



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

Thursday, March 03, 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

Please note that the meeting may be streamed by visiting the District's website Board of Education page at <https://www.burbankusd.org/boemeetings>

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/ysNcUcRJFMFmnTPs5> before 3pm on Wednesday, March 2. 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, March 2, 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

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

the meeting by streaming it at www.burbankusd.org/boemeetings

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

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

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

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Niemann

Employee Organization: Burbank Teachers Association (BTA)

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Niemann

Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

- 3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960032205 and 960014638

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

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

- 5. REPORTING ON CLOSED SESSION

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

- 7. ITEMS FOR FUTURE AGENDAS

- 8. REPORTS FROM THE BOARD
 - 8.a Student Representatives
Evan Urena, MHS; Shushanna Ter-Petrosyan, BHS; and Jule Reader, JBHS, will report on activities at their respective schools.

- 9. REQUESTS TO ADDRESS THE BOARD
 - 9.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.

 - 9.b Staff Responses

 - 9.c Board Members' Responses

- 10. REPORTS TO THE BOARD

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

[DEI Update_030322.pdf](#)

- 10.b Report on the Burbank Unified School District's COVID-19 Response
Matt Hill, Superintendent, will report on the District's COVID-19 Response.

- 10.c First Reading of the A-G Completion Improvement Grant Plan
Sharon Cuseo, Assistant Superintendent, Instructional Services, will present to the Board of Education the First Reading of the A-G Completion Improvement Plan, as presented.

[First Reading A-G Grant 03032022.pdf](#)

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

[Facilities and Technology PowerPoint_332022.pdf](#)

11. NEW AND/OR UNFINISHED BUSINESS

- 11.a Adoption of Resolution 28 Proclaiming March 2022 as Intellectual and Developmental Disabilities Awareness Month (Special Education)
Paulette Koss, Director of Special Education, recommends that the Board of Education adopt Resolution 28 proclaiming the month of March 2022 as Intellectual and Developmental Disabilities Awareness Month, as presented.

[SPED Intellectual Disability Awareness Month 2022.docx \(1\).pdf](#)

- 11.b Adoption of Resolution 29 – In Support of SB 830 (Portantino) Supplemental Education Funding Based on Average Daily Membership (ADM)
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 29 in support of SB 830 (Portantino) Supplemental Education Funding Based on Average Daily Membership (ADM), as presented.

[Resolution 29_In Support of SB 830_Rpt_030322.pdf](#)

- 11.c 2022 California School Boards Association (CSBA) Delegate Assembly Election - Subregion 23-A
Matt Hill, Superintendent, recommends that the Board of Education act to cast their vote to appoint up to two candidates to fill the two vacancies for the California School Boards Association (CSBA) Delegate Assembly Representative for Subregion 23-A. The three candidates running are Kimberly Kenne (Pasadena USD), Shant Sahakian (Glendale USD), and Gary Scott (San Gabriel USD). Gary Scott is running as an incumbent. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

[CSBA Delegate Assembly Election_030322.pdf](#)

12. CONSENT AGENDA

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

12.a 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 960032205, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective February 8, 2022 through September 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960032205 Settlement Agreement.docx.pdf](#)

12.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 960014638, not to exceed \$50,500 (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through December 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960014638 Settlement Agreement.docx.pdf](#)

12.c Approval of Minutes

Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of February 17, 2022, as presented.

[Minutes.02.17.22.pdf](#)

12.d Approval of Personnel Report Number 21-22-13

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 21-22-13, covering Certificated and Classified personnel, and consisting of Pages 1 to 9 inclusive, as presented.

[Personnel Report.pdf](#)

12.e 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 February 7, 2022, as presented.

[2021-2022 Purchase Order Report.pdf](#)

12.f Approval of Warrants

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of \$30,462.77 and commercial warrants in the total amount of \$685,677.41, as presented.

