAPITAL SERVICES	COMPUTER EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$32.72
23000549	N2Y	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$184.24
23000550	WEVIDEO, INC.	SOFTWARE LICENSE; LOTTERY FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$4,232.12

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000551	U S BANK	2022-23 BLANKET ORDER; GENERAL OBLIGATION BONDS ADMINISTRATION FEES; SPECIAL RESERVE FUNDS	FISCAL SERVICES	400	$2,250.00
23000552	JUNIOR LIBRARY GUILD	LIBRARY BOOK SUBSCRIPTION	JOHN BURROUGHS HIGH SCHOOL	010	$303.14
23000553	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	MILLER ELEMENTARY	010	$2,652.00
23000554	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR TECHNOLOGY SUPPLIES; GOVERNOR'S CTE INITIATIVE - PD	BURBANK HIGH SCHOOL	010	$52.88
23000555	ZEARN, INC.	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	MILLER ELEMENTARY	010	$2,500.00
23000556	TEXTBOOK WAREHOUSE INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 10/4/2012	BURBANK HIGH SCHOOL	010	$262.40
23000558	BUDDY'S ALL STARS	FOOTBALL HELMET RECONDITIONING	JOHN BURROUGHS HIGH SCHOOL	010	$9,998.55
23000559	SAVVAS LEARNING COMPANY LLC	SOFTWARE LICENSE; LOTTERY FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$30,800.00
23000560	TEACHER SYNERGY LLC	CO1: REMOVE PROCESSING FEE; INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$116.33
23000561	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT	SPECIAL EDUCATION	250	$6,322.10
23000562	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$295.00
23000563	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES AND EQUIPMENT	EMERSON ELEMENTARY	010	$335.41
23000564	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	SOFTWARE LICENSE; TITLE III FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$2,431.00
23000565	GOPHER SPORT	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$1,104.22
23000566	J.W. PEPPER & SONS, INC	INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$109.99
23000567	SAFE COMPANIES LLC	DEEP CLEANING IN KITCHENS AT MUIR, LUTHER AND DOLORES HUERTA MIDDLE SCHOOL	FACILITIES SERVICES	010	$5,925.00
23000568	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	Student Services	010	$212.89
23000569	SMART & FINAL STORES CORP	2022-2023 BLANKET ORDER; INSTRUCTIONAL SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$300.00
23000570	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; GOVENOR'S CTE INITATIVE - PD FUNDS	BURBANK HIGH SCHOOL	010	$1,014.19
23000571	DICK BLICK CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$841.95
23000572	TOWNSEND PRESS	BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$66.84
23000573	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$529.11

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/12/2022 & 07/25/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000574	AMERICAN SAFETY COUNCIL, INC.	ONLINE TRAINING COURSE SUBSCRIPTIONS; CONSTRUCTION & AUTOMOTIVE; CTE FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$2,094.00
23000575	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$9,317.23
23000576	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; CTE INCENTIVE GRANT PROGRAM FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$29.70
23000577	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,462.89
23000578	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; CTE INCENTIVE GRANT PROGRAM FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$132.96

PO Count: **127** **Total:** **$9,342,989.77**

Printed between 07/12/2022 & 07/25/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	113	$7,524,779.91
110	Adult Education Fund	6	$6,157.76
130	Cafeteria Fund	5	$1,748,700.00
213	Building Fund - 3rd Issuance	2	$54,780.00
250	Capital Facilities Fund	1	$6,322.10
400	Special Res./for Cap. Outlay	1	$2,250.00
		Total:	**$9,342,989.77**

8/18/2022

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
7411917	7411935		20561856	20561889	
7413534	7413534		20563623	20563636	
7414303	7414305		20564880	20564887	
7418081	7418115		20565773	20565816	
7418326	7418344		20566927	20566932	
7419236	7419251		20568011	20568036	
7419608	7419615		20569090	20569100	
2152191	2152199		20572055	20572071	
2162024	2162084		20573478	20573509	
2166538	2166682				
2178368	2178420				

7/27/22-8/5/22	**$ 1,425,201.85**	**7/25/22-8/5/22**	**$ 6,136,649.75**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Authorization to Issue a Replacement Check for Stale-Dated Warrant

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Background:
Warrants not presented to the county treasurer within six (6) months after issued are void. Government Code (GC) Section 29802 provides authority for governing boards to request the county auditor to issue replacement checks for stale-dated warrants.

Discussion/Issues:
An employee found a warrant five (5) years old in their files which must have Board of Education approval for reissuance:

- Employee Joseph E. Manasewitsch
- Payroll Warrant:
    - #5430164 dated 11/09/17, in the amount of $265.81

Fiscal Impact:
General Funds - $265.81

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the reissuance and replace the warrant in the amount of $265.81, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	August 18, 2022
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 18, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Disney ASES Luther ASES Providencia ASES Washington ASES	Luke Anderson	Provide outdoor structured activities	9/6/2022– 12/23/2022	$7,875	01.0-26000.0-11100-10000-5810-7549000
Disney ASES Luther ASES Providencia ASES Washington ASES	Rush Hamden	Provide art classes to ASES students	9/6/2022– 2/28/2023	$2,800	01.0-26000.0-11100-10000-5810-7549000
Jefferson Elementary	RBliss, LLC	STEAM Challenge lessons	10/3/2022– 5/15/2023	$14,750	01.0-90201.0-11100-10000-5810-2068700
Jefferson Elementary	Burbank Music Academy	Music and Performance Education	8/19/2022– 9/25/2022	$0	N/A
Roosevelt Elementary	Emily Philips	Yoga & Mindfulness Instruction	8/23/2022– 5/25/2023	$8,760	01.0-90201.0-11100-10000-5810-21482000

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th of August, 20__ by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

Payee's Name Luke Anderson Daytime Phone Number [redacted]

Email Address [redacted]gmail.com

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields, Coordinator Child Development Programs

Board Approval Date August 18, 2022

Account String 01.0-26000.0-11100-10000-5810-7549000

The assignment ☐ will or ☒ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 35 per hour☐/ per day ☐/ per session☐ for a total not to exceed $7,875 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 6, 2022 and terminating on December 23, 2022.
3. Payment Terms: Monthly (excluding weeks of 11/21-11/25 due to Thanksgiving holiday)
4. Consultant will provide the following services:

   Plan and implement outdoor activities and group games for students in the ASES program at all ASES sites.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Consultant	Luke Anderson	8/2/22 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Luke Anderson

Address: [redacted] CA 91001 [redacted]mail.com [redacted]

EDUCATION:

Azusa Pacific University Class of 2015
Bachelor of Arts, History
Minor: Leadership Studies

ADDITIONAL ACHIEVEMENTS:

Awarded Azusa Pacific University UG Founders' Academic Scholarship '11-'15
Accepted and Participated in selective South Africa Study Abroad Program '13
Awarded Burbank Community Service Medallion '11

WORK/ LEADERSHIP EXPERIENCE:

Amazing Athletes: August 2019- present
Position: Athletics Instructor and Coordinator

- Responsible for running after school sports classes in elementary schools throughout BUSD independently and in partnership with the ASES program
- Designed curriculum and ran sports summer camps in partnership with Burbank Parks and Recreation department

Meredith and Company: September 2015- August 2019
Position: Child Caregiver

- Responsible for meeting the basic needs of children ranging from pre-school- 6th grade
- Duties include providing logistical support, child supervision, and activity planning
- Experience with a variety of personalities, ages, and interests

Calvary Chapel Burbank: October 2015, October 2017
Position: Consultant

- Member of team responsible for the ideation and execution of "Fun Fest" halloween kids event
- Responsible for promotion and marketing of event to kids and their guardians
- Interacted with 100+ kids during featured role in primary skit and throughout event

Robeks: May 2013- May 2015
Position: Shift Supervisor

- Greeted customers and performed operational duties with product and payment services
- Formed relationships with regular customer base
- Counted drawers, cashed registers in/out, assisted in forming schedule

Azusa Pacific University Hospitality Services: August 2011- May 2015
Position: Hospitality Employee, Lead Dishwasher

- Responsible for collecting, washing, and re-stocking Hillside Grounds, Canyon Grill, and Quick E-Mart dishes
- Appointed by supervisors to train newly hired student workers
- Drafted a comprehensive Dishwasher's Guide at supervisors' request

Roosevelt Elementary School Volunteer Program: August 2009- August 2011
Position: Volunteer/ Mentor

- Coordinated after- school sports activities including basketball, soccer, and touch football
- Formed a team and coached a season of youth basketball in Burbank Parks and Rec league
- Provided informal mentorship and directed kids to appropriate professional resources as needed

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th of August, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Rush Hamden hereinafter referred to as "Consultant."

Payee's Name Rush Hamden Daytime Phone Number [redacted]

Email Address [redacted]yahoo.com

Mailing Address [redacted]CA 91504

Sponsoring Administrator Stephanie Fields, Coordinator Child Development

Board Approval Date August 18, 2022

Account String 01.0 26000.0 11100 10000 5810 7549000

~~The assignment ☐ will or ☒ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the~~ District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _X_ cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 35 per hour☒/ per day ☐/ per session☐ for a total not to exceed $2,800 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Spetember 6, 2022 and terminating on February 2023 .
3. Payment Terms: Monthly
4. Consultant will provide the following services:

   Art lessons and activities to ASES students.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

[signature] 7/25/22			Rush Hamden	
BUSD Authorized Signature/Title	Date	Consultant	Rush Hamden	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19



SUMMARY

Professional artist and art instructor with a successful 5-year track record educating hundreds of students in sketching, illustration and watercolors in the California public school system.

CONTACT

[redacted]
[redacted]91504
RushHamden.com
[redacted]gmail.com
[redacted]
/RushHamden

EDUCATION

Northeastern University
Bachelor of Science in Biology.
1998

Burbank Adult School
Certified Web Designer
2015

Ohio Institute of Photography
Photography & Lighting
1999-2001

Sinclair College
Sketching & Painting
1995-1996

SKILLS

- Highly experienced with classroom management.
- Expert freehand illustrator; traditional or digital.
- Able to work quickly and efficiently.
- Proficient in Google Classroom, Photoshop, Fresco, ProCreate, InDesign, Word, Excel, PowerPoint.

WORK EXPERIENCE

BUSD, Credentialed Substitute Teacher
OCT 2021 - CURRENT (BURBANK, CA)

- Professional, credentialed (long-term capable) substitute teacher, working nearly full-time in the 2021/2022 school year (K-12).
- Substituted for Ms. Asmussen's art class at Muir Middle School.
- Taught a complete 4th Grade summer school class for the 2022 season (McKinley Elementary).

Rush Hamden Art, Artist, Art Instructor, Author
SEP 2016 - CURRENT (BURBANK, CA)

- Draw and teach live art classes on Twitch, YouTube, and Facebook.
- Create drawing tutorial classes on Skillshare.com.
- Write, illustrate and publish children's books such as "Sprint the Cat, What's For Breakfast?"

After School Education & Safety, Art Instructor
JAN 2020 - CURRENT (BURBANK, CA)

- Hamden Art will resume teaching ASES in the 2022/2023 school year.
- Taught fine arts classes to BUSD students 3 times a week at two school sites.
- Instructed students with little or no experience to draw the human face and body by the end of 4-week series.

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 3 of August, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Music Academy hereinafter referred to as "Consultant."

Payee's Name Burbank Music Academy Daytime Phone Number 818.845-7625

Email Address infor@burbankmusicacademy.com

Mailing Address 4107 W Burbank BLVD, Burbank, CA 91505

Sponsoring Administrator Dr. Ron Young

Board Approval Date August 18, 2022

Account String NA

The assignment ☒ **will** or ☐ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 0 per hour☒/ per day ☐/ per session☐ for a total not to exceed $0 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 19, 2022 and terminating on September 25, 2022.
3. Payment Terms: NA
4. Consultant will provide the following services:

   Music and performance education to students

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		Laura Myrne	8/3/2022
BUSD Authorized Signature/Title	Date	Consultant Burbank Music Academy	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19



LESSONS

The private lesson program at Burbank Music Academy is designed to fit the needs of every student. Whether you are a beginner with minimal time to practice or a dedicated professional who practices everyday, BMA will give you the tools you need to succeed.

THE THEORY

Our "Theory" behind music education is that it should be fun to learn. At Burbank Music Academy, our goal is to keep our students inspired and enthusiastic about the process of learning. By integrating current music with a formal music theory curriculum, our students stay excited about learning to read, understand and play music. By keeping them interested in what they are playing, they learn songs quickly and experience a sense of accomplishment while staying inspired to improve.

THE STAFF

Burbank Music Academy's staff is made up of a qualified and diverse group of hand picked, prescreened musicians and educators. All our instructors are Live Scanned. The Burbank Music Academy curriculum is guided by music teachers and industry professionals with music educations from such fine institutions as: The Berklee School Of Music (Boston), The Manhattan School Of Music (NY), North Texas State, The Muscicians Institute (Hollywood), CSUN and USC.

THE TIMING

Timing really is everything. The younger we are, the faster we learn and the more information we are able to retain. While it's never to late to pick up an instrument, learning the language of music early in life guarantees it's fluency as a child develops. The gift of music and it's comprehension is invaluable and the earlier the learning begins the better. We at Burbank Music Academy are delighted that you are interested in sharing the gift of music. If you would like information about our private lesson programs or our teachers

please drop us an e-mail or give us a call at 818-845-ROCK(7625)

THE INSTRUMENTS

Most of our students are studying Piano, Guitar, Voice, Bass, Drums, Violin, Saxophone, Flute, Clarinet, Trumpet and Trombone. However, BMA will teach almost any instrument that you want to learn, if we don't have a teacher on staff that meets your needs we will be happy to help you find one. Please contact us if you would like information about our private lesson program or our teachers, you can e-mail or give us a call at 818-845-ROCK(7625)

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of August, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and RBliss LLC hereinafter referred to as "Consultant."

Payee's Name RBliss LLC Daytime Phone Number 818-970-3276

Email Address joe@mrreedsteamlab.com

Mailing Address P.O BOX 114 Santa Margarita CA 93453

Sponsoring Administrator Ron Young - Principal, Thomas Jefferson Elementary

Board Approval Date August 18th 2022

Account String 010-90201-0-11100-10000-5810-206-8700

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 14,750.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10/03/2022 and terminating on 05/15/2023.
3. Payment Terms: $7,375.00 due on January 16th 2023 and $7,375.00 due on May 1st 2023
4. Consultant will provide the following services:

   STEAM Challenge lessons for K - 5th grade classes on week of 10/03/2022, 12/12/2022, 03/06/2023 and 05/15/2023
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____				08/01/22
BUSD Authorized Signature/Title	Date	Consultant	RBliss LLC	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Joseph Reed

Energetic elementary teacher with excellent communication skills and the ability to differentiate for individual students' needs.

[redacted]
[redacted]CA 91504
[redacted]
[redacted]gmail.com

TEACHING EXPERIENCE

Burbank Unified School District – *3rd–6th grade teacher*
SEPTEMBER 1993 - PRESENT

Newhall Unified School District – *Assistant Principal*
JANUARY 1997- JUNE 1997

Los Angeles Unified School District – *6th grade teacher*
SEPTEMBER 1983-SEPTEMBER 1993

EDUCATION

National University, Los Angeles — *Master of Science in Educational Administration*
July 1997-July 1998

California State University, Los Angeles – *Multiple Subject Credential*
June 1984

California State University, Northridge — *Bachelor of Science in Communicative Disorders*
September 1974 - June 1985

OTHER JOB RELATED EXPERIENCE

JMR Educational Consulting
Private practice specializing in assessment of students. Design of Individualized learning programs to facilitate school success.
1987-present

CREDENTIALS

- Multiple Subject Teaching Credential
- Administrative Services Credential
- Clinical Rehabilitative Services Credential, Language, Speech, and Hearing including Special Class Authorization

SKILLS

- Creative lesson planning
- Classroom Behavior Management
- Professional relationships with students, parents, and colleagues
- Technology savvy
- Understanding of Common Core/NGSS standards

PROFESSIONAL REFERENCES

Sandra DeBarros
sandradebarros@burbankusd.org

Anita Schackmann
anitaschackmann@burbankusd.org

Craig Bugbee
craigbugbee@burbankusd.org

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2 of AUGUST, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Emily Phillips hereinafter referred to as "Consultant."

Payee's Name EMILY PHILLIPS Daytime Phone Numbe[redacted]

Email Addres[redacted]gmail.com

Mailing Address [redacted]A 90027

Sponsoring Administrator MATTHEW OSMOND

Board Approval Date August 18, 2022

Account String 010-90201.0-11100-10000-5810-2148200

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 120.00 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 8760.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 23, 2022 and terminating on May 25, 2023.
3. Payment Terms: Monthly - at the end of each month
4. Consultant will provide the following services:

   to provide basic yoga and midfulness instruction to our TK - 5th grade students in order to manage anxiety, improve emotional regulation, increase self confidence, body awareness and mind-body connection, enhance memory/focus

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant Emily Phillips 8/4/22 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and

Emily Phillips

Joyful, confident, and calm individual seeks position as your Vinyasa Yoga Instructor. Utilizes extensive knowledge of modifications, breathing, and body alignment to provide positive yoga experiences for all ages. Ability to tailor classes to meet the needs of individuals, groups; small and large.

CAREER TRACK & PERFORMANCE

PRIVATE YOGA — AUGUST 2016 - PRESENT
VINYASA YOGA CLASSES - ALL LEVELS

- Teach live yoga on Zoom for kids and adults
- Teach live yoga on Zoom to corporations & businesses
- Travel to clients' homes or desired location
- Customized sequences designed for each individual student
- Monitor students for proper performance of sequences
- Incorporates mindfulness

AFTER SCHOOL YOGA ENRICHMENT — FALL 2019-SPRING 2020
YOGA INSTRUCTOR

- Citizens of the World Silverlake grades 3-5
- Our Mother of Good Counsel yoga program
- College View School yoga with Special Education Students
- Traveled to Learning PODS sharing yoga with students

BROAD RIPPLE FARMERS MARKET - GOAT YOGA — SUMMER 2018 - SUMMER 2019
TRADER'S POINT CREAMERY - GOAT YOGA, PUPPY YOGA — AUGUST 2018 - MAY 2019
YOGA INSTRUCTOR

- Instructed classes ranging from 30-200 students
- Profits from these classes supported the Patachou Foundation, a local non-profit whose mission is to break the cycle of hunger in our community

MSD WARREN TOWNSHIP - LOWELL ELEMENTARY — AUGUST 2005 - MAY 2019
3RD GRADE TEACHER

- Responsible for instruction of Indiana Academic Standards
- Managed learning and behavior plans for students with Special Needs
- Integrated daily yoga practices in the classroom to help with stress, anxiety, and brain breaks
- Mindfulness and breathing exercises morning and afternoon to prepare mind and body for learning
- Provided weekly yoga classes to Lowell teachers and staff

KOMPOSE YOGA STUDIO
YOGA INSTRUCTOR — FEBRUARY 2017 - APRIL 2018

- Instructed weekly adult classes Saturdays at 11:00am
- Yoga for Kids - a biweekly class for children ages 5 and up; taught mind-body awareness and using the breath as a tool for centering

LEARNING CREDENTIALS & CERTIFICATIONS

MINDFULNESS FOR EDUCATORS TRAINING THROUGH MINDFUL SCHOOLS JUNE 2019-JUNE 2020
200 HOUR YOGA TEACHER TRAINING, AUGUST 2016
MASTERS OF ARTS IN EDUCATION - INDIANA WESLEYAN, DECEMBER 2011
BACHELOR OF SCIENCE- INDIANA UNIVERSITY, MAY 2005

PROFESSIONAL DEVELOPMENT FOR TEACHERS

Mindfulness in the Classroom presentation - Teachers attended a workshop where strategies for movement, breathing, and calming strategies were shared. Resources, discussion and practices were given to teachers to take back to their classrooms.