[Warrants.pdf](#)

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

[Instructional Consultant Agreements 03032022_Redacted.pdf](#)

- 12.h Approval of Agreement for Non-Instructional Consultant Services
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the non-instructional consultant agreement for special services, effective March 1, 2022 through June 30, 2022, not to exceed \$2,500 (01.0-00000-0-00000-72000-5850-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Fiscal Services Consultant.pdf](#)

- 12.i Approval of Amended Contract with Los Angeles County Office of Education for Positive Behavior Interventions and Support (PBIS) Consulting and Training Services
Stacy Cashman, Director of Student Services recommends that the Board of Education approve the Amended Agreement between the Burbank Unified School District and the Los Angeles County Office of Education #C20842:21:22 to provide training materials and online programming for the District's PBIS program, effective March, 2022 through October 30, 2022. The contract extends the timeline through October for no additional charge. The same total of \$131,500.00 to be paid out of District COVID funding - 01.0-74250.0-00000-21400-5810-7429000, that authority to sign the agreement be exercised according to BUSD – AR 3314, as presented.

[LACOE PBIS Agreement Amendment 2021-22.pdf](#)

- 12.j Ratification of the Sub-Agreement Between Burbank Unified School District and Pasadena Area Community College District – CTE Pathway
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Pasadena Area Community College District, effective January 1, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Ratification Sub-Agreement PACCD CTE Pathway 03032022.pdf](#)

- 12.k Ratification of the Sub-Agreement Between Burbank Unified School District and Pasadena Area Community College District - Digital Media
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Pasadena Area Community College District, effective January 1, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Ratification Sub-Agreement PACCD Digital Media 03032022.pdf](#)

- 12.l Approval of Agreement– Mount Saint Mary’s University
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Mount Saint Mary’s University to provide student teaching experience, effective March 4, 2022 and shall be for a period of five years from the date of this agreement unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Agreement - Mount St. Mary's.pdf](#)

- 12.m Approval of Agreement– American University
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and American University to provide student teaching experience, effective March 4, 2022 and shall be for a period of five years from the date of this agreement unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented

[Agreement - American University.pdf](#)

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

[Declaration of Need.pdf](#)

- 12.o Approval of Release of Teachers on Temporary Contract
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the release of all teachers on temporary contract prior to the end of the 2021-2022 school year, as presented.

[Temp Release 2021-2022.pdf](#)

- 12.p 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 \$40,320 (01.0-65370.0-57602-11100-5850-7449000), effective February 14, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Jose Javier Juarez Ratified.docx.pdf](#)

- 12.q Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide speech and language support and assessments, not to exceed \$45,240 (01.0-65000.0-57602-11901-5850-7440000), effective February 24, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Gary D Stromberg & Assoc. Ratified.docx.pdf](#)

- 12.r Approval of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Eppert, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960027539, not to exceed \$7,000 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960027539 Karen Eppert.docx.pdf](#)

- 12.s Amended Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2021, through June 30, 2022, not to exceed \$250,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 7, 2021 effective July 1, 2021 through June 30, 2022, not to exceed \$100,000. This amendment adds an additional \$150,000 increasing the total not to exceed \$250,000.

[SPED Professional Services LA City Cab Amendment.docx.pdf](#)

- 12.t Approval of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and New Mediscan II, LLC dba Cross Country Education, to provide various Independent Educational Evaluations (IEEs) and attend an IEP meeting for Special Education Student 960039300, not to exceed \$10,950 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960039300 New Mediscan_Cross Country.pdf](#)

- 12.u Approval of Additive Change No. 2, United Site Services, 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 approve additive change order No. 2 to the rental agreement between Burbank

Unified School District and United Site Services for the Fencing Installation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$5,915.47 (21.3-00000.0-91008-85000-5850-2100000) Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The \$1,462.50 increase, which brings the not to exceed to \$5,915.47, is due to extending the lease agreement for 6.5 more months to accommodate the duration of the project.