[redacted] [redacted]gmail.com

I grew up in the Midwest teaching elementary school for 13 years. In 2016, I received my yoga teaching license and started sharing the gift of yoga. I incorporated yoga and mindfulness not just in my daily life but also in the classroom. I moved to Los Angeles in 2019 to follow my dreams and passions, and I now teach child and adult yoga classes privately and on Zoom. I have created 'after school' yoga enrichment programs for students and staff. You can find me teaching community yoga classes in Los Angeles at Griffith Park or on local beaches. I have a YouTube Channel and I teach on Zoom. I'm fortunate to have yoga clients worldwide and corporate business clients, using me to enhance their employees work environment during this Pandemic. I devote myself to strengthening others. Yoga has changed my life in positive ways, and I must share!

invoke
yoga . pilates

200-hour Yoga Teacher Training
Certificate of Completion

This Certificate certifies that

Emily Phillips

has successfully met or exceeded the requirements for the 200-hour Invoke Studio Yoga Teacher Training Course, March 2016 – August 2016. This program consists of 24 evenings and 6 weekends of classroom work including special workshops in Anatomy, Ethics, Pranayama, Meditation & Philosophy. She has demonstrated an understanding of the material covered in the course containing techniques of teaching yoga asana and the ability to communicate in a clear and effective manner. She has successfully completed all assignments as well as assisting senior instructors at Invoke Studio, offering adjustments to students in the context of a group yoga class.

RYS 200
Registered Yoga School

Ahna Hoke 8/28/16
Ahna Hoke — Date
Director of Teacher Training

8/28/16
Amy Peddycord — Date
Owner, Invoke Studio

Emily Phillips

yoga for anyBODY

Education and Experience



- Private Yoga Instructor for children/adults
- Mindful Schools Teacher Certification Program, Mindfulness for Educators June 2019-June 2020
- 200 Hour Yoga Teacher Training, August 2016 Invoke Studio
- Masters of Arts in Education-Indiana Wesleyan, December 2011
- Bachelor of Science-Indiana University, May 2005
- Presented to Educators on Mindfulness & Movement
- Led Meditation for School Faculty on Zoom Los Angeles, CA
- Yoga Resource for Mental Health School's Website in Minnesota
- Private Vinyasa Yoga Classes- I accommodate to all levels
- Featured Yoga Instructor/Yoga & a Cocktail at Hotel Tango Distillery Indianapolis, Indiana, Golden Road Brewing, LA, Eagle Rock Public House, LA, Green Bar Distillery, LA
- Virtual Private Yoga Instructor on Zoom
- Virtual Private Yoga Instructor for Corporations & Businesses
- Virtual Yoga Instructor for Girls Inc., Indianapolis, IN
- Chair Yoga Instructor for the ladies of Tri Kappa Sorority
- Virtual Private Yoga Instructor for Families & Athletes
- Prenatal Yoga & Stretching
- Goat Yoga Instructor, Adoptable Puppy Yoga, & Bunny Yoga
- After School Yoga Enrichment Programs
- Kid's Yoga & Mindfulness Classes and Camp

- Yoga Instructor at Hype Silverlake Studios
- Pre-Wedding Yoga for Bridal Parties
- Private Yoga Instructor for Love & Lace Bridal Store, Los Angeles
- Private Yoga Sessions for Family, Friends, & Businesses





Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for a middle school classroom.

Discussion/Issues:

The District is obligated to provide specialized academic instruction and assessments and to implement Individualized Education Plans (IEPs) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $116,550.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Protocol Agency Inc., to provide a credentialed special education teacher, not to exceed $116,550. (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2022 through May 25, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT-
Ashley Jackson

TERM OF AGREEMENT

This Agreement, made and entered into this 2nd day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Protocol Agency, Inc. hereinafter referred to as "Consultant."

Payee's Name: Protocol Agency, Inc. Daytime Phone Number: 818-878-8615

Mailing Address: 875 S. Westlake Blvd., Suite 112 Westlake Village, CA 91361

Email Address: vdyer@protocolagency.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/18/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of **$90 per hour** for a total not to exceed **$116,550**

2. The term of the Agreement shall be the period commencing on: 08/08/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Protocol Agency, Inc. will provide a credentialed Special Education teacher for Luther Burbank Middle School.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Protocol Agency, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Protocol Agency, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Protocol Agency, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Protocol Agency, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Protocol Agency, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Protocol Agency, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Protocol Agency, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Protocol Agency, Inc. demand.

District shall save and hold Protocol Agency, Inc., harmless from and against and shall indemnify Protocol Agency, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Protocol Agency, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Protocol Agency, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Protocol Agency, Inc. may pay or incur in defending said action and the amount of any judgment which Protocol Agency, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Protocol Agency, Inc.
District/Company Name	Consultant/Company
[redacted]	[redacted]
Paulette Koss	Eric Sarkisyan
Print Representative Name	Print Representative Name
[redacted]	[redacted]
Director of Special Education	CFO
Title	Title
[redacted]	[redacted]
Signature	
[redacted]	[redacted]
Date	08/03/22

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for a middle school classroom.

Discussion/Issues:

The District is obligated to provide specialized academic instruction and assessments and to implement Individualized Education Plans (IEPs) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $115,255.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and 360 Degree Customer Inc., to provide a credentialed special education teacher, not to exceed $115,255 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2022 through May 25, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT - Juan Alvarez

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and 360 Degree Customer Inc. hereinafter referred to as "Consultant."

Payee's Name: 360 Degree Customer Inc. Daytime Phone Number: 408-689-2780

Mailing Address: 473 Sapena Ct #7 Santa Clara CA 905054

Email Address: alex2@360customer.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/18/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $89 per hour for a total not to exceed **$115,255**

2. The term of the Agreement shall be the period commencing 08/08/2022 and terminating 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which 360 Degree Customer Inc. will provide a credentialed special education teacher, Juan Alvarez, for Luther Burbank Middle School.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to 360 Degree Customer Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless 360 Degree Customer Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

360 Degree Customer Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of 360 Degree Customer Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of 360 Degree Customer Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, 360 Degree Customer Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If 360 Degree Customer Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by 360 Degree Customer Inc. demand.

District shall save and hold 360 Degree Customer Inc., harmless from and against and shall indemnify 360 Degree Customer Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If 360 Degree Customer Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, 360 Degree Customer Inc. may defend the same and any expenses, including reasonable attorney's fees, which 360 Degree Customer Inc. may pay or incur in defending said action and the amount of any judgment which 360 Degree Customer Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	360 Degree Customer Inc.
District/Company Name	Consultant/Company
[redacted]	[redacted]
Paulette Koss	Print Representative Name
[redacted]	[redacted]
Director of Special Education	
Title	Title
[redacted]	[redacted]
Signature	Signature
[redacted]	[redacted]
Date	Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to hire an outside psychologist (as a consultant) to provide assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $55,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Jose Javier Juarez, Psychologist, to provide assessments, written reports and attend student IEP meetings, not to exceed $55,000 (01.0-65370.0-57602-11100-5850-7449000), effective August 8, 2022 through December 22, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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Fax: (818) 729-4573
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RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 18th day of August 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Jose Javier Juarez hereinafter referred to as "Consultant."

Payee's Name: Jose Javier Juarez Daytime Phone Number: 818-634-4783

Mailing Address: 9938 Sepulveda Blvd., Apt 5 Mission Hills, CA 91345

Email Address: josejjuarezlmft@yahoo.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/18/2022 Account Code: 01.0-00000.0-00000-31200--5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at $90 per hour for a total not to exceed **$55,000.**

2. The term of the Agreement shall be the period commencing on: 08/8/2022 and terminating on: 12/22/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Jose Javier Juarez who will provide psychological services, and assessments as a school psychologist to Miller school students.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Jose Javier Juarez the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Jose Javier Juarez from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Jose Javier Juarez shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Jose Javier Juarez or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Jose Javier Juarez, its agents, subcontractors, employees or other representatives referred to in this Agreement, Jose Javier Juarez shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Jose Javier Juarez fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Jose Javier Juarez demand.

District shall save and hold Jose Javier Juarez, harmless from and against and shall indemnify Jose Javier Juarez for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Jose Javier Juarez is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Jose Javier Juarez may defend the same and any expenses, including reasonable attorney's fees, which Jose Javier Juarez may pay or incur in defending said action and the amount of any judgment which Jose Javier Juarez may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Jose Javier Juarez
District/Company Name	Consultant/Company
Paulette Koss	Jose Javier Juarez, PsyD
Print Representative Name	Print Representative Name
Director of Special Education	Consultant
Title	Title
Signature	Signature
Date	8/2/2022
	Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Paulette Koss, Director of Special Education and Psychological Services
PREPARED BY:	Paulette Koss, Director of Special Education and Psychological Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for an elementary classroom.

Discussion/Issues:

The District is obligated to provide specialized academic instruction and assessments and to implement Individualized Education Plans (IEPs) for students who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $123,480.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Genesis Group Inc., to provide a credentialed special education teacher, not to exceed $123,480 (01.0-65000.0-57601-11804-5810-7440000), effective August 15, 2022 through May 25, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT
Amanda Sim

TERM OF AGREEMENT

This Agreement, made and entered into this 29th day of July 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and , The Genesis Group Inc. hereinafter referred to as "Consultant."

Payee's Name: The Genesis Group Inc. Daytime Phone Number: 805-991-9472

Mailing Address: 5700 Tennyson Parkway Suite 300, Plano, Texas, 75024

Email Address: deon@thegenesisgroupinc.net

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/18/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of **$98 per hour** for a total not to exceed **$123,480**

2. The term of the Agreement shall be the period commencing on: 08/15/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which The Genesis Group Inc. will provide a credentialed Special Education teacher for Thomas Jefferson Elementary School.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to The Genesis Group Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless The Genesis Group Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

The Genesis Group Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of The Genesis Group Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of The Genesis Group Inc. its agents, subcontractors, employees or other representatives referred to in this Agreement, The Genesis Group Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If The Genesis Group Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by The Genesis Group Inc. demand.

District shall save and hold The Genesis Group Inc. harmless from and against and shall indemnify The Genesis Group Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If The Genesis Group Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, The Genesis Group Inc. may defend the same and any expenses, including reasonable attorney's fees, which The Genesis Group Inc. may pay or incur in defending said action and the amount of any judgment which The Genesis Group Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Paulette Koss
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

The Genesis Group Inc.
Consultant/Company

[redacted]
Print Representative Name

[redacted]
Title

[redacted]
Signature

[redacted]
Date

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:	Lori Larson, EIIP Technician
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services

Background:
The purpose of the Agreement for Professional Services of Independent Contractor with Concentra is to provide post-offer, pre-employment physical examinations and special examinations, to include but not be limited to, drug screens, back screens, Human Performance Evaluations (HPEs), fit-for-duty and first aid only examinations, of certificated and classified employees.

Discussion/Issues:
This agreement provides the District with local occupational health services in the form of pre-employment physicals and screenings, fit-for-duty physicals, first aid only examinations and other related services. Concentra shall also advise the Superintendent of Schools or designee on medical matters.

Financial Impact:
The financial impact to the District is dependent upon hiring requirements of the District and specific classification requirements as well as frequency of need for special examinations. Commonly incurred charges are pre-employment physicals to be charged at $83.50, drug screenings to be charged at $60.00 and back screens/HPEs which will range in price based on classification.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify 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, 2022–June 30, 2023 and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Burbank Unified School District
AGREEMENT FOR PROFESSIONAL SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT, made and entered into this 18th day of August, 2022 by and between

NAME:	Occupational Health Centers of California, A Medical Corporation (dba Concentra Medical Centers)
STREET ADDRESS:	5080 Spectrum Drive, Suite 1200W
CITY:	Addison, Texas 75001

hereinafter referred to as the Contractor and Burbank Unified School District of Los Angeles County, hereinafter referred to as the District,

W I T N E S S E T H:

WHEREAS the District is authorized by Government Code Section 53060 to contract with an independent contractor specially trained to perform special professional services required; and

WHEREAS the Contractor provides personnel who are specially trained and experienced and competent to perform the special professional services pursuant to this agreement;

The parties hereto contract and agree as follows:

1. PERIOD OF AGREEMENT shall be from July 1, 2022 to June 30, 2023, for a variable number of sessions within that period. The agreement shall be subject to cancellation by either party on thirty (30) days written notice to the other, delivered to the last known address of the other party.
2. SERVICE TITLE of this Contractor shall be provider of Occupational Health Services.
3. DUTIES OF CONTRACTOR shall be:
    a. Provide pre-employment/post offer job-specific physical examinations consistent with State and Federal law.
    b. Special job-specific examinations consistent with State and Federal law.
    c. Advise Superintendent of Schools or designee on medical matters.
4. PAYMENT BY THE DISTRICT The District shall pay the Contractor at the rate of
    - $83.50 per pre-employment physical;
    - up to $60.00 for drug screens and;
    - Human Performance Evaluations (HPE) screens ranging between HPE Level 1 @ $81.50 to HPE Level 5 @ $187.00;
    - up to $200.00 per special examination. (Any amount exceeding $200.00 must be preapproved by the District.)

    Payment to the Contractor shall be as billed monthly. The Contractor shall submit and invoice in duplicate to the District, upon completion of the services, indicating that services required were performed. The Contractor shall assume all expenses, including but not limited to, travel expenses, included by him in performance under this contract.
5. CREDIT AND PAYMENT Payment for services will be received by Contractor within thirty (30) days of invoice date, unless otherwise agreed to by parties. Any invoiced amount remaining unpaid after such date will be deemed “past due”.
6. AUTHORIZED DISTRICT REPRESENTATIVE Questions concerning the special

services to be performed and the program in general will normally be referred by the Contractor to the Staff Representative authorized by the Superintendent. However, with regard to this contract, the Superintendent of Schools shall serve as the Chief Executive Officer and Representative of the Board of Education in all major matters relating to these contract provisions.

7. LIABILITY The District shall not be liable to the Contractor for personal injury or property damage sustained by the Contractor in the performance of this contract whether caused by the District, its employees, pupils or by any third persons.
8. CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT While engaged in performance of this contract, the Contractor is an independent contractor and is not an officer, employee or agent of the District.
9. PHYSICIAN PROVIDER The parties acknowledge that Contractor does not and cannot employ the physicians who will be providing professional services under this Agreement (the "Physician Providers"), due to the corporate practice of medicine laws in the State of California. However, Contractor will arrange for the provision of such professional services by Physician Providers through a Professional Services Agreement ("PSA") with them. Contractor agrees that under the PSA, and Physician Provider will be required to have a valid certificate to practice medicine and surgery issued by the California State Board of Medical Examiners.

WITNESS the parties hereto the day and year first above written.

- Contractor -	- District -
Occupational Health Centers of California, A Medical Corporation (dba Concentra Medical Centers)	BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY
By: _____	By: _____
Kathy T. Le, MD, MPH President and Treasurer	Matt Hill, Superintendent of Schools

Charge to: 01.0-00000.0-00000-72000-5861-7552000
11.0-00639.0-00000-27000-5861-5330000
12.0-60600.0-00000-27000-5861-7540000
12.0-61050.0-00000-27000-5861-7540000
12.0-60550.0-00000-27000-5861-7540000
13.0-53100.0-00000-37000-5861-7490000
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01.0-90335.0-00000-27000-5862-7558000
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Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services Protocol Nursing Agency

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Background:

The purpose of the Agreement for Professional Services of Independent Contractor with Protocol Nursing Agency, is to provide qualified Nursing Staff for supplemental assignments to the District. The nurses will be hired for the 2022-2023 school year, and they are temporary help for our full time nurses.

Discussion/Issues:

Covid has increased the demand of our full time nursing staff as they are now assessing students who are symptomatic to Covid; they are responding to students who test positive to Covid; they are engaged in contact tracing; and they are having to work with site administration to quarantine students. This demand on top of normal nursing responsibilities necessitated the need for additional nursing support.

Fiscal Impact:

Staff Classification	Hourly Bill Rate
Registered Nurse (RN) with BSN	$105.00
Registered Nurse (RN) with 2-year college degree	$90
Licensed Vocational Nurse (LVN)	$70

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District for the period August 8, 2022 – February 8, 2023, and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: {818) 729-4473
Fax: {818) 729-4573
www.burbankusd.org

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This agreement is made and entered into by and between Protocol Agency, Inc. designated as "Protocol" and Burbank Unified School District designated as "Client". The term of this Agreement shall be for a period of six months from the date hereof and may be renewed for an additional period of six months unless either party elects in writing not to renew.

The Client desires to enter into an Agreement in which Protocol Agency will provide qualified Nursing Staff ("Personnel") for supplemental assignments to the District.

Therefore, Client and Protocol hereby agree as follows:

Obligations of Protocol

1. Provide its best efforts to recruit screen and send qualified personnel for temporary supplemental assignments upon request by the Client.

2. Send Personnel to the Client who meets Client standards that may include:

    - Resume
    - Valid license/certification in good standing in the state of practice
    - A copy of applicable required credentials such as current BLS, ACLS, PALS, MAB, CPI, Fire card, etc.
    - Related experience as required, requested or approved by the Client
    - Two professional work-related references
    - Completed clinical skills checklist, updated annually
    - Health Clearance including TB Test, updated annually
    - Joint Commission and OSHA approved training
    - Criminal background, fingerprinting, and abuse screening (as required by facility and/or state statutes)

3. Provide professional liability insurance, general liability insurance, workers' compensation insurance, and unemployment insurance for the Personnel in amounts acceptable to the Client (see attached Certificate of Insurance}.

4. Invoices will be clear, concise and easy to understand. The Client will be invoiced weekly.

Obligations of Client

1. When Client accepts qualified Personnel, the Client will notify Protocol of the starting time, date, unit, shift, and orientation schedule (if any) for each Protocol professional. The Client acknowledges that Protocol Agency will make its best efforts to present the most qualified and experienced Personnel and that the Client has final responsibility for satisfying itself of the acceptability of the skills, capabilities and experience of the Personnel and the extent to which the Personnel meets the needs and standards of the Client. When the Client accepts qualified Personnel, the Client will provide orientation and on-going performance appraisals according to facility policies, procedures, and/or protocols.

2. Agree to pay the invoice for services, as reported on the Protocol time sheet. Time sheets are to be initialed by the Client and the Client should retain a copy. Payment of invoices is due within thirty (30) days. Invoices remaining due and unpaid beyond thirty (30) days shall bear interest at the rate of 1.5% per month (annual percentage rate of 18%). The Client agrees to pay reasonable attorney fees in the event that any unpaid invoices must be referred for collections (see attached Rate Schedule).

3. **Cancellation Policy**
   All shifts must be cancelled two (2) hours prior to the beginning of the shift or a four (4) hour late cancellation fee will be charged.

4. **Late Request Policy**
   A full eight (8) hours will be billed for a late request by the Client for a shift worked.

5. Notify Protocol of unsatisfactory employee performance immediately. Should the employee be terminated when performance does not meet the standards established for all professionals in the Client's employ, the Client will forward to Protocol documentation of the termination and Protocol will make the replacement of the Personnel its highest priority.

6. Communicate and send in writing all information received by the Client regarding any work-related injury to Personnel within twenty-four hours of the injury. Should the injury occur on the weekend, the injury report will be sent to Protocol on the first business day.

7. Communicate within twenty-four hours to Protocol, the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

8. The Client agrees to indemnify, defend and hold harmless Protocol from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the Client, its agents, independent contractors, employees or servants pursuant to this contract.

9. The Client or any related entities will not employ Protocol employee(s) for a period of ninety (90) days following his/her completion of any work for the Client. The Client will notify Protocol of intent to hire and comply with the waiting period. Failure to comply with the above conditions will result in a minimum liquidation of 10% of the referred employee's annual salary.

Obligations of both Protocol and Client:

It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Protocol shall save and hold the Client harmless from and against and shall indemnify Client for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Protocol or any of its agents, subcontractors, employees or other representatives. If Client is sued in any court for damages by reason of any of the acts of Protocol, its agents, subcontractors, employees or other representatives referred to in this Agreement, Protocol shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Protocol fails or neglects to so defend said action, Client may defend the same and any expenses, including reasonable Attorney fees, which Client may pay or incurring defending said action and the amount of any judgment which Client may be required to pay shall be promptly reimbursed by Protocol demand.

Client shall save and hold Protocol, harmless from and against and shall indemnify Protocol for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Protocol is sued in any court for damages by reason of any of the acts of the Client, its agents, subcontractors, employees or other representatives referred to in this Agreement, Client shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Client fails or neglects to so defend said action, Protocol may defend the same and any expenses, including reasonable attorney's fees, which Protocol may pay or incur in defending said action and the amount of any judgment which Protocol may be required to pay shall be promptly reimbursed by Client upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

Joint Commission Policy Statement

Protocol is committed to providing a higher standard of service and to the delivery of safe, quality patient care. Protocol complies with the Joint Commission's Standards for Healthcare Staffing Services. As our customer, you can have confidence that the processes within Protocol support that the supplemental staff working in your organization have met the requirements established by the Joint Commission. To assure compliance with the Joint Commission Standards for Healthcare Staffing Services, Protocol provides the customer a written description of the following service features.

1. **Subcontractors**
   Protocol will not engage subcontractors to provide Assigned Personnel unless agreed to in advance by the customer.

2. **Floating**
   Assigned Personnel may only be placed in assignments that match the job description for which Protocol assigns them; if an Assigned Personnel Is asked to float to another department with the customer, the department must be a like department or unit and the float employee must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit. Assigned Personnel should only be floated to areas of comparable clinical diagnoses and acuities.

3. **Competency Review**
   It is the responsibility of Protocol to conduct and finalize the pre-employment assessment of the Assigned Personnel's competence based on the techniques, procedures, technology and skills needed to provide care, treatment and services to the populations served by the customer upon completion of Protocol' orientation. It shall be the responsibility of the customer to cooperate in a review or evaluation of each Assigned Personnel, relative to the employee's ability to perform specific job functions upon completion of employee's assignment or shift. Protocol relies on the customer's feedback in order to accurately assess and re-assess the competence of the Assigned Personnel on an ongoing basis based on the customer's report of clinical performance.

4. **Orientation of Personnel**
   Protocol will provide all new employees with an orientation to the company's policies and procedures. It shall be the responsibility of customer to orient Assigned Personnel to the facility and its rules and regulations and to acquaint them with the facility policies and procedures, including dress code, physical layout and equipment and to validate competency and ability of Assigned Personnel to properly use equipment.

5. **Employees and Independent Contractors**
   As the provider of staffing services, Protocol will be the employer of Assigned Personnel and shall not by reason of their temporary assignment with the customer through Protocol become employees of the customer. At its sole discretion Protocol reserves the right to utilize Independent Contractors in addition to its employees, to assist in the provision of all agreed upon Healthcare Supplemental Staffing services.

6. **Incident, Error, Tracking System**
   Upon notification of Incidents and or Errors, Protocol shall document and track all unexpected incidents, including errors, sentinel events and other events, such as injuries and safety hazards related to the care and services provided, utilizing its data gathering tools. Information gathered tracked and analyzed is to shared and reported appropriately to customers, regulatory bodies and the Joint Commission as required.

7. **Communication Occupational Safety Hazards/Events**
   It shall be the responsibility of the customer to notify Protocol within 24 hours of the event; any competency issues, incidents, and/or complaints related to the Assigned Personnel and/or Protocol. Customer agrees to initiate communication with Protocol whenever an incident/injury report related to the Assigned Personnel is

completed.

8. **Requirements for Staff Specified**
The requirements of staff sent to the customer by Protocol are to be determined by the customer as part of the written agreement between the two parties. It is Protocol' obligation to comply with the requirements of the customer by supplying staff that have the documented competencies, credentials, health screening and experience to satisfy the requirements specified by the customer in order to deliver safe care to the population being served.

9. **Staff Matching Requirements**
Protocol shall verify the Assigned Personnel's licensure, certification, education and work experience to assure they are competent and possess the skills and experience that match requirements for the assignment. Matching the Assigned Personnel's licensure, certification, education and work experience to assure they are competent and possess the skills and experience matching the specified requirements of the assignment may include the use of new grad practitioners for Allied personnel and non-licensed nursing personnel such as sitters, caregivers and nursing assistants, it may also include licensed nursing personnel upon the request or approval of the customer.

10. **Direct Hire of Protocol Personnel**
When the Client hires the Personnel submitted by Protocol to the Client, a placement fee of twenty-five percent (25%) of the Personnel's projected annual salary is charged to the Client.

Additional Provisions

The Rate Schedule attached to this agreement as Exhibit A is incorporated by reference as if fully set forth herein. Either party upon a thirty (30) day written notice may terminate with or without cause this Agreement.

ACKNOWLEDGED AND AGREED TO

CLIENT:

Burbank Unified School District

Client/Company Name

Debbie Kukta

Print Representative Name

Assistant Superintendent

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Protocol Agency, Inc.

ERIC SARKISYAN

Print Representative Name

Title

Signature

Date

Protocol Agency

EXHIBIT A: Bill Rates

Staff Classification	Hourly Bill Rate
Registered Nurse (RN) with BSN	$105.00
Registered Nurse (RN) with 2-year college degree	$90
Licensed Vocational Nurse (LVN)	$75

- Minimum 1-hour paid orientation
- Minimum of 4 hours will be charged
- Work week is from Sunday through Saturday
- Time and a half (1.5 times the regular rate) will be billed for hours worked in excess of 8 hours in one day and 2x the regular rate for hours worked in excess of 12 hours in one day.
- Holiday base rate is 1.5 x the regular rate.
- Holiday hours begin at 7pm-7am, 11.pn-7am on Eve of Holiday and includes 7am-7pm1 3pm. 11pm, and 7pm...7am on actual holiday.
- Late cancellation (less than 2 hours before the shift) will be billed 2-hours minimum.
- If the staff has arrived at the facility prior to cancellation, minimum of 4 hours will be billed.
- All invoices are due upon receipt. Interest charge thereafter will be 1.5%, 18% APR.
- When District hires a Protocol personnel originally submitted by Protocol to Client ***after*** completing 1040 hours at Client facility, a placement fee of 10% of projected annual salary will be charged to the Client
- When Client hires a Protocol personnel originally submitted by Protocol to Client ***prior*** to completing 1040 hours at Client facility, a placement fee of 20% of projected annual salary will be charged to the Client
- Attorney's Fee: If either party to this Agreement institute any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non.. prevailing party.

Holidays Observed

- New Year's Eve/Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve/Day

Protocol Acknowledgement

Eric Sarkisyan

AUTHORIZED REPRESENTATIVE NAME

VP/CFO

TITLE

SIGNATURE & DATE

Client Acknowledgment

Debbie Kukta

AUTHORIZED REPRESENTATIVE NAME

Assistant Superintendent. Administrative Services

SIGNATURE & DATE

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Ed.D, Assistant Superintendent, Human Resources
PREPARED BY:	Lori Larson, EIIP Technician
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services

Background:
Current Board Policy and Administrative Regulations address the compliance obligations of the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). A cohesive disability management program is critical for all California employers, including the District. Consultants Shaw HR Consulting, Inc. will assist District staff with development and continued implementation of a disability management program that allows the District's continued ability to meet the compliance obligations as outlined in the ADA and FEHA legislation, as well as, Board Policy and Administrative Regulations.

Discussion/Issues:
This cost-effective solution to creating a quality program will continue to mitigate the cost of compliance with FEHA/ADA. It is expected that a portion of the contract's expense will be recovered through savings to the Workers' Compensation program budget by reducing temporary disability payments and indemnity reserves. In addition, a quality disability management program can significantly reduce future liability costs.

Included within the scope of this program are a formal Return-to-Work Program, Essential Function Job Analyses, and an enhanced Interactive Accommodation Process. The Return-to-Work Program is a temporary modified duty program that serves to minimize Workers' Compensation and disability costs and keep trained and experienced workers on the job while reinforcing the District's commitment to employees' welfare. The Essential Function Job Analyses identify the essential functions and physical abilities required to perform them for certificated and classified positions. The analyses are imperative tools for use when the District is faced with the legal obligation or request to accommodate a disabled/injured applicant or employee. The Interactive Accommodation Process will provide for continued engagement through the application process, employment and while former employees are on the 39-month re-employment list.

Fiscal Impact:
The fiscal impact of a professional services agreement with Shaw HR Consulting, Inc. to perform on-going services would be an amount not to exceed $35,000.

Recommendation:

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify 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, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is hereby entered into this 18th day of August in the county of Los Angeles, State of California, by and between the Burbank Unified School District, hereinafter referred to as "ORGANIZATION" and Shaw HR Consulting, Inc., 107 N. Reino Road, # 414, Newbury Park, California 91320, Tax ID: 45-1449198, hereinafter referred to as "CONTRACTOR." ORGANIZATION and CONTRACTOR shall be collectively referred to as the Parties.

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, ORGANIZATION is in need of such special services and advice; and

WHEREAS, CONTRACTOR is specially trained, experienced, and competent to perform the special services required by the ORGANIZATION, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties, for the consideration stated herein, mutually agree as follows:

1. Agreement Documents. The complete Independent Contractor Agreement (AGREEMENT) includes all of the Agreement documents including, the CONTRACTOR's Certificate Regarding Workers' Compensation Insurance, Insurance Policies or Certificates, this AGREEMENT, and all modifications, addenda, and amendments thereto, by this reference and are incorporated herein. This AGREEMENT and documents are complementary and what is called for by any one shall be binding as if called for by all.

2. Scope. ORGANIZATION hereby engages CONTRACTOR as an Independent Contractor to: Provide disability interactive process professional services, development of Essential Functions Position Analyses™ and generalized human resources consulting and training.

3. Term. CONTRACTOR shall commence providing services under this AGREEMENT on July 1, 2022 and diligently perform as required services as described through June 30, 2023.

4. Compensation. ORGANIZATION agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT. ORGANIZATION shall pay CONTRACTOR according to the following terms and conditions:

   a. Such compensation shall be based on:

      Rachel Shaw: $350.00 per hour for consulting services and travel time, with mileage billed at the current IRS tax rate per mile. Services are billed by the tenth of the hour for work completed.

Senior Consultants: $275.00 per hour for consulting services, investigations and travel time, with mileage billed at the current IRS tax rate per mile. Services are billed by the tenth of the hour for work completed.

All other Staff: $250.00 per hour, with mileage billed at the current IRS tax rate per mile. Services are billed by the tenth of the hour for work completed.

Workplace Investigations: $275 per hour, with mileage billed at the current IRS tax rate per mile. Services are billed by the tenth of the hour for work completed.

For accommodation meeting facilitation requiring 400 miles or more of travel (roundtrip), a minimum day rate of $4,500 applies, plus flight, rental car, hotel fees or mileage if incurred.

When flight scheduling requires travel the day before work is to be completed, a $2,500 flat travel day rate applies. This cost is incurred only when flights cannot be scheduled on the day of the work assignment and ensure a timely arrival.

Fees for customized trainings and workshops are as follows:
Full day session is $8,000, plus flight, rental car and hotel fees, if incurred. Fee includes preparation call, customized training materials and Word version samples for up to 75 participants. For each participant over 75, an additional fee of $30 per participant applies.

Payment method shall be made as invoiced upon completion of milestone/assignment or every 30 days, whichever comes first.

Payment shall be made upon approval of ORGANIZATION and receipt of an invoice from CONTRACTOR. CONTRACTOR's invoice shall be sent to: Burbank Unified School District, 1900 West Olive Avenue, Burbank, CA 91506, Attn.: Sarah Niemann.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the ORGANIZATION, and are not entitled to benefits of any kind or nature normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation Insurance. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. Originality of Services. CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, and submitted to, the ORGANIZATION and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by ORGANIZATION as a basis for such services.

7. Business Termination. In the event that CONTRACTOR shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any

proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of ORGANIZATION this AGREEMENT shall terminate and be of no further force and effect and any property or rights tangible or intangible, shall forthwith be returned to ORGANIZATION.

8. Termination. ORGANIZATION may, at any time, for any reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by ORGANIZATION shall be deemed given when received by the CONTRACTOR or no later then three days after the day of mailing, whichever is sooner.

   ORGANIZATION may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR; or (b) any act by CONTRACTOR exposing the ORGANIZATION to liability to others for personal injury or property damage; or CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by ORGANIZATION shall contain the reasons for such intention to terminate and unless with five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the five (5) days cease and terminate. In the event of such termination, the ORGANIZATION may secure the required services from another contractor. If the cost to the ORGANIZATION exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charged to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to ORGANIZATION. Written notice by ORGANIZATION shall be deemed given when received by the other party, or no later then three days after the day of mailing, whichever is sooner.

9. Duty to Provide Fit Workers. CONTRACTOR shall at all times enforce appropriate discipline and good order among their employees and shall not employ or work any unfit person or anyone not skilled in providing the services required under this AGREEMENT. It shall be the responsibility of the CONTRACTOR to ensure compliance with this section. Any person in the employ of the CONTRACTOR whom ORGANIZATION may deem incompetent, unfit, intemperate, troublesome or otherwise undesirable shall be excluded from providing services under this AGREEMENT and shall not again provide services except with written consent of ORGANIZATION.

   The CONTRACTOR shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The CONTRACTOR shall certify in writing to the governing board of the ORGANIZATION that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony. The CONTRACTOR shall provide a list of the names of its employees who may come in contact with pupils to the governing board of the ORGANIZATION. (Reference California Education Code Section 45125.1.)

10. Hold Harmless. CONTRACTOR shall indemnify, defend and hold harmless, ORGANIZATION, its officers, employees, agents, and assigns from and against any and all claims, demands liability,

judgments, awards, interest, attorney's fees, costs and expenses of whatsoever kind or nature, at any time arising out of any gross errors or omissions or willful misconduct on the part of the CONTRACTOR, unless the claim, demand liability, judgment, award, interest, attorneys' fee, cost or expense is caused by the negligent or willful misconduct of the ORGANIZATION, its officers, employees, agents, or assigns.

11. Insurance. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, take out prior to commencing the work, and maintain in force and effect, from the commencement of services until expiration of this AGREEMENT, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain a policy or policies of insurance covering CONTRACTOR'S and subcontractor's services and furnish to ORGANIZATION a certificate of insurance evidencing all Coverages and endorsements required hereunder. Said certificate of insurance shall be due upon executions of this AGREEMENT, or such subsequent date as agreed to by the ORGANIZATION. Such insurance shall be with an insurance company admitted by the Insurance Commissioner of the State of California to transact such insurance in the State of California. Minimum coverages shall be as follows.
    (a) General Liability Insurance for injuries including accidental death, to any one person in an amount not less than $1,000.000 per occurrence.
    (b) Subject to the same limit for each person on account of one accident, in an amount not less than $1,000.000 per occurrence.
    (c) Property Damage Insurance in an amount not less than $1,000,000 per occurrence.
    (d) Comprehensive Automobile Liability Insurance covering the use of all owned, non-owned and hired vehicles with combined bodily injury and property damage in an amount not less than $300,000 per occurrence.
    (e) Statutory Workers' Compensation Insurance in accordance with Sections 3700 and 3800 of the Labor Code of the State of California.
    (f) A thirty (30) day written notice to ORGANIZATION of cancellation or reduction in coverage.

12. Assignment. The CONTRACTOR shall not assign, transfer, convey, sublet or otherwise dispose of this AGREEMENT or of its rights, title or interest in or to the same of any part thereof.

13. Compliance with Applicable Laws. The services completed herein must meet the approval of the ORGANIZATION and shall be subject to the ORGANIZATION'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Conflict of Interest. CONTRACTOR affirms that to the best of his/her knowledge, there exists no actual or potential conflict between CONTRACTOR's family, business, or financial interest and the services provided under this AGREEMENT, and in the event of change in either private interests or services under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the ORGANIZATION. CONTRACTOR shall not be in a reporting relationship to an ORGANIZATION employee who is near relative, nor shall a near relative be in a decision-making position with respect to the CONTRACTOR.

15. Affirmative Action Employment. In the performance of the terms of this AGREEMENT CONTRACTOR agrees that it will not engage in, nor permit such subcontractor as it may employ to engage in, unlawful discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

16. Notice. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

At the date of this AGREEMENT, the addresses of the parties are as follows:

ORGANIZATION:	CONTRACTOR:
Burbank Unified School District	Shaw HR Consulting, Inc
1900 West Olive Avenue	107 N. Reino Road # 414
Burbank, CA 91506	Newbury Park, CA 91320
Attention: Sarah Niemann, Ed.D.	Attention: Rachel Shaw,
Asst. Superintendent, HR	President

17. Non-Waiver. The failure by any one of the Parties to require performance of any provision shall not affect that Parties right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as to the date herein:

CONTRACTOR:	ORGANIZATION:
Shaw HR Consulting, Inc.	Burbank Unified School District
By: _____	By: _____
Authorized Signature	Authorized Signature
Print Name: Rachel Shaw	Print Name: _____
Title: President	Title: _____
Date: _____	Date: _____
Tax ID: 45-1449198	

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	August 18, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Human Resources)

Background:
Pursuant to Board Policy 3312, the Board of Education's designee, may contract with consultants to provide services based on their qualifications regarding specific areas of knowledge and experience.

Discussion/Issues:
Grecia Flores served in the position of Certificated Personnel Technician II in the Human Resources department. Her experience and knowledge with certificated education, credentials, and familiarity with District processes and procedures will allow her to provide support, assistance and training to Human Resources staff.

Fiscal Impact:
The amount of the agreement is not to exceed $5,500.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Grecia Flores, to provide assistance, training and support with secondary certificated hiring processes and procedures, not to exceed $5,500 (01.0-00000.0-72000-5850-7551000), effective July 1, 2022 through June 30, 2023 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th of August, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Grecia Flores hereinafter referred to as "Consultant."

Payee's Name Grecia Flores Daytime Phone Number _____

Email Address _____

Mailing Address _____

Sponsoring Administrator Sarah Niemann, Assistant Superintendent, Human Resources

Board Approval Date August 18, 2022

Account String 01.0-00000.0-00000-72000-5850-7551000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 25.00 per hour■/ per day ☐/ per session☐ for a total not to exceed $ 5,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 1, 2022 and terminating on June 30, 2023 .
3. Payment Terms: _____
4. Consultant will provide the following services:

   to provide assistance, training and support with secondary certificated hiring processes and procedures.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Sarah Niemann, Assistant Superintendent, HR	Date	Consultant	Grecia Flores	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Ratification of Rental Agreement, Andy Gump Inc., Temporary Fencing Installation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
To protect the sod on the new field during the growth and establishment period, the District installed a fence to block off the area. The agreement is for a 6-month period.

Fiscal Impact:
$2, 929.29 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify a rental agreement between Burbank Unified School District and Andy Gump Inc., for Temporary Fencing Installation for the Two-Story Modular Building Project at Walt Disney Elementary School, effective August 3, 2022 through February 3, 2023, not to exceed $2,929.29 (213-00000.0-91008-85000-5850-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AndyGump
TEMPORARY SITE SERVICES

Headquarters Mailing Address
26954 Ruether Ave.
Santa Clarita, CA, 91351
800-992-7755 FAX(661)251-7729

Rental Invoice

Invoice # INV947726
Contract # G174034
Customer # C120615
Location Code SC-FENCE
1-800-992-7755
www.andygump.com

BURBANK UNIFIED SCHOOL DISTRICT
1900 W OLIVE AVE
BURBANK, CA 91506
United States

Ship to:
DISNEY ELEMENTARY
1220 W ORANGE
BURBANK, CA 91506
United States

Job Type: RC
Eqmt Type F
Tract No.
Lot No.