[CO2_United Site Services_Fencing_Disney_bond.pdf](#)

- 12.v Ratification of Services from Arc Document Solutions, PlanWell and Bidcaster Services, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify services between Burbank Unified School District and Arc Document Solutions for PlanWell and Bidcaster Services for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$253.88 (21.3-00000.0-91008-85000-5880-201-0000) Bond Fund, as presented.

[Ratif_Arc Document Solutions_Disney_Bond.pdf](#)

- 12.w Ratification of Renewal of Agreement with Crown Castle Fiber LLC for Highspeed Bandwidth Circuit (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Crown Castle Fiber LLC for Highspeed Bandwidth Circuit (General Fund), effective August 1, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Approval_Ratification Renewal Contract_Crown Castle_Bandwidth_030322.pdf](#)

13. REQUESTS TO ADDRESS THE BOARD

- 13.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.
- 13.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.
- 13.c Board Members' Comments and Responses
Board Members will respond to public comment and will comment on items of interest to the community.

14. ADJOURNMENT



BURBANK
UNIFIED SCHOOL DISTRICT

Diversity, Equity, and Inclusion (DEI) Committee Update March 3rd, 2022

OVERARCHING DEI GOAL & APPROACH

Overarching goal: To conduct a thorough audit of Diversity, Equity and Inclusion in BUSD and make recommendations regarding future implementation of policy, practice, instruction and engagement.

- Focus on long-term, sustained work.
- Engage multiple stakeholder groups, including but not limited to: students, teachers, certificated staff, classified staff, administration, parents and caregivers.
- Conduct formative and summative assessment focused on impact of DEI training on teacher efficacy and content changes
- Conduct formative and summative assessment focused on impact of DEI training from student perspective
- Provide regular updates to Board of Ed regarding the achievement of said goals
- Addressing the culture and organization through research and assessment ²

DEI UPDATE

- Ms. McCoy will begin analyzing survey data for classified staff, faculty, and teachers by February 25th
- Ms. McCoy is finalizing student and parent surveys by February 22nd. Surveys will be distributed to students and parents by February 25th.
- Ms. McCoy conducted student focus groups with Monterey High, John Burroughs, and Burbank High School. Students gave valuable input that enhanced the overall survey to ensure all students could resonate with the language.
- Ms. McCoy conducted a parent focus group during our DEI Engagement meeting on February 15.
- By March 15th, present and review all survey results and discuss next steps
- Post survey implementation, Ms. McCoy will be auditing classrooms to better understand classroom engagement and climate.
- Ms. McCoy is working with the DEI Engagement Committee to host a student-led panel event in February.

DEI UPDATE

- Ms. McCoy is working with the policy team to develop a Hate Crime Policy during Policy Subcommittee the first week of March.
- Ms. McCoy is working with instruction and teachers to develop supplementary materials, ethnic studies courses, a new list of novels, and ongoing professional development for teachers, staff, and faculty that will be rolled out by January 2022.
- English teachers will begin working with instruction on above said items. March 3rd grades 9-10; March 4th grades 6-8; March 9th grades 11-12.
- Instruction subcommittee will resume 2/23
- Continue meeting with student groups, teachers, parents, and community groups to understand their experience in BUSD and how we can implement change.
- Continue to facilitate the District's DEI Committee and Subcommittees (engagement, instruction, and policy).



Questions?

APPENDIX

- Instruction Goals & Updates
- Instruction Goals & Updates 2
- Policy Goals & Updates
- Engagement Goals & Updates
- DEI On-GOING WORK

KEY COMPONENTS

(taken from Fordham University)

- **Mission:** Aligning diversity strongly with the institution's mission is a cornerstone of this work. Diversity will remain marginal unless it is central to the core teaching, research, and mission.
- **Culture:** Takes longer to change the climate and must be framed so that diversity can be facilitated rather than obstructed.
- **Human Capital:** Do faculty, staff, and administration share a commitment to DEI goals? Do they possess the skills necessary to implement DEI goals? If not, are there opportunities for them to be developed?
- **Core Institutional Processes:** To what degree is diversity engaged in strategic plans, ongoing reports to the board, policy, and strategic proposals?
- **Perceptions of Institutional Commitment:** Importance of people's perceptions about fairness, overall views of the institution, or in specific domains such as the allocation of resources, procedures, and interpersonal treatment