Job Contact LARRY CROSS
Job Phone No. 818-729-5500

Phone No. **Cell Phone No.**

Job Access

Order By	Purchase Order No.	Terms	Andy Gump Rep	Order Taken By	Date
CRYSTAL COZAKOS		CCPAID	GRACE	AG\GRACE	8/4/2022

Item No.	QTY	Description	Start Date	End Date	Days Billed	Amount	Line Amount
600-P600	300	FT OF 6' FENCE PANELS RENT (T)	8/3/22	1/17/23	168	$0.20	$360.00
600-W006	300	6' WINDSCREEN RENT (T)	8/3/22	1/17/23	168	$0.20	$360.00
625-0001	1	FENCE INSTALL				$975.00	$975.00
675-0007	1	FENCE REMOVAL (T)				$525.00	$525.00
600-0402	62	FENCE SAND BAGS (INVENTORY ONLY)	8/3/22	1/17/23	168		
600-0403	62	FENCE SAND BAGS (SALE)				$4.00	$248.00
625-SAND	1	DELIVERY CHARGE PER 150 SAND BAGS				$175.00	$175.00
625-FUEL	1	FENCE FUEL SURCHARGE				$55.00	$55.00

PAID VAP073312 $2929.29 | CC REFUND $78.26

Subtotal	$2,698.00
Damage Waiver	$0.00
Tax	$153.03
Total	**$2,851.03**

*****Timely payment will insure uninterrupted service.*****
Late Payment Fee is 1.5% of Past Due Amount, $2.00 Minimum

PAID

ANDY GUMP, INC.
26954 Ruether Avenue
Santa Clarita, CA 91351
800-992-7755

Pay Online at
www.andygump.com
Mastercard, VISA, and
Discover Card Accepted

For billing questions email us
at Billing@andygump.com

Customer #:	**C120615**
Name	**BURBANK UNIFIED SCHOOL DISTRICT**
Order #:	**G174034**
Invoice #	**INV947726**
Amount	**$2,851.03**

Headquarters Mailing Address
Andy Gump Inc.
26954 Ruether Ave.
Santa Clarita, CA, 91351
800-992-7755 FAX (661) 251-7729

AndyGump TEMPORARY SITE SERVICES

www.andygump.com

Rental Confirmation

G174034

Order

1-800-992-7755

Contract No. G174034 **Job No.** **Location Code** SC-FENCE

Bill To:	C120615	Ship To:	
	BURBANK UNIFIED SCHOOL DISTRICT		DISNEY ELEMENTARY
	1900 W OLIVE AVE		1220 W ORANGE
	BURBANK, CA 91506		BURBANK, CA 91506
	United States		United States

Job Type: RC
Eqmt Type F
Map Page
Tract No.
Lot No.
Geo Code 34.1735163,-118.3206703

Billing Phone No.
Phone No.
Cell Phone No. 818-729-5502

Cross Street N MARIPOSA ST
Job Contact LARRY CROSS
Job Phone No. 818-729-5500 Job Cell No.
Job Access

Order By	Purchase Order No.	Terms	Andy Gump Rep	Order Taken By	Date
CRYSTAL COZAKOS 818-729-5502		CCPAID	GRACE	AG\GRACE	7/26/2022 7:37 AM

Item No.	QTY	Description	Start Date	End Date	Days Billed	Amount	Line Amount
600-P600	310	FT OF 6' FENCE PANELS RENT (T)	8/3/22	1/17/23	168	$0.20	$372.00
600-W006	310	6' WINDSCREEN RENT (T)	8/3/22	1/17/23	168	$0.20	$372.00
625-0001	1	FENCE INSTALL				$1,007.50	$1,007.50
675-0007	1	FENCE REMOVAL (T)				$542.50	$542.50
600-0402	62	FENCE SAND BAGS (INVENTORY ONLY)	8/3/22	1/17/23	168		
600-0403	62	FENCE SAND BAGS (SALE)				$4.00	$248.00
625-SAND	1	DELIVERY CHARGE PER 150 SAND BAGS				$175.00	$175.00
625-FUEL	1	FENCE FUEL SURCHARGE				$55.00	$55.00

PAID VAP073312 $2929.29NM

subtotal	$2,772.00
Damage Waiver	$0.00
Tax	$157.29
Total	$2,929.29

Payment $_____ **Ck#**_____ **Cash**_____ **Credit Card Approval #**_____

Service Instructions

8/3/22 (WED) INSTALL (310) 6' PANELS @ $3/FT; (310) 6' W/S @ $2/FT & (62) SANDBAGS @ $4/EA PER CRYSTAL; CALL LARRY @ 818-729-5502 EXT 45503 W/ 1HR ETA SEE ONSITE. NM

Cancellation Policy
All orders cancelled 72 hours prior to the delivery date are subject to a $25 or 10% cancellation fee (whichever is greater).
Deposits Policy
All orders over $1000.00 will require a 50% deposit with signed quote. Deposit less the 10% cancellation fee will be refunded if order is cancelled within 72 hrs.
Customer
Signature : Larry Cross (Jul 27, 2022 09:18 PDT) **Date:** Jul 27, 2022 **Printed Name:** Larry Cross

ANDY GUMP, INC. RENTAL AGREEMENT
LEASED EQUIPMENT

Lessee hereby assumes all responsibility for any damages or loss to the equipment identified on the front of this agreement and agrees to pay costs of all repairs and full replacement cost, if lost or totally destroyed. Lessee agrees to return leased equipment to Lessor at end of lease period in good condition, ordinary use and wear excepted. Except as otherwise provided by law. Lessee assumes all risk and liability for the death of or injury to any person or property, and for all other risks and liabilities arising from the use, condition, possession or storage of the leased equipment and Lessee will indemnity, defend, and hold harmless Lessor, its agents, and employees for all claims, losses, or damages, including reasonable attorney's fees. Lessor may sustain or suffer from: (1) injury to or death of any person including but not limited to agents or employees of Lessee: or (2) damage to any property arising from the use, condition, possession, or storage of the leased equipment. Lessee agrees as its own expense to maintain personal injury, property damage, and public liability insurance issued by companies satisfactory to Lessor insuring the interests of Lessor, Lessee, and their authorized agents and employees.
The policy will be for primary coverage and will have limits acceptable to Lessor. Upon request by Lessor, Lessee shall deliver to Lessor a certificate evidencing such insurance coverage. The policy will provide that the insurer will not cancel or materially modify the insurance except on 30 days advance written notice to Lessor.

TEMPORARY POWER: IN & OUT charges include installation and one trip for removal. Any additional trips for partial removal will be billed at a minimum trip charge or hourly labor rate. Temporary Power will be installed only at locations specifically designated and directed by Lessee. Any damage to underground utilities caused by installation of temporary power equipment, when performed in compliance with these directions, is solely the responsibility of the Lessee. ANDY GUMP, INC. its employees and representatives are expressly indemnified against any claim, damage or loss resulting therefrom. Lessee will not modify leased equipment and will ensure that any other equipment used in conjunction with it satisfies all applicable regulations. Lessee will hold Lessor harmless from any and all liability arising out of any alteration, modification or misuse of the leased equipment. If Temporary Power is not readily accessible for removal, additional labor charges will be billed.

TEMPORARY FENCE: Fence will be measured on completion and billed accordingly. Fence will be installed only at locations specifically designated and directed by Lessee. It is the responsibility of the Lessee to know and accurately convey the location of all property lines to lessor's personnel. Any damage to underground utilities, cables, or pipelines caused by the installation of fence, when performed in compliance with these directions, is solely the responsibility of Lessee. ANDY GUMP, INC., its employees, and representatives are expressly indemnified and held harmless against any claim or damage or loss resulting from improper location or removal of fence. Fence is not to be sub-leased, moved or removed from job site without the express written permission of Lessor. Lessee is responsible for keeping fence lines clear of weeds, bushes, lumber or dirt piles. After completion of the rental period, lessor will make one trip for removal at no charge. Additional trips for removal will be subject to a trip charge. If fence is not readily accessible for removal, additional labor charges will be billed. Charges for buried, missing or damaged fence will be billed to Lessee.

PORTABLE RESTROOM charges are based on open access to location and routine methods of installation, service and removal. Restroom must be accessible by truck within 25 feet of the street. Service days are based upon an established service route by area and may change without prior notice. Failure to provide access will result in extra charges for a return trip. Trip for service not completed will be charged at the regular service rate. Additional charges will be charged for special services, hand labor, extra equipment required or additional travel time.

DAMAGE WAIVER AVAILABLE ON CONSTRUCTION PORTABLE RESTROOMS ONLY
In consideration of a Damage Waiver charge in the amount of 6% of construction portable restroom charges, LESSOR agrees to modify the responsibilities of the lessee as stated in the LEASED EQUIPMENT paragraph above with regard to portable restrooms damaged, destroyed, lost and/or stolen while in Lessee's possession or control. Unless this damage waiver provision is declined by the lessee or lessor, Lessee is relieved of responsibility for loss or damage to portable restroom as follows: (1) For less than major damage, the lessee will have no responsibility to repair or pay for repairs; major damage is damage exceeding 50% of the replacement value of the unit; (2) For major damage or total loss of a unit, by theft, or otherwise, lessee's responsibility will be limited to **$100 for ANDY GUMP portable restroom, $200.00 for ANDY GUMP portable restroom on a trailer, $250.00 for an ANDY GUMP VIP restroom, $300 for ANDY GUMP ADA**, provided the lessee reports such major damage to the police or sheriff's department (as applicable) and delivers a copy of the police or sheriff's report to the lessor within fourteen (14) days of the date of loss or damage.
LESSOR or LESSEE has the right to decline the Damage waiver provision. The Construction Portable Restroom Damage Waiver provision is in force and Lessee will be charged unless either the Lessee or the Lessor elect to decline.

LC
LC

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Approval of Additive Change No.2, Marina Landscape Inc., Landscaping & Irrigation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Landscaping & Irrigation, 2021-003-08, received were as follows:

Mariposa Landscapes Inc.	$43,461.53	Withdrew
Marina Landscapes Inc.	$110,900.00	

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Marina Landscape Inc. was selected for the landscaping and irrigation for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On June 16, 2022, the Board of Education approved additive change order No.1 to remove and relocate sleeving previously installed.

Financial Impact:
$24,007.78 Increase for a Revised Total of $141,122.64 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.2 to the agreement between Burbank Unified School District and Marina Landscape Inc. for Landscaping & Irrigation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $141,122.64 (21.3-00000-0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $24,007.78 brings the not to exceed amount to $141,122.64 to plant sod in lieu of hydroseed for the field at Walt Disney Elementary School. Marina Landscape will also provide the maintenance during the establishment period.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: MLI - 002 Owner's Request	Date: 07/08/22

CONTRACTOR:

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	MLI 002	Planting of Sod in lieu of Hydroseed (with maintenance).	$ 24,007.78

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$ 110,900.00
Net Change by Previously Authorized Change Orders	$ 6,214.86
Adjusted Contract Price Prior to This Change Order	$ 117,114.86
Amount of This Change Order INCREASE	$ 24,007.78
Amount of This Change Order (DECREASE)	$ -
New Adjusted Contract Price Including This Change Order	$ 141,122.64

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. ___ Add 0 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract Time and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract Time for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR: 8/1/2022

Signature — Date

Nikki Williams — Senior Proj. Mgr.

Printed Name — Title

Reviewed By ARCHITECT: Albert Quesada 08/01/22

Signature — Date

Albert Quesada — *Architect of Records*

Printed Name — Title

Reviewed By CONSTRUCTION MANAGER: 7/8/2022

Signature — Date

Claudenice McCalister — *Project Manager*

Printed Name — Title

Reviewed By DISTRICT: Larry Cross 07/13/2022

Signature — Date

Larry Cross — *Dierector of Facilities*

Printed Name — Title

Approved Following Board of Trustees Approval:

Signature — Date

Printed Name — Title

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-08 - Landscaping&Irrigation	**PCO No.:** MLI-002 Owner's Request **CCD No.:** MLI-002	**Date:** 07/06/22

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Marina Landscape, Inc. 1900 S. Lewis Street Anaheim, CA. 92805 **Phone:** (714) 704-0428 **E-Mail:** bjensen@marinaco.com

Summary of change(s) in the Work per the approved D-CCD:

Installation of Sod in lieu of Hydroseed.

The service should include:

1) Labor and material for the installation of Sod.

2) Maintenance necessary for the Sod to become established.

Proposal acceptd as described in the attachment.

Final Contract Price Adjustment: **Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.**

1. ___ **Contract Price remains unchanged.**
2. X **Mutually agreed Lump Sum Price** X **Increase of** $ 24,007.78 **Decrease of** $_____.
3. ___ **Mutually agreed Lump Sum allocation of Allowance funds in the amount of** $ _____.
4. ___ **Unit Price** ___ **Increase of** ___ **Decrease of** $ _____, **Per Unit Price Bid Composite.**
5. ___ **T&M (Labor, Materials and Equipment) Price Not To Exceed** $_____. **Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.**

6. ___ **Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.**

Final Contract Price Adjustment Applied as Follows:

1. ___ **No Cost Adjustment. No Change Order will be issued.**
2. ___ **Contract Allowance of** $_____. **No Change Order will be issued.**
3. X **Project Contingency. Additive or Deductive Change Order will be issued of** $24,007.78.

Final Contract Time Adjustment:

1. X **No time adjustment.**
2. ___ **Add _ compensable days.**
3. ___ **Deduct _ compensable days.**
4. ___ **Add** ___ **non-compensable days.**
5. ___ **TBD: Critical path Analysis to be Submitted.**

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).

CONTRACTOR (Acknowledged and /Accepted)		
		8/1/2022
Signature		**Date**
NIKKI WILLIAMS	Senior Project Mgr	
Printed Name	**Title**	
ARCHITECT		
Albert Quesada		08/01/22
Signature		**Date**
Albert Quesada	*Architect of Records*	
Printed Name	**Title**	
CONSTRUCTION MANAGER		
		7/6/2022
Signature		**Date**
Claudenice McCalister	*Project Manager*	
Printed Name	**Title**	
DISTRICT		
Larry Cross		07/13/2022
Signature		**Date**
Larry Cross	*Dierector of Facilities*	
Printed Name	**Title**	

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-08 - Landscaping & Irrigation	**CCD No.:** MLI-002 **RFI No.'s:** Owner's Request	**Date:** 07/06/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA. 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Marina Landscape, Inc. 1900 S. Lewis Street Anaheim, CA. 92805 **Phone:** (714) 704-0428 **E-Mail:** bjensen@marinaco.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM	DESCRIPTION
	Planting of Sod in lieu of Hydroseeding.
	The service should include:
	1) Labor and material for the installation of Sod.
	2) Maintenance necessary for the Sod to become established.

_____ ***D-CCD Continuation Sheet(s) Attached***

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT	*Albert Quesada*		08/01/22
	Signature		**Date**
	Albert Quesada	*Architect of Records*	
	Printed Name	**Title**	
CONSTRUCTION MANAGER			7/6/2022
	Signature		**Date**
	Claudenice McCalister	*Project Manager*	
	Printed Name	**Title**	
DISTRICT	*Larry Cross*		07/13/2022
	Signature		**Date**
	Larry Cross	*Dierector of Facilities*	
	Printed Name	**Title**	

MARINA
Still Growing
5707 W. GARDEN GROVE BLVD
ORANGE, CA 92868
PHONE: (714) 939-6600
FAX (714) 935-1199

PROPOSED CHANGE ORDER
NO. 002

TITLE: CHANGE HYDROSEED TO SOD

DATE: 06/27/22
JOB NO.: 152101

PROJECT: WALT DISNEY ELEMENTARY SCHOOL

TO: LUNDGREN MANAGEMENT
26330 CITRUS AVE,
VALENCIA, CA 91355
ATTENTION: CLAUDENICE McCALISTER
Phone: (661) 257-1805 **Fax:**

DESCRIPTION OF PROPOSAL:

Cost impact to change playfield area from hydroseed to large roll sod. All qualifications and exclusions found in Marina's original Subcontract Agreement shall be part of this proposal.
Marina is proposing using Tifway Hybrid Bermudagrass (cut sheet attached) as original Planting Specification calls for a Pro Sportsfield Elite Blend which is not available as a sod at this time of year (BallPark blend available only in winter months)Bermudagrass could be overseeded in winter time with a Perrenial Ryegrass seed mix in order to attain the warm season / cool season turf combination.

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE		AMOUNT
1	Hydroseed to Sodding playfield	1	EA	24007.78	$	24,007.78
				Unit Cost:	$	-
				Unit Tax:	$	-
				Lump Sum:	$	-
				Lump Tax:	$	-
				TOTAL:	**$**	**24,007.78**

TIME EXTENSION ..... __ DAYS

By: _____
LUNDGREN MANAGEMENT

Date: _____

By: Bill Darnell

Date: 6/28/2022

EXTRA WORK CALCULATION SHEET

MARINA LANDSCAPE , INC.
5707 W. GARDEN GROVE BLVD
ORANGE, CA 92868
(925) 243-0288

MARINA Still Growing
landscape construction
landscape maintenance
landscape architecture
erosion control
design build

DATE: 6/29/2022

BILL TO: LUNDGREN MANAGEMENT JOB NO.: 152101
PROJECT: WALT DISNEY ELEMENTARY SCHOOL

DESCRIPTION: **CHANGE FROM HYDROSEEDING OF PLAY FIELD TO INSTALLING LARGE ROLL SOD**

QTY	DESCRIPTION	HOURS	HOURLY RATE	EXTENDED AMOUNTS
	***DEDUCT LABOR-HYDROSEED ***			
-1	FOREMAN	8	85.39	(683.12)
-1	LABOR	8	74.72	(597.76)
	***ADDED LABOR-SODDING ***			
1	FOREMAN	8	85.39	683.12
2	OPERATOR	8	89.31	1,428.96
6	LABOR	8	74.72	3,586.56
	***ADDED LABOR-MAINTENANCE ***			
1	FOREMAN	16	85.39	1,366.24
2	LABOR	16	74.72	2,391.04
	TOTAL COST LABOR			8,175.04
	***DEDUCT EQUIPMENT ***			
-1	HYDROSEED TRUCK	8	85.00	(680.00)
	***ADDED EQUIPMENT ***			
2	JOBSITE TRUCK	8	30.00	480.00
1	DUMP TRUCK	8	75.00	600.00
1	FORK LIFT	8	55.00	440.00
1	WATER ROLLER	8	15.00	120.00
1	SOD ROLLING MACHINE	8	55.00	440.00
	TOTAL COST EQUIPMENT			1,400.00
	***DEDUCT MATERIAL ***			
-0.51	TURF SEED MIX (PRO SPORTS FIELD E	AC	1219.68	(622.04)
-20	WOOD FIBER MULCH	BG	12.50	(250.00)
-1	M-BINDER	BG	32.50	(32.50)
-2	TRIPLE SUPER PHOSPHATE	BG	20.17	(40.34)
	***ADDED MATERIAL ***			
22100	LARGE ROLL SOD (TIFWAY HYBRID BE	SF	0.48	10,608.00
1	DUMP FEES	LS	400.00	400.00
1	LS TAX @ 10.25%			1,031.47
	TOTAL COST MATERIAL			11,094.59

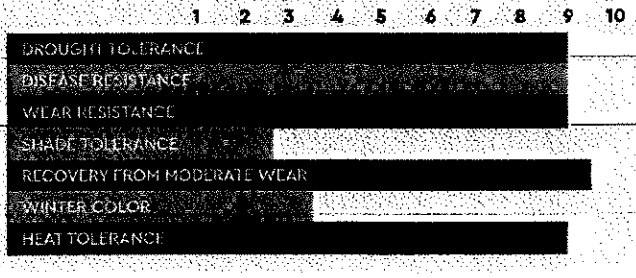
	TOTAL LABOR	8,175.04
15.0%	LABOR MARK UP	1,226.26
	TOTAL EQUIPMENT	1,400.00
15.0%	MARK-UP EQUIPMENT	210.00
	TOTAL MATERIAL	11,094.59
15.0%	MATERIAL MARK UP	1,664.19
	SUBTOTAL	23,770.08
1.0%	BOND	237.70
	TOTAL	**24,007.78**

A-G Sod Farms

Premium NATURAL GRASS

Tifway

A versatile hybrid Bermuda which tolerates close mowing and is disease resistant. It spreads rapidly to provide a dense turf which is wear tolerant and heals quickly. This water conservative grass becomes dormant in the winter and may develop some thatch. Available overseeded with perennial ryegrass for winter installation jobs.



MAINTENANCE GUIDE

WATERING

For the first 20 days, water as needed to keep the topsoil moist. After 20 days, water three or more times a week during warm weather. In cooler weather, water once or twice a week. Sandy soil requires more frequent watering than clay soil. Inland areas require more water than coastal areas. Special attention should be paid to slopes and mounds where runoff occurs. More frequent, shorter watering may be necessary.

FERTILIZATION

Fertilize in four to eight week intervals during warm weather, depending on your lawn's color. Light green is an indication that your lawn needs fertilizer. Use an all-purpose fertilizer, and follow label directions.

MOWING

Mow seven days after installation. Mow to a height of 3/8 to 3/4 inches. Tifway should be mowed at least once a week during the warm season. You will not need to mow when your sod is dormant. Never mow more than one third of the blade at one time; it may injure the plant.

DISEASES

Tifway is highly resistant to common disease problems. The appearance of brown spots may be a result of a watering problem. If brown spots remain after adjusting your watering routine, a disease may be present. Consult your local garden center as soon as possible.

WEEDS AND INSECTS

After your new sod has been established at least four weeks, you may begin pesticide application for insect control, if necessary. Because pest and weed conditions vary from area to area, it is best to follow the recommendations of your local garden center or other turf specialist for your area.

DETHATCHING

To minimize thatch, dethatch at least once every two years. It may be done as often as once a year. The preferable time to dethatch is in the spring.

TECHNICAL DATA

Common Name:	Tifway Hybrid Bermuda 419
Species:	Cynodon dactylon
Growth Rate:	Summer 1/4 to 1/2 inches per week Winter 0 to 1/4 inches per week
Root Depth:	3 to 6 feet, depending upon soil type and watering patterns.
ADAPTABILITY	
Soils Range:	Fair tolerance to saline soil conditions. Amendments are recommended for heavy clay soils to promote drainage.
Temp. Tolerance:	10°F. to 120°F.
ET_O:	.5 minimum, .7 preferred
pH Range:	5.0 to 8.5, 7.0 optimum
Shade Tolerance:	Prefers full sun, but tolerates 20% shade.
Geographic Range:	(Refer to temperature chart above.)

STANDARDS AND MEASURES

Size:	8 sq. ft. per piece 480 sq. ft. per pallet Big Rolls: 200 to 500 sq. ft. Soil Thickness 1/2 inch ± 1/8 inch, plus top growth 500 or 540 sq. ft. per pallet depending on market
Weight:	2500 to 3000 lbs. per pallet
Other:	100% Weed Free Sod

CALL US TODAY!

FRESNO, CA	MORENO VALLEY, CA	PALMDALE, CA	STOCKTON, CA	MT. VERNON, WA	FORT COLLINS, CO
(888) 800-8483	(800) 233-5254	(800) 669-4763	(800) 588-6882	(800) 247-6348	(970) 482-6574

Scan to learn more about A-G Sod's Tifway

www.agsod.com

Availability of turfgrass varieties differs by location and season.

Project/Job Price Quote

Quote # Q15318

02 Aaron Taylor

A-G Sod Farms of Nuevo
PO Box 709
Nuevo, CA 92567
800-233-5254/Fax 951-928-4023

Marina Landscape Inc.

1900 S Lewis St
Anaheim, CA 92805

ATTN: Bill Jensen

152101 Walt Disney ES

1220 West Orange Grove Ave
Burbank, CA

QUOTE VALID THRU: 9/20/2022 - Quote Given on 6/22/2022

Option #1

Quantity	Pieces	Description	Unit Price	Extended Price
22,100	22,100	Tifway Hybrid Bermuda - Big Roll	$0.4800	$10,608.00

Tax: $1,087.32 **Price: $11,695.32**

Option #2

Quantity	Pieces	Description	Unit Price	Extended Price
22,100	22,100	TifTuf Hybrid Bermuda - Big Roll	$0.5100	$11,271.00

Tax: $1,155.28 **Price: $12,426.28**

☐ Prevailing Wage ☐ Non-Taxable ☐ Tax Inclusive
☐ Project Labor Agreement ☐ Davis-Bacon

Conditions of Quote:

Estimated Delivery Date(s):

Comments: **You MUST GIVE QUOTE NUMBER when ordering to receive quoted price, ***must be forklift access up to jobsite ., ***Quote subject to availability of product.

☐ Option #1 - $11,695.32
☐ Option #2 - $12,426.28

Customer Signature

A-G Sod Farms of Nuevo Signature

Customer Printed Name

A-G Sod Farms of Nuevo Printed Name

Date

Date

Billing disputes, damaged or faulty goods must be reported within 10 days of receipt.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: August 18, 2022

SUBJECT: Approval of Additive Change No.7, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Site & Structural Concrete, 2021-003-03, received were as follows:

	Bid Proposal Amount	Alternate
Santa Clarita Concrete	$448,900	$58,700
Reyes Electrical Contractor Inc.	$488,988	$100
RCCI dba Ramirez Company	$500,000	$36,000
Inland Building Construction Companies Inc.	$505,800	$-13,000
MVC Enterprises Inc.	$621,000	$94,000
Toby B. Hayward Inc.	$648,784	$7,500

District-Wide Goals for 2021-2022:

4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Santa Clarita Concrete was selected for the site concrete and structural concrete for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On October 7, 2021, the Board of Education approved additive change order No.1 to cover the slurry that was added to the restroom building to achieve the required elevation, that was not included in the initial scope.

On January 20, 2022, the Board of Education approved additive change order No.2-5 for the additional expenses due to the following: embed delays/delay of contract by SilverCreek; fabrication of missing stair bolt templates; installation of missing trim bars; and removal and reinstallations of incorrectly placed and non-compliant staircase bolts.

On April 21, 2022, the Board of Education approved additive change order No.6 for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.

Financial Impact:
$7,347.59 increase for a revised total of $535,370.04 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.7 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $535,370.04 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $7,347.59 bringing the total not to exceed amount to $535,370.04, is for the construction of a CPI gravity wall at the backflow area on the new building.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: SCC - 007 Slough Wall	Date: 06/14/22

CONTRACTOR: Santa Clarita Concrete

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	SCC 008	Construction of CIP gravity wall at the backflow area, SE side of the new moular building. New wall to be 2' tall annd 11' long, as depicted on RFI #CC-061 - Slough Wall response.	$ 7,347.59

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$	507,600.00
Net Change by Previously Authorized Change Orders	$	20,422.45
Adjusted Contract Price Prior to This Change Order	$	528,022.45
Amount of This Change Order INCREASE	$	7,347.59
Amount of This Change Order (DECREASE)	$	-
New Adjusted Contract Price Including This Change Order	$	535,370.04

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add ___ compensable days.
3. ___ Deduct ___ compensable days.
4. ___ Add ___ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:

Signature		Date
Printed Name	**Title**	

Reviewed By ARCHITECT:

Signature		Date
Albert Quesada	*Architect of Records*	
Printed Name	**Title**	

Reviewed By CONSTRUCTION MANAGER:

Signature		Date
		6/14/2022
Claudenice McCalister	*Project Manager*	
Printed Name	**Title**	

Reviewed By DISTRICT:

Signature		Date
Larry Cross	*Dierector of Facilities*	
Printed Name	**Title**	

Approved Following Board of Trustees Approval:

Signature		Date
Printed Name	**Title**	

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-03 - Site Concrete & Structural Concrete	**PCO No.:** SCC-008 **CCD No.:** SCC-004	**Date:** 06/14/22

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** SantaClarita Concrete 16164 Sierra Highway Santa Clarita, CA 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Summary of change(s) in the Work per the approved D-CCD:

Provide labor, material and equipment to construct added CIP gravity wall at the backflow area, SE side of the new modula
building. New wall to be 2' tall and 11' long, as depicted on RFI #CC-061 - Slough Wall response.
Work to be performed in conjunction with the construction of new retaining wall (contractual work).

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. X Mutually agreed Lump Sum Price X Increase of $7,347.59 Decrease of $_____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. X Project Contingency. Additive or Deductive Change Order will be issued of $7,347.59

Final Contract Time Adjustment:

cv

2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. X Add 5 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).		
CONTRACTOR (Acknowledged and /Accepted)		
Signature		**Date**
Printed Name	**Title**	
ARCHITECT		
Signature		**Date**
Albert Quesada	*Architect of Records*	
Printed Name	**Title**	
CONSTRUCTION MANAGER		6/14/2022
Signature		**Date**
Claudenice McCalister	*Project Manager*	
Printed Name	**Title**	
DISTRICT		
Signature		**Date**
Larry Cross	*Dierector of Facilities*	
Printed Name	**Title**	

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-03 - Site Concrete & Structural Concrete	**CCD No.:** SCC-004 **RFI No.'s:** RFI #CC-061 - Slough Wall	**Date:** 06/14/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Santa Clarita Concrete 16164 Sierra Highway Santa Clarita, CA. 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION

Provide labor, material and equipment to construct added CIP gravity wall at the backflow area, SE side of the new modular building. New wall to be 2' tall and 11' long, as depicted on RFI #CC-061 - Slough Wall response.

Work to be performed in conjunction with the construction of new retaining wall (contractual work).

_____ *D-CCD Continuation Sheet(s) Attached*

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT

Signature	Date
Albert Quesada	
Printed Name	**Title**
	Architect of Records

CONSTRUCTION MANAGER

Signature	Date
	6/14/2022
Printed Name	**Title**
Claudenice McCalister	*Project Manager*

DISTRICT

Signature	Date
Larry Cross	
Printed Name	**Title**
	Director of Facilities

CHANGE ORDER REQUEST

COR NUMBER SCC-010 R1
PROJECT Walt Disney E.S.
OWNER/REP Lundgren Management
AUTHORIZED BY Claudenice McCalister
COR DATE 5/25/22
REFERENCE RFP LC/CM

16164 Sierra Highway
Santa Clarita, CA 91390
Phone 661.252.2012
Fax 661.298.4585
CA License No. 381605

CHANGE ORDER REQUEST NARRATIVE

Provide labor, material and equipment to perform work as directed by the authorized person listed above; construct added CIP gravity wall at the backflow area S/E corner of the property. New 2 ft tall 11 ft long CIP gravity wall per the attached approved sketch with 22 sf pad sloped as noted to be placed at the same time as the adjacent flatowrk with rebar dowels per the sketch.
Assumes a 3 man crew - 1 Carpenter Foreman, 2 Carpenter Journeymen plus Cement Mason Journeymen as needed
1 crew day to lay out and hand excavate footing. 1 crew day to one side forms and place rebar. 1 crew day to finish rebar and close forms. 1/2 crew day to pour utilizing a line pump or small boom and 1 CMJ as required. 1/2 day to strip, stack forms and clean. For the pad 1 crew day to set up and dowel rebar, no added mason and/or pump time for finishing.

R1 - adjusted pricing based on the assumption that this wall and pad will be constructed and poured at the same time as other work which will require less pump mobilizations, less finishers and less equipment. If all or part of this work has to be completed out of sequence for any reason, the quote will revert back to the original COR-010.

QUALIFICATIONS

This COR may not be all inclusive of all work in this particular scope and additional CORs/AWAs from SCC and its sub-tier contractors
This COR will extend the schedule by the number of days listed below and those days will be accounted for at the end of the project
This COR only includes items specifically listed below, any additional items for this work scope may be billed separately.
Additional costs for escalations, lost productivity and extended GC costs may be submitted once the work is complete and the schedule is analyzed.

AUTHORIZATION *As Requested* **DATE** *5/25/22* **AREA** *Backflow pad S/E corner property*

LABOR	CLASSIFICATION	M/C	TOTAL HRS	RATE	SUB-TOTAL	MARKUP	TOTAL
Carpenter	Foreman	1	16	$112.50	$1,800.07	$270.01	$2,070.08
Carpenter	Journeyman	2	32	$102.68	$3,285.87	$492.88	$3,778.75
Cement Mason	Journeyman	0	0.0	$97.28	$0.00	$0.00	$0.00
						TOTAL DIRECT LABOR	**$5,848.83**
MATERIAL	**DESCRIPTION**	**UNIT**	**QUANTITY**	**RATE**	**SUB-TOTAL**	**MARKUP**	**TOTAL**
Concrete	ready mix for wall/pad	Cyd	1.2	$158.67	$193.93	$29.09	$223.02
3/4 MDO	Plywood	Ea	2	$79.22	$158.44	$23.77	$182.21
2x4x16 DF	form lumber	Ea	10	$13.33	$133.30	$20.00	$153.30
Epoxy	dowel/epoxy rebar	Ea	4	$70.23	$280.92	$42.14	$323.06
#4 Rebar	reinforcing materail	Ea	11	$11.22	$123.42	$18.51	$141.93
Concrete	Short load	Ea	1	$350.00	$350.00	$52.50	$402.50
						TOTAL DIRECT MATERIAL	**$1,426.01**
EQUIPMENT	**DESCRIPTION**	**OP/DAILY**	**QUANTITY**	**RATE**	**SUB-TOTAL**	**MARKUP**	**TOTAL**
Concrete Pump	Line pump	Operated	0	$1,500.00	$0.00	$0.00	$0.00
Rebar cutter/bender	cut/bend rebar	Daily	0	$225.00	$0.00	$0.00	$0.00
Electric Hammer	dig footings	Daily	0	$110.00	$0.00	$0.00	$0.00
Laser	set grades	Daily	0	$150.00	$0.00	$0.00	$0.00
						TOTAL DIRECT EQUIPMENT	**$0.00**
						TOTAL COST THIS TICKET	**$7,274.84**

SUB TOTAL: ***$7,274.84***
BOND: ***$72.75***
COR TOTAL: $7,347.59

NUMBER OF WORKING DAYS ADDED TO THE SCHEDULE: ***5 WORKING DAY/S***

CHANGE ORDER REQUESTS ARE DUE WITHIN THIRTY DAYS OF THIS CHANGE ORDER REQUEST OR PER THE CONTRACT CONDITIONS AND THE CALIFORNIA PUBLIC CONTACT CODE. FAILURE TO PROCESS CHANGE ORDER REQUESTS MAY RESULT IN ADDITIONAL COSTS INCLUDING BUT NOT LIMITED TO; INTEREST, PENALTIES, FILING FEES AND LEGAL FEES. COR PAYMENT DELAYS MAY ALSO CAUSE FUTURE TIME AND MATERIAL WORK TO BE DECLINED AND COULD CAUSE DELAYS TO CONSTRUCTION PERSUANT TO CALLFORNIA STATE PUBLIC CONTRACT CODE AND THE CONTRACT CONDITIONS. ALL COR WORK IS DONE AS REQUESTED AND IT IS ASSUMED THAT THE ENTITY MAKING THIS REQUEST HAS THE AUTHORITY AND/OR MEANS TO MAKE PAYMENT FOR ALL WORK LISTED ABOVE.

APPROVED: _____ **Date:** _____
Authorized Signer GC/CM/Owner/Owners Agent

Name: _____ **Title:** _____

APPROVED: _____ **Date:** _____
Santa Clarita Concrete

Name: Curtis Marzinzik **Title: Project Manager**

Lundgren Management
26330 Citrus Street
Valencia, California 91355
P: (661) 257-1805

Project: 03-119964 BUSD Walt Disney Elementary School
1220 W. Orange Grove Avenue
Burbank, California 91506

RFI #CC -061: Slough Wall

Status	Closed on 05/17/22		
To	Taylor Dusenberry (Cannon Design)	**From**	Claudenice McCalister (Lundgren Management) 26330 Citrus Street Valencia, California 91355
Date Initiated	May 13, 2022	**Due Date**	May 23, 2022
Location	Site	**Project Stage**	
Cost Impact	Yes (Unknown)	**Schedule Impact**	TBD
Spec Section		**Cost Code**	
Drawing Number		**Reference**	Santa Clarita Concrete Field RFI
Linked Drawings			
Priority	High		
Received From	Curtis Marzinzik (Santa Clarita Concrete)		
Copies To	Larry Cross (Burbank Unified School District), Cesar Jimenez (Lundgren Management), Claudenice McCalister (Lundgren Management), Albert Quesada (Cannon Design), Victor Vartanian (Stephen Payte DSA Inspections, Inc.)		

Activity

Question

Question from Claudenice McCalister Lundgren Management *on Friday, May 13, 2022 at 06:32 PM PDT*

Please advise if the slough wall can be build in cast-in-place concrete instead of concrete masonry wall as suggested in the attached handmade sketch. We believe that this option can be cheaper than the masonry wall, as it can be poured when the retaining wall will be poured and it will cover the ugly end of the wall that was previously cut and will match.
Please also advise if the doweling suggested in the sketch to the other two walls and to the pad that sits inside will be necessary.

Attachments
Disney ES - add'l grading info 032822.pdf, SPPWC 622-4 Slough Wall.pdf, Disney RW proposed.pdf

Official Response

Response from Taylor Dusenberry Cannon Design *on Tuesday, May 17, 2022 at 08:16 AM PDT*

See attached.
Thank you.

John L. George, PE

Attachments
RFI-CC061 - Response 2022-05-16.pdf

All Replies

Response from Taylor Dusenberry Cannon Design *on Tuesday, May 17, 2022 at 08:16 AM PDT*

See attached.
Thank you.

John L. George, PE

Attachments
RFI-CC061 - Response 2022-05-16.pdf

Project Title: WDES – Permanent Modular Bldg. & Sitework **B&J Job No.** C19-0025

Contractor: Lundgren Management

RFI Number: CC-061 **Date:** 05/16/22

RESPONSE TO RFI:

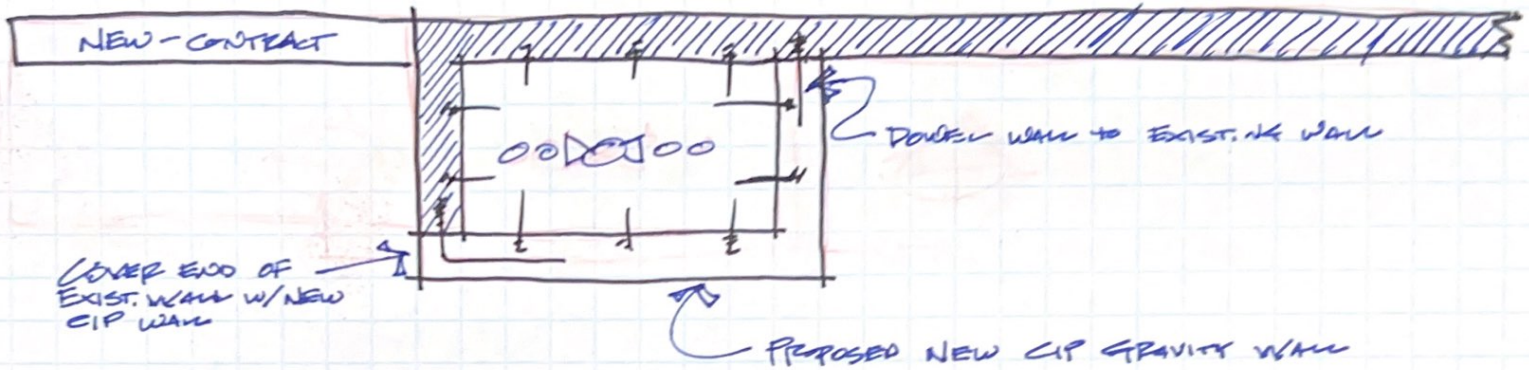
Comment: Lundgren Management posted the following question:

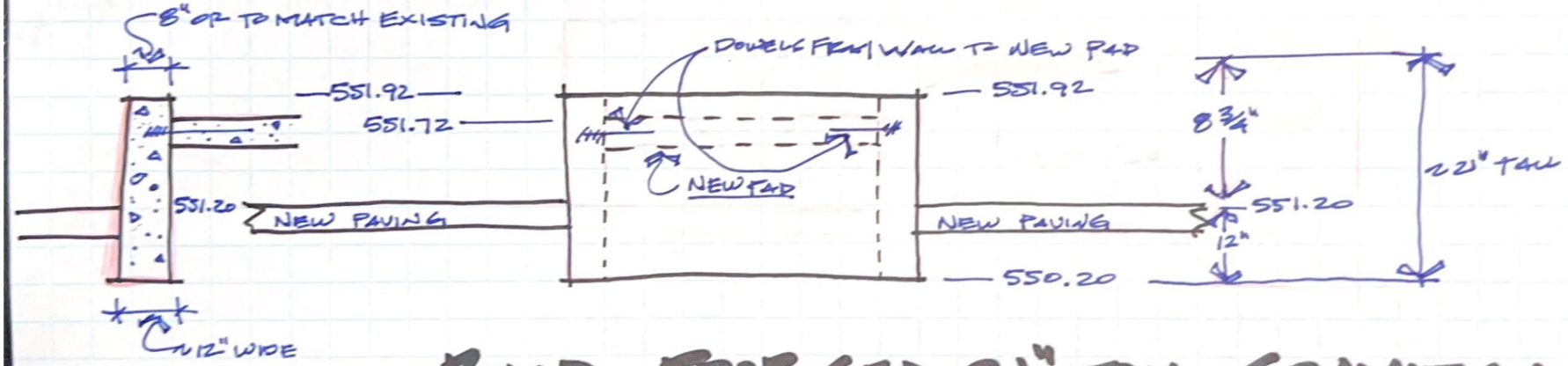
Question:
Please advise if the slough wall can be build in cast-in-place concrete instead of concrete masonry wall as suggested in the attached handmade sketch. We believe that this option can be cheaper than the masonry wall, as it can be poured when the retaining wall will be poured and it will cover the ugly end of the wall that was previously cut and will match.
Please also advise if the doweling suggested in the sketch to the other two walls and to the pad that sits inside will be necessary.

Response: B&J takes no exception of the proposed substitution of CMU wall with CIP wall per the sketch provided. Doweling as shown is recommended.

John George, PE

05/16/2022
Date:

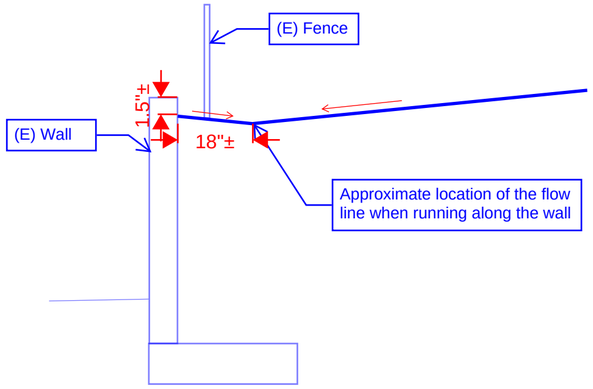




BUSD - PROPOSED 21" TALL GRAVITY WALL

NOT TO SCALE

Plan scale: 1"=10' @ 17"x22" sheet.
If printing reduced, please adjust accordingly.



N.T.S.

Notes:

1. All additional info provided in red.

2. Few of the original elevation (highlighted in yellow) adjusted slightly.

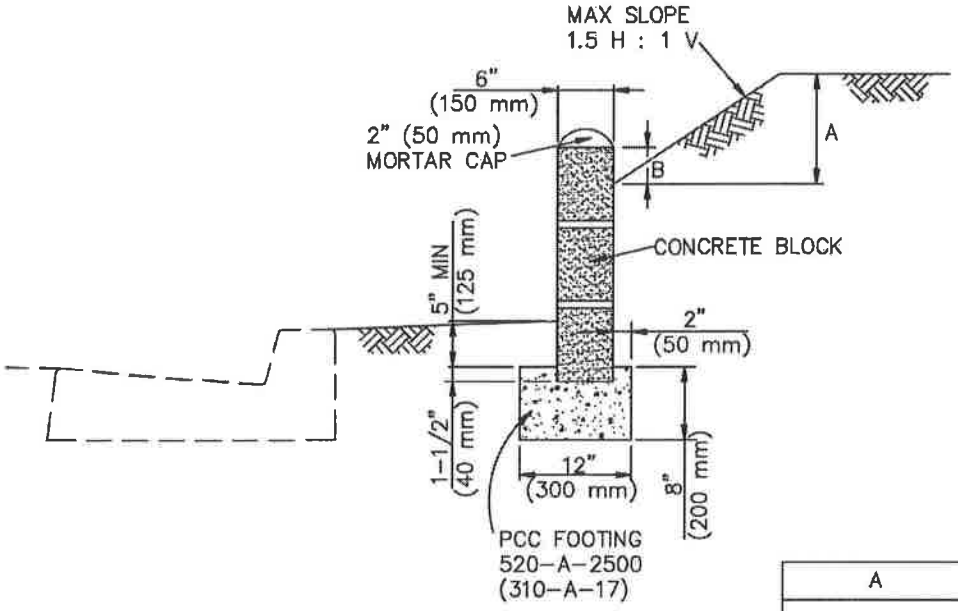
3. Verify the existing TW at the locations it is called before proceeding. The info is taken from the survey and needs verification. The new pavement should be about 1.5"± below TW.

4. Where the FL is along the wall, it should be about 18"± away from the wall - see sketch on the upper left. Create it on the north side if the fence posts.

5. The RW backflow pad is shown to remain as suggested by the District on the field, however we suggest removing it to avoid 7%+ slopes towards the FL. Same applies for the existing wall return.
District to provide direction.

6. See CN#17 on the latest full grading plan and detail there how to create the ramp without need of retaining wall returns. The latest grading and utility plans were provided as part of RFI#1 on 05/05/2021. These pans shall be used with the addional info in red hereon. Let me know if you have these plans. If not, I can send them to you again.

03/28/2022



A	B
0 TO 6" (0 TO 150 mm)	2" (50 mm)
6" TO 16" (151 TO 400 mm)	4" (100 mm)
17" TO 48" (410 TO 1200 mm)	6" (150 mm)

NOTES

1. MAX HEIGHT OF WALL IS 3 COURSES OF 8" (200 mm) HIGH BLOCK.
2. NO LIVE-LOAD SURCHARGE SHALL BE ALLOWED ON RETAINED SOIL.
3. POUR FOOTING AGAINST UNDISTURBED EARTH.
4. TOP OF FOOTING MAY BE PLACED AT SAME GRADE AS STREET IF STREET GRADE IS UNIFORM AND 5% MAX.
5. PLACE CONCRETE BLOCKS IMMEDIATELY AFTER POURING THE FOOTING. FILL ALL CELLS SOLID WITH GROUT AND ROD SO THAT GROUT IS MONOLITHIC WITH FOOTING.
6. IN FIRST COURSE ABOVE FINISHED GRADE, OMIT MORTAR FROM VERTICAL JOINTS EACH 32" (800 mm) TO SERVE AS WEEP HOLES.

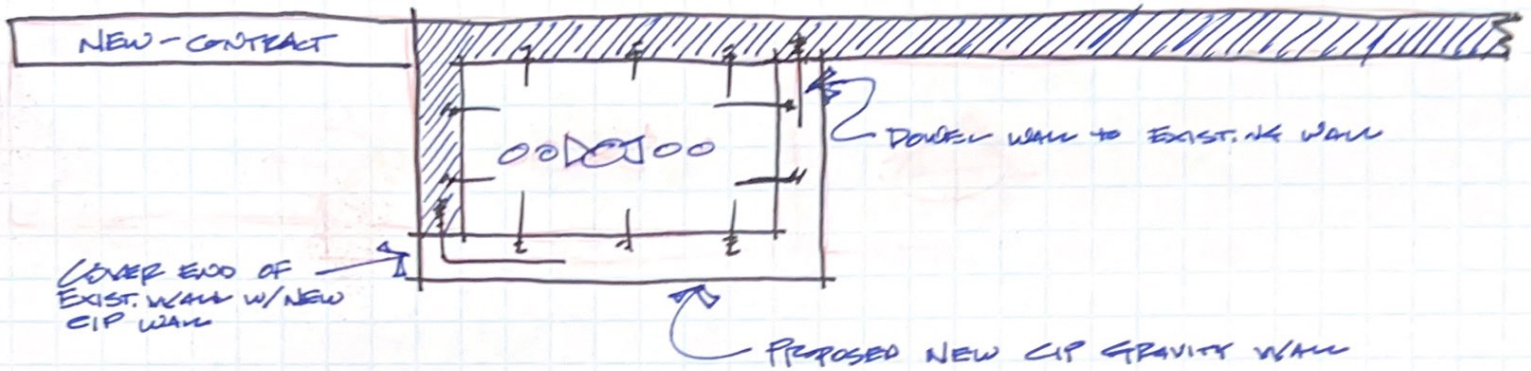
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

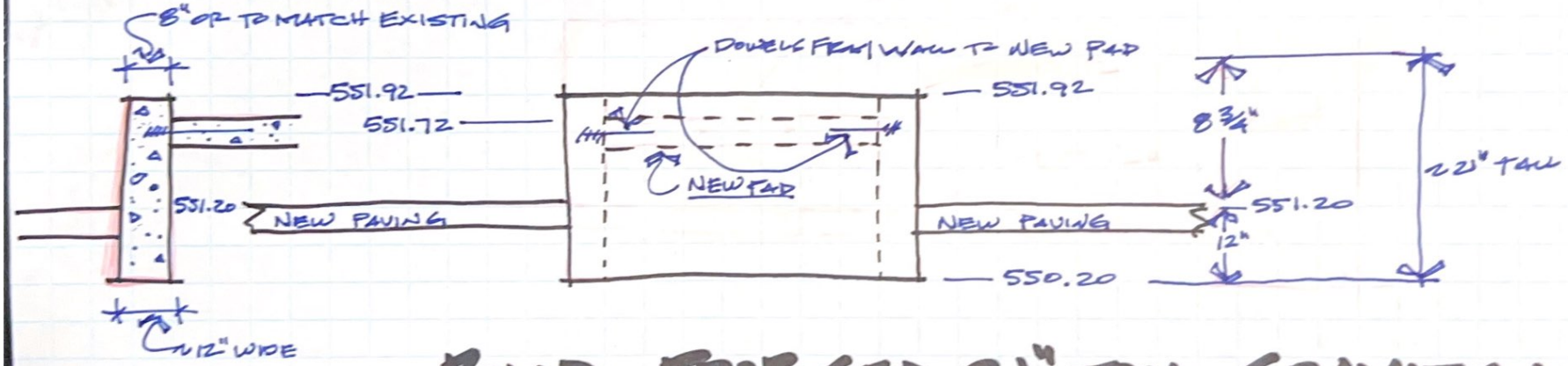
PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1993 REV. 1998, 2005, 2009, 2010

CONCRETE BLOCK SLOUGH WALL

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
622-4
SHEET 1 OF 1





BUSD - PROPOSED 21" TALL GRAVITY WALL

NOT TO SCALE

CHANGE ORDER REQUEST

COR NUMBER SCC-010
PROJECT Walt Disney E.S.
OWNER/REP Lundgren Management
AUTHORIZED BY Claudenice McCalister
COR DATE 5/25/22
REFERENCE RFP LC/CM

16164 Sierra Highway
Santa Clarita, CA 91390
Phone 661.252.2012
Fax 661.298.4585
CA License No. 381605

CHANGE ORDER REQUEST NARRATIVE

Provide labor, material and equipment to perform work as directed by the authorized person listed above; construct added CIP gravity wall at the backflow area S/E corner of the property. New 2 ft tall 11 ft long CIP gravity wall per the attached approved sketch with 22 sf pad sloped as noted to be placed at the same time as the adjacent flatowrk with rebar dowels per the sketch.
Assumes a 3 man crew - 1 Carpenter Foreman, 2 Carpenter Journeymen plus Cement Mason Journeymen as needed
1 crew day to lay out and hand excavate footing. 1 crew day to one side forms and place rebar. 1 crew day to finish rebar and close forms. 1/2 crew day to pour utilizing a line pump or small boom and 1 CMJ as required. 1/2 day to strip, stack forms and clean. For the pad 1 crew day to set up and dowel rebar, no added mason and/or pump time for finishing.

QUALIFICATIONS

This COR may not be all inclusive of all work in this particular scope and additional CORs/AWAs from SCC and its sub-tier contractors
This COR will extend the schedule by the number of days listed below and those days will be accounted for at the end of the project
This COR only includes items specifically listed below, any additional items for this work scope may be billed separately.
Additional costs for escalations, lost productivity and extended GC costs may be submitted once the work is complete and the schedule is analyzed.

AUTHORIZATION *As Requested* **DATE** *5/25/22* **AREA** *Backflow pad S/E corner property*

LABOR	CLASSIFICATION	M/C	TOTAL HRS	RATE	SUB-TOTAL	MARKUP	TOTAL
Carpenter	Foreman	1	32	$112.50	$3,600.13	$540.02	$4,140.15
Carpenter	Journeyman	2	64	$102.68	$6,571.74	$985.76	$7,557.50
Cement Mason	Journeyman	1	8.5	$97.28	$826.92	$124.04	$950.95
						TOTAL DIRECT LABOR	**$12,648.60**

MATERIAL	DESCRIPTION	UNIT	QUANTITY	RATE	SUB-TOTAL	MARKUP	TOTAL
Concrete	ready mix for wall/pad	Cyd	1.2	$158.67	$193.93	$29.09	$223.02
3/4 MDO	Plywood	Ea	2	$79.22	$158.44	$23.77	$182.21
2x4x16 DF	form lumber	Ea	10	$13.33	$133.30	$20.00	$153.30
Epoxy	dowel/epoxy rebar	Ea	4	$70.23	$280.92	$42.14	$323.06
#4 Rebar	reinforcing materail	Ea	11	$11.22	$123.42	$18.51	$141.93
Concrete	Short load	Ea	1	$350.00	$350.00	$52.50	$402.50
						TOTAL DIRECT MATERIAL	**$1,426.01**

EQUIPMENT	DESCRIPTION	OP/DAILY	QUANTITY	RATE	SUB-TOTAL	MARKUP	TOTAL
Concrete Pump	Line pump	Operated	1	$1,500.00	$1,500.00	$225.00	$1,725.00
Rebar cutter/bender	cut/bend rebar	Daily	1	$225.00	$225.00	$33.75	$258.75
Electric Hammer	dig footings	Daily	1	$110.00	$110.00	$16.50	$126.50
Laser	set grades	Daily	1	$150.00	$150.00	$22.50	$172.50
						TOTAL DIRECT EQUIPMENT	**$2,282.75**
						TOTAL COST THIS TICKET	**$16,357.36**

SUB TOTAL: ***$16,357.36***
BOND: ***$163.57***
COR TOTAL: $16,520.94

NUMBER OF WORKING DAYS ADDED TO THE SCHEDULE: ***5 WORKING DAY/S***

CHANGE ORDER REQUESTS ARE DUE WITHIN THIRTY DAYS OF THIS CHANGE ORDER REQUEST OR PER THE CONTRACT CONDITIONS AND THE CALIFORNIA PUBLIC CONTACT CODE. FAILURE TO PROCESS CHANGE ORDER REQUESTS MAY RESULT IN ADDITIONAL COSTS INCLUDING BUT NOT LIMITED TO; INTEREST, PENALTIES, FILING FEES AND LEGAL FEES. COR PAYMENT DELAYS MAY ALSO CAUSE FUTURE TIME AND MATERIAL WORK TO BE DECLINED AND COULD CAUSE DELAYS TO CONSTRUCTION PERSUANT TO CALLFORNIA STATE PUBLIC CONTRACT CODE AND THE CONTRACT CONDITIONS. ALL COR WORK IS DONE AS REQUESTED AND IT IS ASSUMED THAT THE ENTITY MAKING THIS REQUEST HAS THE AUTHORITY AND/OR MEANS TO MAKE PAYMENT FOR ALL WORK LISTED ABOVE.

APPROVED: _____ **Date:** _____
Authorized Signer GC/CM/Owner/Owners Agent

Name: _____ **Title:** _____

APPROVED: _____ **Date:** _____
Santa Clarita Concrete

Name: Curtis Marzinzik _____ **Title: Project Manager** _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: August 18, 2022

SUBJECT: Approval of Additive Change No.8, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Site & Structural Concrete, 2021-003-03, received were as follows:

	Bid Proposal Amount	Alternate
Santa Clarita Concrete	$448,900	$58,700
Reyes Electrical Contractor Inc.	$488,988	$100
RCCI dba Ramirez Company	$500,000	$36,000
Inland Building Construction Companies Inc.	$505,800	$-13,000
MVC Enterprises Inc.	$621,000	$94,000
Toby B. Hayward Inc.	$648,784	$7,500

District-Wide Goals for 2021-2022:

4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Santa Clarita Concrete was selected for the site concrete and structural concrete for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On October 7, 2021, the Board of Education approved additive change order No.1 to cover the slurry that was added to the restroom building to achieve the required elevation, that was not included in the initial scope.

On January 20, 2022, the Board of Education approved additive change order No.2-5 for the additional expenses due to the following: embed delays/delay of contract by SilverCreek; fabrication of missing stair bolt templates; installation of missing trim bars; and removal and reinstallations of incorrectly placed and non-compliant staircase bolts.

On April 21, 2022, the Board of Education approved additive change order No.6 for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.

Financial Impact:
$51,032.95 increase for a revised total of $586,402.99 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.8 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $586,402.99 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $51,032.95 bringing the total not to exceed amount to $586,402.99, is to cover labor, material, and equipment to add concrete flatwork to the lunch shelter and the stairs by the elevator machine room.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: SCC - 008 Owner's Request	Date: 07/08/22

CONTRACTOR: Santa Clarita Concrete

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	SCC 009	Provide labor, material and equipment to add concrete flatwork at (2) areas - the lunch shelter and the N/E stair by the elevator machine room.	$ 51,032.95

586402.99-507600

Original Contract Price	$ 507,600.00
Net Change by Previously Authorized Change Orders	$ 27,770.04
Adjusted Contract Price Prior to This Change Order	$ 535,370.04
Amount of This Change Order INCREASE	$ 51,032.95
Amount of This Change Order (DECREASE)	$ -
New Adjusted Contract Price Including This Change Order	$ 586,402.99

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add ___ compensable days.
3. ___ Deduct ___ compensable days.
4. ___ Add ___ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:

Signature		Date
Curtis Marzinzik	Project Manager	7/21/22
Printed Name	**Title**	

Reviewed By ARCHITECT:

Signature		Date
Albert Quesada		07/22/2022
Albert Quesada	*Architect of Records*	
Printed Name	**Title**	

Reviewed By CONSTRUCTION MANAGER:

Signature		Date
		7/8/2022
Claudenice McCalister	*Project Manager*	
Printed Name	**Title**	

Reviewed By DISTRICT:

Signature		Date
Larry Cross		07/13/2022
Larry Cross	*Dierector of Facilities*	
Printed Name	**Title**	

Approved Following Board of Trustees Approval:

Signature		Date
Printed Name	**Title**	

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-03 - Site Concrete & Structural Concrete	**PCO No.:** SCC-009 **CCD No.:** SCC-005	**Date:** 07/08/22

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** SantaClarita Concrete 16164 Sierra Highway Santa Clarita, CA 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Summary of change(s) in the Work per the approved D-CCD:

Provide labor, material and equipment to add concrete flatwork at (2) areas - the lunch shelter and the N/E stair by the elevator machince room.

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. X Mutually agreed Lump Sum Price X Increase of $51,032.95 Decrease of $_____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

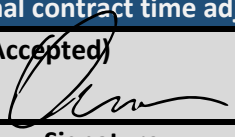
Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. X Project Contingency. Additive or Deductive Change Order will be issued of $51,032.95

Final Contract Time Adjustment:

cv

2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. X Add 6.5 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).		
CONTRACTOR (Acknowledged and /Accepted)		
		7/21/22
Signature		**Date**
Curtis Marzinzik	Project Manager	
Printed Name	**Title**	
ARCHITECT		
Albert Quesada		07/22/2022
Signature		**Date**
Albert Quesada	***Architect of Records***	
Printed Name	**Title**	
CONSTRUCTION MANAGER		
		**7/8/2022**
Signature		**Date**
Claudenice McCalister	***Project Manager***	
Printed Name	**Title**	
DISTRICT		
Larry Cross		07/13/2022
Signature		**Date**
Larry Cross	***Dierector of Facilities***	
Printed Name	**Title**	

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-03 - Site Concrete & Structural Concrete	**CCD No.:** SCC-005 **RFI No.'s:** Owner's Request	**Date:** 07/08/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Santa Clarita Concrete 16164 Sierra Highway Santa Clarita, CA. 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION

Provide labor, material and equipment to add concrete flatwork at (2) areas - the lunch shelter and the N/E stair by the elevator machince room.

_____ *D-CCD Continuation Sheet(s) Attached*

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT	Albert Quesada	07/22/2022
	Signature	**Date**
	Albert Quesada	*Architect of Records*
	Printed Name	**Title**
CONSTRUCTION MANAGER		7/8/2022
	Signature	**Date**
	Claudenice McCalister	*Project Manager*
	Printed Name	**Title**
DISTRICT	Larry Cross	07/13/2022
	Signature	**Date**
	Larry Cross	*Director of Facilities*
	Printed Name	**Title**

CHANGE ORDER REQUEST

COR NUMBER SCC-011
PROJECT Walt Disney E.S.
OWNER/REP Lundgren Management
AUTHORIZED BY Claudenice McCalister
COR DATE 6/6/22
REFERENCE RFP LC/CM

16164 Sierra Highway
Santa Clarita, CA 91390
Phone 661.252.2012
Fax 661.298.4585
CA License No. 381605

CHANGE ORDER REQUEST NARRATIVE

Provide labor, material and equipment to perform work as directed by the authorized person listed above; Added concrete flatwork at (2) areas - the lunch shelter and the N/E stair. Assumes that the concrete will be formed and poured concurrently with contract work but is still a large enough quantity to require its own pump. Stair concrete is 257 sf and the lunch shelter area is 2,972 sf based on the attached notes from LM and per the QS in bluebeam. All new flatwork is bid to be natural color with a broom finish, same profile as contract work. Concrete per 3/C2.01 4 in thick with #4 rebar at 16 in on center with thickened edges and added bars where EJs occur (24 ft or less on center) per 7/C2.01. Excludes: caulking, OEX/R, compaction, grading beyond 1/10.

Crew time: 3 man crew (CF + 2 CJ) - 1 day to mobilize men/equipment lay out and dig thickened edges, 1 day to form, 2 days to place base, 1 crew day to place rebar, 1 day to pour, 1/2 day to strip, clean, stack lumber and pack out. Includes 2 days for Operating Engineer to operate backhoe and skiploader. Total of 6.5 crew days.

QUALIFICATIONS

This COR may not be all inclusive of all work in this particular scope and additional CORs/AWAs from SCC and its sub-tier contractors
This COR will extend the schedule by the number of days listed below and those days will be accounted for at the end of the project
This COR only includes items specifically listed below, any additional items for this work scope may be billed separately.
Additional costs for escalations, lost productivity and extended GC costs may be submitted once the work is complete and the schedule is analyzed.

AUTHORIZATION *As Requested* **DATE** *6/6/22* **AREA** *Added concrete flatwork*

LABOR	CLASSIFICATION	M/C	TOTAL HRS	RATE	SUB-TOTAL	MARKUP	TOTAL
Carpenter	Foreman	1	52	$112.50	$5,850.21	$877.53	$6,727.75
Carpenter	Journeyman	2	104	$102.68	$10,679.07	$1,601.86	$12,280.94
Operating Engineer	Journeyman	1	16	$127.06	$2,032.97	$304.95	$2,337.92
Cement Mason	Journeyman	8	68	$97.28	$6,615.32	$992.30	$7,607.62
						TOTAL DIRECT LABOR	**$28,954.22**

MATERIAL	DESCRIPTION	UNIT	QUANTITY	RATE	SUB-TOTAL	MARKUP	TOTAL
Concrete	ready mix for wall/pad	Cyd	47.8	$158.67	$7,590.30	$1,138.55	$8,728.85
CAB	Plywood	Ton	71.8	$35.06	$2,515.75	$377.36	$2,893.11
2x4x16 TS	form lumber	Ea	21.3	$23.55	$501.91	$75.29	$577.20
Curing Compound	WR Meadows 1100 clear	5GP	4	$70.23	$280.92	$42.14	$323.06
#4 Rebar	reinforcing materail	20 ft	290.61	$11.22	$3,260.64	$489.10	$3,749.74
						TOTAL DIRECT MATERIAL	**$16,271.95**

EQUIPMENT	DESCRIPTION	OP/DAILY	QUANTITY	RATE	SUB-TOTAL	MARKUP	TOTAL
Concrete Pump	40m Boom	Operated	1	$2,850.00	$2,850.00	$427.50	$3,277.50
Rebar cutter/bender	cut/bend rebar	Daily	1	$225.00	$225.00	$33.75	$258.75
Vibraplate	compact base	Daily	2	$165.00	$330.00	$49.50	$379.50
Backhoe	excavate thick edges	Daily	1	$395.00	$395.00	$59.25	$454.25
Skiploader	move dirt/base	Daily	2	$255.00	$510.00	$76.50	$586.50
Laser	set grades	Daily	2	$150.00	$300.00	$45.00	$345.00
						TOTAL DIRECT EQUIPMENT	**$5,301.50**
						TOTAL COST THIS TICKET	**$50,527.67**

SUB TOTAL: ***$50,527.67***
BOND: ***$505.28***
COR TOTAL: $51,032.95

NUMBER OF WORKING DAYS ADDED TO THE SCHEDULE: ***6.5 WORKING DAY/S***

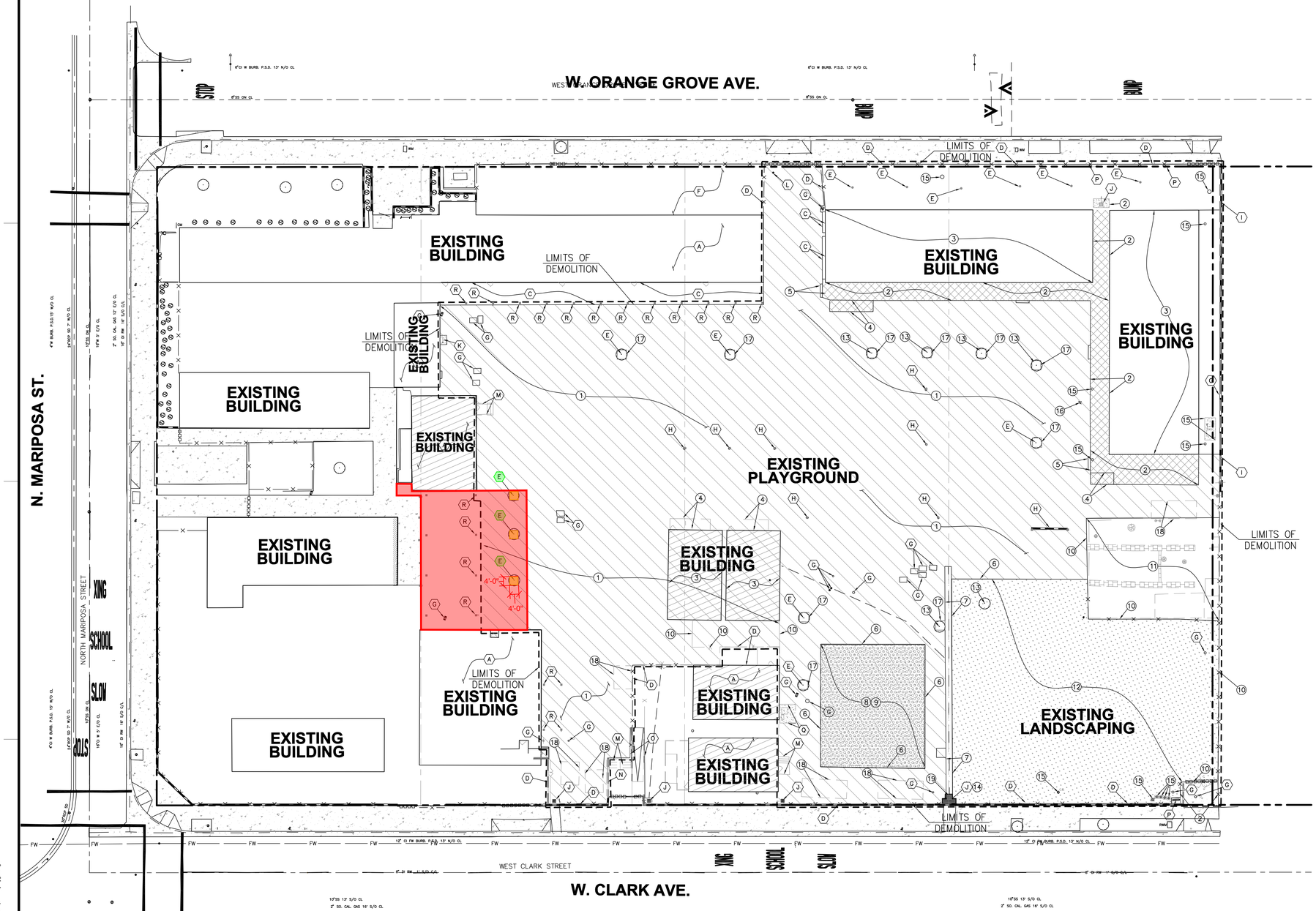
CHANGE ORDER REQUESTS ARE DUE WITHIN THIRTY DAYS OF THIS CHANGE ORDER REQUEST OR PER THE CONTRACT CONDITIONS AND THE CALIFORNIA PUBLIC CONTACT CODE. FAILURE TO PROCESS CHANGE ORDER REQUESTS MAY RESULT IN ADDITIONAL COSTS INCLUDING BUT NOT LIMITED TO; INTEREST, PENALTIES, FILING FEES AND LEGAL FEES. COR PAYMENT DELAYS MAY ALSO CAUSE FUTURE TIME AND MATERIAL WORK TO BE DECLINED AND COULD CAUSE DELAYS TO CONSTRUCTION PERSUANT TO CALLFORNIA STATE PUBLIC CONTRACT CODE AND THE CONTRACT CONDITIONS. ALL COR WORK IS DONE AS REQUESTED AND IT IS ASSUMED THAT THE ENTITY MAKING THIS REQUEST HAS THE AUTHORITY AND/OR MEANS TO MAKE PAYMENT FOR ALL WORK LISTED ABOVE.

APPROVED: Larry Cross — **Date:** 07/13/2022
Authorized Signer GC/CM/Owner/Owners Agent

Name: Larry Cross — **Title:** Director of Facilities

APPROVED: — **Date:**
Santa Clarita Concrete

Name: Curtis Marzinzik — **Title: Project Manager**



DEMOLITION NOTES:

1. REMOVE EXISTING ASPHALT CONCRETE PAVEMENT.
2. REMOVE EXISTING CONCRETE PAVEMENT.
3. REMOVE EXISTING BUILDING PER ARCHITECTURAL PLANS.
4. REMOVE EXISTING BUILDING RAMP PER ARCHITECTURAL PLANS.
5. REMOVE EXISTING BUILDING STAIRS PER ARCHITECTURAL PLANS.
6. REMOVE EXISTING CONCRETE CURB/MOWING STRIP.
7. REMOVE EXISTING CONCRETE GUTTER.
8. REMOVE EXISTING RUBBERIZED SURFACE AND PLAYGROUND.
9. REMOVE EXISTING SPORT AND PLAYGROUND EQUIPMENT BY OTHERS.
10. REMOVE EXISTING FENCE/GATE.
11. REMOVE EXISTING GARDEN AREA, TREES AND CANOPY.
12. REMOVE EXISTING LANDSCAPE.
13. REMOVE EXISTING TREES.
14. REMOVE EXISTING CATCH BASIN GRATE.
15. REMOVE EXISTING UTILITY BOX/VAULT/CLEANOUT. CONFIRM THE REMOVAL AND THE EXACT TIMING WITH SHEET C5.01 AND/OR MEP AND/OR IRRIGATION DRAWINGS (WHICHEVER APPLIES).
16. REMOVE EXISTING DRINKING FOUNTAIN. REFER TO UTILITY PLAN ON SHEET C5.01.
17. REMOVE EXISTING REDWOOD HEADER.
18. EXISTING STORAGE CONTAINERS TO BE RELOCATED BY DISTRICT.
19. REMOVE EXISTING CATCH BASIN AND GRATE. CONFIRM THE REMOVAL AND THE EXACT TIMING WITH SHEET C5.01

SALVAGE NOTES:

- A. PROTECT EXISTING BUILDING.
- B. PROTECT EXISTING ASPHALT CONCRETE PAVEMENT.
- C. PROTECT EXISTING CONCRETE PAVEMENT.
- D. PROTECT EXISTING FENCE/GATE.
- E. PROTECT IN PLACE EXISTING TREE. Typ. (3) 48x48 Tree Pits/Tree Wells
- F. PROTECT EXISTING PLANTING AREA.
- G. PROTECT IN PLACE EXISTING UTILITY BOX/VAULT/CLEANOUT. ADJUST TO GRADE IF NECESSARY.
- H. PROTECT IN PLACE EXISTING SPORT EQUIPMENT.
- I. PROTECT EXISTING WALL.
- J. PROTECT IN PLACE EXISTING STORM DARIN INLET.
- K. PROTECT IN PLACE EXISTING DRINKING FOUNTAIN.
- L. PROTECT IN PLACE EXISTING VALVE.
- M. PROTECT EXISTING STAIRS AND HANDRAILS.
- N. PROTECT EXISTING GUARD RAIL.
- O. PROTECT EXISTING RAMP AND HANDRAILS.
- P. PROTECT EXISTING BACKFLOW DEVICE AND ENCLOSURE (WHERE OCCURS).
- Q. PROTECT EXISTING ELECTRICAL CABINETS AND CONCRETE PAD.
- R. PROTECT EXISTING POST.

NOTE:
FOR ALL UTILITY REMOVALS, SEE SHEET C5.01.

LEGEND

- LIMITS OF DEMOLITION
- PROPERTY LINE
- G — EXIST. GAS MAIN
- SS — EXIST. SANITARY SEWER
- SD — EXIST. STORM DRAIN
- W — EXIST. WATER MAIN
- RW — EXIST. RECLAIMED WATER
- FW — EXIST. FIRE WATER
- E — EXIST. ELECTRIC U/G CABLE
- T — EXIST. TELEPHONE

REMOVE EXISTING AC PAVEMENT

REMOVE EXISTING PCC PAVEMENT

REMOVE EXISTING RUBBERIZED SURFACE

REMOVE EXISTING LANDSCAPE

SITE DEMOLITION PLAN

NORTH

0' 10' 20' 40'
GRAPHIC SCALE : 1"=20'

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 03-119964 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 11/20/2020

CANNONDESIGN
444 S. Flower St. Suite 4700
Los Angeles | California 90071
t 310.229.2700
f 310.229.2800
www.cannondesign.com

LICENSED ARCHITECT
VINCENT PETITO
NO. C-14811
RENEW: 06/30/21
STATE OF CALIFORNIA

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CONSULTANT NAME OR LOGO

REGISTERED PROFESSIONAL ENGINEER
EDWARD S. MELO
No.C80534
State of California

FOR BRANDOW & JOHNSTON
BRANDOW & JOHNSTON
STRUCTURAL+CIVIL ENGINEERS (B&J HBK, INC.)
700 S FLOWER ST #1000, LOS ANGELES, CA 90017
T: (213) 596-4000
WWW.BJSCE.COM
EST. 1945

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

WALT DISNEY ELEMENTARY SCHOOL
PERMANENT MODULAR CLASSROOM BUILDING PROJECT

1220 W Orange Grove Ave, Burbank, CA 91506

A PROJECT FOR: BURBANK UNIFIED SCHOOL DISTRICT

PROJECT NUMBER:
C19-0025
DSA A# 03-119964

DRAWN: V. TANTCHEVA
CHECKED: ED MELO

ISSUE/REVISION:
07/01/2019 DSA SUBMITTAL

CONSTRUCTION DOCUMENT

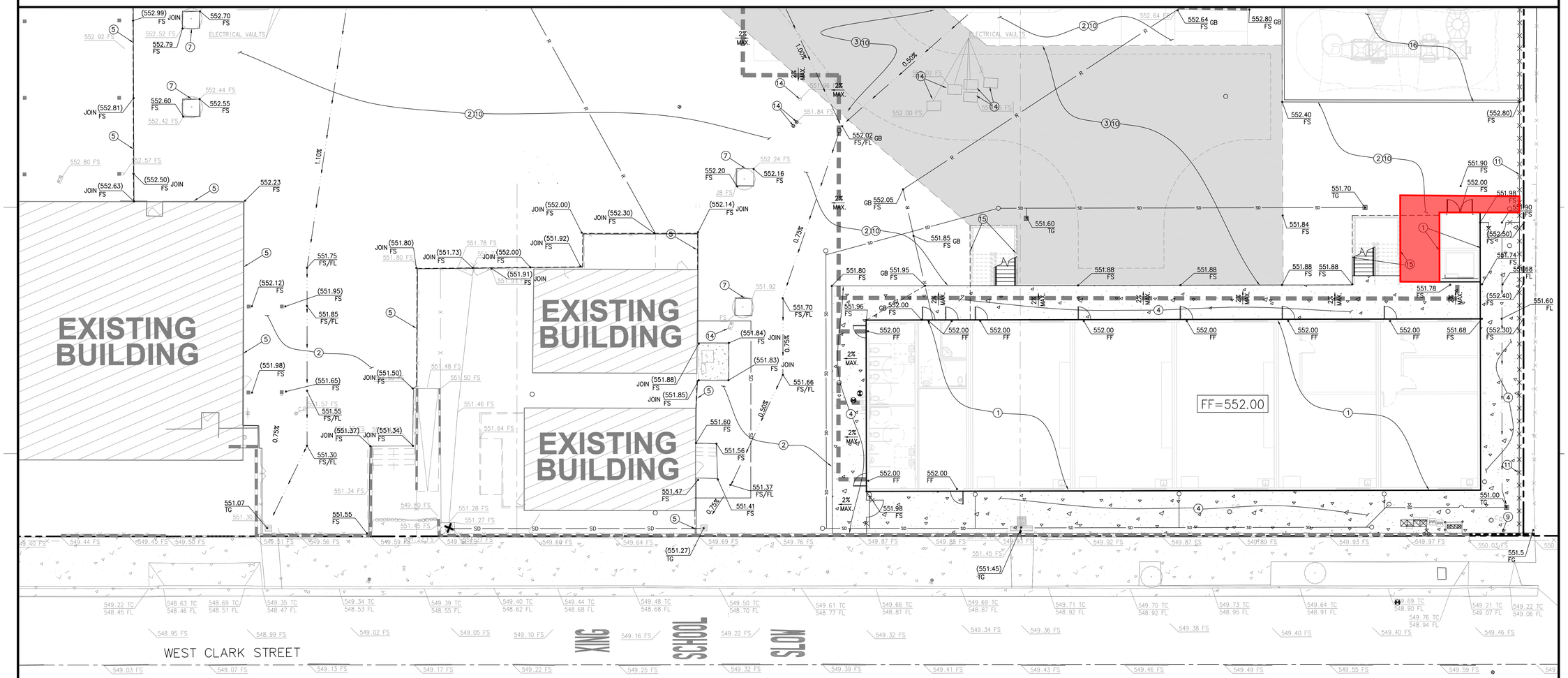
07/01/2019

SITE DEMOLITION PLAN

C3.01

H:\C19-0025 – CannonDesign – Walt Disney ES\Engineering\Drawings\C3.01de.dwg Plotted On Nov 09, 2020–2:04pm by jgeorge

MATCH LINE - SEE SHEET C4.01



PRECISE GRADING PLAN

NORTH

0' 5' 10' 20'

GRAPHIC SCALE : 1"=10'

CONSTRUCTION NOTES:

1. NEW BUILDING PER ARCHITECTURAL PLANS.
2. CONSTRUCT PLAYGROUND ASPHALT PAVEMENT PER DETAIL 1 ON SHEET C2.01.
3. CONSTRUCT FIRE LANE ASPHALT PAVEMENT PER DETAIL 2 ON SHEET C2.01.
4. CONSTRUCT CONCRETE PAVEMENT PER DETAIL 3 ON SHEET C2.01.
5. SAWCUT AND JOIN FLUSH EXISTING ASPHALT PAVEMENT PER DETAIL 5 ON SHEET C2.01.
6. ASPHALT TO CONCRETE TRANSITION PER DETAIL 6 ON SHEET C2.01.
7. INSTALL RED WOOD HEADER PER DETAIL 4 ON SHEET C2.01.
8. CONSTRUCT FLUSH CURB/MOWSTRIP PER DETAIL 14 ON SHEET C2.01.
9. CONSTRUCT RETAINING WALL PER DETAIL 8 ON SHEET C2.01. SEE ARCHITECTURAL PLANS FOR FENCE ON TOP.
10. NEW PLAYGROUND AREA, MARKINGS PER ARCHITECTURAL PLANS.
11. INSTALL CHAIN LINK FENCE/GATE PER ARCHITECTURAL PLANS.
12. NEW LANDSCAPE AREA PER ARCHITECTURAL PLANS.
13. PROTECT EXISTING PLAYGROUND EQUIPMENT.
14. ADJUST UTILITY BOXES AND METERS TO GRADE.
15. CONSTRUCT STAIRS PER ARCHITECTURAL PLANS.
16. NEW RUBBER MAT PLAY STRUCTURE BY OTHERS.

PAVEMENT LEGEND

- NEW PLAYGROUND ASPHALT CONCRETE
- NEW FIRE LANE ASPHALT CONCRETE
- NEW CONCRETE
- NEW LAWN

LEGEND

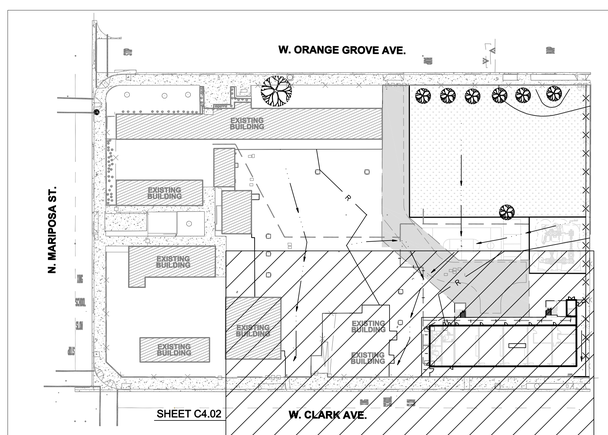
- PROPERTY LINE
- LOT LINE
- CENTER LINE
- NEW FENCE
- EXIST. FENCE
- ADA PATH OF TRAVEL
- FLOWLINE
- RIDGE LINE
- PROP. CONTOUR (1' INTERVAL)
- EXIST. CONTOUR (1' INTERVAL)
- PROPOSED SPOT ELEVATION
- EXISTING SPOT ELEVATION
- NEW WALL
- EXISTING WALL
- GRADE BREAK

KEY MAP

NORTH

0' 30' 60' 120'

GRAPHIC SCALE : 1"=60'



IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 03-119964 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 11/20/2020

CANNONDESIGN
444 S. Flower St. Suite 4700
Los Angeles | California 90071
t 310.229.2700
f 310.229.2800
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LICENSED ARCHITECT
VINCENT PETITO
NO. C-14811
RENEW: 06/30/21
STATE OF CALIFORNIA

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CONSULTANT NAME OR LOGO

REGISTERED PROFESSIONAL ENGINEER
EDWARD S. MELO
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STATE OF CALIFORNIA

FOR: BRANDOW & JOHNSTON
BRANDOW & JOHNSTON
STRUCTURAL+CIVIL ENGINEERS (B&J HBK, INC.)
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WWW.BJSCE.COM
EST. 1945

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

WALT DISNEY ELEMENTARY SCHOOL

PERMANENT MODULAR CLASSROOM BUILDING PROJECT

1220 W Orange Grove Ave, Burbank, CA 91506

A PROJECT FOR: BURBANK UNIFIED SCHOOL DISTRICT

PROJECT NUMBER: C19-0025

DSA A# 03-119964

DRAWN: V. TANTCHEVA

CHECKED: ED MELO

ISSUE/REVISION:

07/01/2019	DSA SUBMITTAL

CONSTRUCTION DOCUMENT

07/01/2019

PRECISE GRADING PLAN

C4.02

H:\C19-0025 - CannonDesign - Walt Disney ES\Engineering\Drawings\C4.02pg.dwg Plotted On Nov 09, 2020-2:03pm by jgeorge

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Approval of Additive Change Order No.2, Ninyo & Moore, Geotechnical, Materials Testing and Inspection Services, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project") over the next two (2) years, including related site improvements at the Walt Disney Elementary School site. This project will consist of a new two-story, 143 feet by 40 feet modular building, that will structurally be made of concrete foundations and steel framing. This building will also include two (2) stairways and an elevator. The site improvements include underground utilities, storm drain upgrades, a fire lane, asphalt concrete pavement, concrete pavement, site fencing, an irrigation system, and landscaping. The earthwork recommendations for building pad preparation include over-excavation and recompaction to provide two of engineered fill below planned foundations. The new paved areas will be scarified 12-inches deep and recompacted. Ninyo & Moore is a licensed geotechnical and environmental science consultant the District has selected to provide the required services that will include inspection and testing of soil, concrete, steel, and anchor bolts. Modular building fabrication inspections at the plant will be provided by another vendor.

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
Ninyo & Moore submitted a proposal dated December 15, 2020 to perform the required materials testing and inspection services for the duration of the Two-Story Modular Building Project at Walt Disney Elementary School. The services will be performed in general accordance with the California Code of Regulations Title 24.

On December 16, 2021, the Board of Education approved additive change order No.1 to cover fees that incurred from additional hours needed to perform the non-destructive welding examination and welding inspection, necessary to complete the Disney two-story project.

Fiscal Impact:
$30,000 Increase for a Revised Total of $145,000 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.2 to the agreement between Burbank Unified School District and Ninyo & Moore for the Geotechnical, Materials Testing and Inspection Services for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $145,000 (21.3-00000.0-91008-85000-6282-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $30,000 brings the not to exceed amount to $145,000 due to fees that have incurred from additional hours needed to perform the remaining items from the scope to complete the Disney two-story project.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

CELEBRATING 35 YEARS

May 18, 2022
Project No. 211612001

Mr. Larry Cross
Burbank Unified School District
510 S. Shelton Street
Burbank, California 91506-2818

Subject: Request for Task Order Addendum
Walt Disney Elementary School Permanent Modular Building Project
Burbank, California
Division of the State Architect (DSA) Application No. 03-119964

References: Ninyo & Moore, 2020, Proposal for Geotechnical and Materials Testing, and Special Inspection Services, Walt Disney Elementary School Permanent Modular Building Project, Burbank, California, dated December 20.

Ninyo & Moore, 2021, Request for Task Order Addendum, Walt Disney Elementary School Permanent Modular Building Project, Burbank, California, dated September 9.

Ninyo & Moore, 2021, Request for Task Order Addendum, Walt Disney Elementary School Permanent Modular Building Project, Burbank, California, dated November 11.

Dear Mr. Cross:

Per your authorization and request, Ninyo & Moore has been providing geotechnical, materials testing, and special inspection services for the above referenced project. Our current approved budget is $115,000; however, based on the requested services to date and the on-going request for inspections, we will be exceeding our current approved budget.

Our services associated with the permanent modular building has been provided on an as-requested basis, as scheduled by project inspectors, Mr. Stewart Douglas, Mr. Carman Lightfoot, and more recently Mr. Victor Vartanian. We understand that the construction of the main modular building has now completed and the remaining work includes the associated site improvements including sidewalks, site fencing, asphalt concrete (AC) pavement, flatwork around the building, playground, etc. Based on our discussions with the Project Inspector, Victor Vartanian, we anticipate that our remaining scope of services will include soil field density testing, concrete inspection/testing, and rebar tagging/testing.

We understand that the remaining parts of this project are scheduled for completion by August 1, 2022. Based on the information described above, our revised estimated fee for the project is

approximately $145,000. To avoid delays to the project, we will continue to provide our services as requested with the understanding that we will be reimbursed on a time-and-materials basis for our additional services. The following describes our budget status:

Revised Total Estimated Fee	$145,000
Current Approved Budget	$115,000
Requested Budget Increase (difference)	$ 30,000

We appreciate the opportunity to be of continued service on this project. If you have any questions regarding this letter, please contact the undersigned at your convenience.

Respectfully submitted,
NINYO & MOORE

Morteza Mirshekari, PhD, PE
Project Engineer

Garreth M. Saiki, PE, GE
Principal Engineer

MRM/GMS/mlc

JUL 28 2022

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Approval of Additive Change No.1, ADEMCO Inc. DBA ADI, Furnish Material for the Installation of Infrastructure Wiring & Devices of the Bogen System, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
The Bogen system needs to be set up for operation in the two-story modular building at Walt Disney Elementary School that was not included in the original plans. ADEMCO Inc. DBA ADI is furnishing the material only; District staff will complete installation. Purchase made on District credit card.

Fiscal Impact:
$226.49 Increase for a Revised Total of $2,610.58 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and ADEMCO Inc. DBA ADI to Furnish Material for the Installation of Infrastructure Wiring & Devices of the Bogen System for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $2,610.58 (21.3-00000.0-91008-85000-4450-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $226.49 brings the not to exceed amount to $2,610.58 to include the 9.5% sales tax that was not included in the initial quote.

ADI
a resideo company

PLEASE REMIT TO:

ADEMCO INC., DBA ADI
25429 NETWORK PLACE
CHICAGO, IL 60673-1254

7247 HAYVENHURST UNIT A-5
VAN NUYS, CA 91406
(818) 764-4202

(800) 545-6776

SOLD TO
BURBANK UNIFIED SCHOOL DI
1900 W. OLIVE
BURBANK, CA
91506

SHIP TO
SAME

Z26 **CUSTOMER NUMBER** B0550-000 INVOICE CASSHAY L **PAGE NO.** 1

CUSTOMER P.O. NBR/REFERENCE NBR	SHIPPED DATE	SHIPPED FROM		DATE	DOCUMENT NUMBER
DISNEY/JUAN THANK YOU. CASSHAY..	08/02/22	N HOLYWOOD		080222	GB2XCK10

QUANTITY ORDERED	CATALOG NUMBER	DESCRIPTION	LOT	UNIT PRICE	AMOUNT
1	WP-244GY1000	18/4 STR CMR GY 1M	A NEW	280.99	280.99
2	WP-AQC291	22/2 STR SHLD IN/OUT GY 1M' ITEM MAY BE SUBJECT TO 15% RESTOCKING FEE.	A NEW	189.99	379.98
1	WP-291GY	22/2 STR CMR SHLD GY 1M	A NEW	107.99	107.99
3	WP-AQC291	22/2 STR SHLD IN/OUT GY 1M' ITEM MAY BE SUBJECT TO 15% RESTOCKING FEE.	A NEW	189.99	569.97
1	WP-291GY	22/2 STR CMR SHLD GY 1M	A NEW	107.99	107.99
1	WP-AQ245	16/4 STR FPL DB BLK 1M	A NEW	910.99	910.99

REC-VISA #-----3120 SALE AUTH: 082827 (K)
BY SIGNATURE ON THIS DOCUMENT, I AGREE TO PAY ABOVE AMOUNT
* SPECIAL ORDER ITEM - NON-RETURNABLE OR SUBJECT TO RESTOCKING FEES

THANK YOU FOR YOUR ORDER

TOTAL MATERIAL	2357.91
SALES TAX (9.50 %)	224.00
TOTAL	2581.91

ALL CLAIMS MUST BE MADE WITHIN 5 DAYS AFTER RECEIPT OF GOODS
GOODS RETURNED WITHOUT OUR AUTHORIZED RETURN NUMBER ON THE CARTON WILL BE REFUSED

PAST DUE BALANCES MAY BE SUBJECT TO A LATE CHARGE NOT TO EXCEED 1.5% PER MONTH.
THE PURCHASE OF PRODUCTS AND SERVICES FROM ADI ARE SUBJECT TO AND GOVERNED SOLELY BY THE TERMS AND CONDITIONS AVAILABLE AT https://www.adiglobaldistribution.us/TermsAndConditionsPage

INVOICE

PRINT NAME: _____ SIGNATURE: _____

ADI
a resideo company

PLEASE REMIT TO:

ADEMCO INC., DBA ADI
25429 NETWORK PLACE
CHICAGO, IL 60673-1254

7247 HAYVENHURST UNIT A-5
VAN NUYS, CA 91406
(818) 764-4202

(800) 545-6776

SOLD TO
BURBANK UNIFIED SCHOOL DI
1900 W. OLIVE
BURBANK, CA
91506

SHPD TO
SAME

Z26 **CUSTOMER NUMBER** B0550-000 INVOICE CASSHAY L **PAGE NO.** 1

CUSTOMER P.O. NBR/REFERENCE NBR	SHIPPED DATE	SHIPPED FROM		DATE	DOCUMENT NUMBER
DISNEY/JUAN THANK YOU. CASSHAY..	08/02/22	N HOLYWOOD		072922	GB2XCK06

QUANTITY ORDERED	CATALOG NUMBER	DESCRIPTION	LOT	UNIT PRICE	AMOUNT
1	H2-066NB050	50-PAIR 66 WIRING BLOCK CAT5E	E16	21.99	21.99
1	H2-MB89B0WH	MOUNT BRCKT OPEN REAR 66 WHT	E16	4.19	4.19
1	MISC NONSALE	Q13END	A NEW	.00	.00

REC-VISA #-----5491 SALE AUTH: 075046 (K)
BY SIGNATURE ON THIS DOCUMENT, I AGREE TO PAY ABOVE AMOUNT
ACCORDING TO CARD ISSUER/AGREEMENT
P A I D I N F U L L

THANK YOU FOR YOUR ORDER

TOTAL MATERIAL	26.18
SALES TAX (9.50 %)	2.49
TOTAL	28.67

ALL CLAIMS MUST BE MADE WITHIN 5 DAYS AFTER RECEIPT OF GOODS
GOODS RETURNED WITHOUT OUR AUTHORIZED RETURN NUMBER ON THE CARTON WILL BE REFUSED

PAST DUE BALANCES MAY BE SUBJECT TO A LATE CHARGE NOT TO EXCEED 1.5% PER MONTH.
THE PURCHASE OF PRODUCTS AND SERVICES FROM ADI ARE SUBJECT TO AND GOVERNED SOLELY BY THE TERMS AND CONDITIONS AVAILABLE AT https://www.adiglobaldistribution.us/TermsAndConditionsPage

INVOICE
PRINT NAME: _____ SIGNATURE: _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Approval of Additive Change No.1, Williams Scotsman Inc., 48'x12' Temporary Mobile Office, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
To accommodate the many contractors who will be working on site, the District is renting a 48'x12' temporary mobile office with a restroom. On July 26, 2021, the District received a rental agreement for the mobile office for the duration of nine (9) months, extending monthly if necessary, and includes the delivery/return fees. Unit was picked up on May 13, 2022

Fiscal Impact:
$783.81 Increase for a Revised Total of $16,768.12 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the rental agreement between Burbank Unified School District and Williams Scotsman Inc., for a 48'x12' Temporary Mobile Office for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $16,768.12 (21.3-00000.0-91008-85000-6237-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $783.81 brings the not to exceed amount to $16,768.12 to include additional expenses for maintenance and cleaning upon return.

Willscot US
901 South Bond St., Suite 600
BALTIMORE, MD 21231
Telephone : (410) 931-6000

June 1, 2022

Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506
818-558-4600

Order No : 1001637220
Unit No.: AMO-17172
Job Site: Burbank Unified School District
1220 West Orange Grove Ave.
BURBANK, CA 91506

Return Date: 05/27/2022

NOTICE OF ADDITIONAL CHARGES TO FINAL INVOICE

Your unit has been successfully removed from the site. Upon final inspection, we have identified additional charges related to the condition of the building as it was returned. We appreciate your business and wanted to notify you of these charges prior to receiving your final invoice.

Material:

5	VINYL TILE (SQ FT) - NO GLUE	4.20	
1	MINI BLINDS	16.28	
		20.48	

Labor:

X0120-WN:-R&R V-BLIND (EA)	15.55	
X0118-FL:-R&R TILE - PARTIAL REPLA 5	7.78	
X0420-DB:-DB HVAC SERVICE (EA)	400.00	
X0427-DB:-DB CLEANING FEE WET UNIT (EA)	340.00	
	763.33	
Total: $	783.81	plus applicable taxes.

*** This is not an invoice, charges will appear on your final invoice for ease of payment. ***

Customer Success Team
1-800-782-1500 x 1

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 18, 2022
SUBJECT:	Approval of Additive Change No.1, Play Power LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 030117-LTS, Procurement and Installation of Playground Equipment, Walt Disney Elementary School (Bond Fund)

Background:
On December 19, 2013, the Board of Education approved the award of a construction contract to Play Power LT Farmington Inc., Pacific Park and Playground as part of National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, for the installation of playground equipment at Disney, Edison, Jefferson, McKinley and Providencia Elementary Schools.

The original piggyback contract, 02113-LTS expired April 23, 2017 and was renewed on April 17, 2017 with a new contract number, 030117-LTS, that expires on April 14, 2021.

The District is in the process of constructing a two-story modular building (the "Disney" Project) over the next two (2) years, including related site improvements at the Walt Disney Elementary School site. This equipment will provide Disney with the necessary upgrades to their play equipment.

District-Wide Goals for 2021-2022:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:
As a continuation of the Bond portion of the Playground Equipment, some of the existing equipment will be replaced and others will be refreshed to maximize the funding dollars available. Some of the existing equipment is obsolete, replacement parts are no longer available, and some of the other components have reached their life expectancy. Pricing was publicly vetted through National Joint Powers Alliance (NJPA), a national competitive bid process that BUSD is able to take advantage of.

Financial Impact:
$11,294 Increase for a Revised Total of $220,434.88 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to National Joint Powers Alliance (NJPA) Contract #030117-LTS, between Burbank Unified School District and Play Power LT Farmington Inc., for the procurement and installation of playground equipment for Walt Disney Elementary School, not to exceed $220,434.88 (21.3-00000.0-91006-85000-6170-2010000) Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $11,294 brings the not to exceed amount to $220,434.88 to upgrade the spectrapour in place rubber surfacing from the original 50% terra cotta/50$ black layer color to 100% blue on the playground at Disney Elementary.

Make Purchase Order/Check payable to:PlayPower LT Farmington, Inc.
c/o Pacific Park and Play 714 846-4885 fax 714 846-3485
P.O. Box 734155, Dallas, TX 75373-4155 email: pacificdzn@aol.com

QUOTATION

PlayPower LT Farmington, Inc.

Contact PlayPower LT Farmington at 800-325-8828

Sales Person: GUY DONAHOE Pacific Park and Play

SITE LOCATION

Quote # 2140021240 Date 8/2/2022

Version 2

BURBANK USD - DISNEY ELEMENTARY

CHANGE ORDER OPTION #2

BURBANK, CA 91506
Site Phone:
Site Fax:
attn: LARRY CROSS

RE:: BURBANK USD - DISNEY ELEMENTARY

BILL TO

Customer PO#

BURBANK UNIFIED SCHOOL DISTRICT
510 S. SHELTON STREET

BURBANK, CA 91506-2818
ATTN: LARRY CROSS
Phone: (818) 729-5503 Ext.:
Fax: (818) 845-3469

QTY:	ITEM #	Description	Unit Price	Extended Price
1	SPECTR-DISNEY	SPECTRAPOUR POUR IN PLACE RUBBER SURFACING. CHANGE WEAR LAYER COLOR FROM THE ORIGINAL 50% TERRA COTTA / 50% BLACK TO 100% BLUE.	$11,294.0000	$11,294.00

PLEASE NOTE: GRAND TOTAL COST IS LISTED ON PAGE TWO

ENTER SHIP TO ADDRESS IF DIFFERENT FROM SITE ADDRESS.

SubTotal	$11,294.00
Install	$0.00
PBO Amount	
PBO Freight	
Freight	$0.00
TAX RATE	0.00%
TAX	$0.00
TOTAL	$11,294.00

Credit Report Required: No

Installer: SPECTRATURF

Installation Quote:

Special Instructions:

Terms: Net 30 days

REGARDING RUBBER SURFACING:
PRICE DOES NOT INCLUDE OVERNIGHT SECURITY DURING THE CURING PERIOD. SECURITY IS TO BE PROVIDED BY OTHERS. PLEASE BE ADVISED THAT OVERNIGHT SECURITY IS RECOMMENDED ON MOST PROJECTS.

IN THE EVENT THAT A CHANGE IN COLOR, COLOR PERCENTAGE, THICKNESS OR SQUARE FOOTAGE IS REQUESTED, A REVISED PROPOSAL AND PURCHASE ORDER WILL BE REQUIRED BEFORE INSTALLATION CAN BEGIN.

THANK YOU!

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Rep.To Submit this offer, please sign below forward a complete signed copy of this Quote directly to "PPLT Sales Administrator" via fax (714) 846-3485 or email pacificdzn@aol.com. Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer with copy to Sales Representative via fax or email. THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLTthe total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit all charges are due and payable in full at P.O. Box 734155, Dallas, TX 75373-4155, unless notified otherwise by PPLT in writing.Customer agrees to pay all additional service charges for pastdue invoices.Customer must provide proper tax exemption certificates to PPLT, shall promptly pay discharge all otherwise applicable taxes, license fees, levies other impositions on the Equipment at its own expense. Equipment quote valid for 30 days, freight/labor prices subject to change. Install/labor quoted is Not at prevailing wages rates unless specifically noted.....

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

_____ _____ _____

Submitted By (Signature) Printed Name and Title Date

The foregoing quote and offer are hereby approved and accepted by PPLT.

By: _____ Date _____

_____ Quote # 2140021240

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ADDITIONAL TERMS AND CONDITIONS OF SALE

1. Use and Maintenance. Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under around the Equipment, in accordance with PPLT's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. Default, Remedies Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, PPLT shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with PPLT to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by PPLT of a remedy will prohibit or waive the exercise of any other remedy.Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by PPLT in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to PPLT as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment .that is delinquent in such month and is not received by PPLT within ten (10) days after the date on which due...

3. Limitation of Warranty/ Indemnity. PPLT MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. PPLT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE PPLT HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH PPLT'S INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. Restrictions. Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. Purchase Money Security Interest. Customer hereby grants, pledges and assigns to PPLT, and PPLT hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that PPLT may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. Choice of Law and Jurisdiction. All agreements between Customer and PPLT shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. Title; Risk of Loss; Insurance. PPLT Retains full title to all Equipment until full payment is received by PPLT. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

8. Waiver; Invalidity.PPLT may waive a default hereunder, or under any invoice or other agreement between Customer PPLT, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by PPLT. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to PPLT hereunder or under any invoice.The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. Entire Agreement; Amendment; Binding Nature.This fully-executed Quote, as supplemented by Change Orders invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and PPLT stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns..

10. Counterparts; Electronic Transmission. This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original.The facsimile or other electronic transmission of any signed original document,retransmission of any signed facsimile or other electronic transmission, shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document..