INSTRUCTION GOALS & UPDATES

- Goal 1- Identify gaps in the K12 Social Science curriculum and make recommendations for materials to make the instruction more inclusive.
 - The alignment document for elementary will be done by February 2022 (delayed)
 - The DEI Consultant will begin working with secondary history/social science teachers on alignment at the next Social Science Task Force meeting in January 2022 (delayed)
- Goal 2- Provide professional development for teachers and staff and create systems of sustainability for the DEI work.
 - Complete the first round of Professional Development for all teachers with Facing History by May 2022.
 - Work with Instructional Services and Human Resources to plan professional development for classified employees. Plan ready by May 2022.
 - Work with Human Resources to design sustainability of the work by creating teacher leaders at every school site. Plan ready by May 2022.

INSTRUCTION GOALS & UPDATES

- Goal 3- Increase diverse literature choices in classrooms, school libraries & core literature choices.
 - English teachers are working on the 6-12 mapping of standards and will be making some recommendations for new diverse works by December 2021 (delayed).
 - Instruction Subcommittee is interested in adding books to school libraries with the LCAP process and members plan to attend the next round of meetings in February 2022 (delayed).
 - Develop a process for adding books to the core and supplemental novel lists- first draft by January 2022 (delayed).
- Goal 4- Make a recommendation for the adoption of an Ethnic Studies course.
 - The DEI Consultant will begin working with secondary history/social science teachers on the development of an Ethnic Studies course at the next Social Science Task Force meeting in January 2022 (delayed).

POLICY GOALS & UPDATES

- Goal 1: Update Curriculum Board Policy and Administrative Regulations
 - By January 2022: Board Policy and Administrative Regulations have been revised approved by the Board **COMPLETED**
- Goal 2: Create Open Access Board Policy **(COMPLETED)**
 - By February 2022: Present to the Board a policy on Open Access for courses. **(IN PROGRESS)**
- Goal 3: Expand DEI trainings
 - By March 2022: Develop and implement DEI training for individuals who participate in hiring panels.
 - By April 2022: Develop and implement DEI training for new substitute teachers hired into the district.

ENGAGEMENT GOALS & UPDATES

- Goal 1: Collect feedback from students, families and employees via surveys.
 - By January 10th, launch survey for students, families and employees
(delayed)
 - By February 17th present and review survey results and discuss next steps
(delayed)
- Goal 2: Integrate student-led DEI groups into programming.
 - By February 2022 host a student panel focused on DEI
- Goal 3: Strengthen collaboration and best practice sharing among school-site PTA DEI committees.
 - By April 2022 host a parent panel focused on sharing DEI best practices
- Goal 4: Share school and community-wide programming across the district.
 - By January 2022 Dr. Hill and Ms. McCoy will record and share a video that addresses the history of racism in Burbank, where we are now, and where we are headed. (will be distributed by the end of January).
 - By May 2022 develop a centralized calendar/app to share/promote events across the district.

DEI ON-GOING WORK

- By June 30, 2022: Develops and oversees a comprehensive plan for diversity, equity, and inclusion for all administrators, teachers, classified staff, students, and families/parents/guardians under the direction of the Superintendent
- By June 30, 2022: In consultation with the Superintendent, coordinates and systematizes where the ongoing responsibilities related to diversity, equity, and inclusion within the District will be housed/assigned once the independent services contract expires.
- February 2022- May 2022: Coordinates with District Administration to design and deliver family programs on topics related to diversity, equity, and inclusion.
- Promotes and communicates the DEI work being done through ongoing district-wide community communications, marketing, and messaging.

**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: March 3, 2022

SUBJECT: First Reading of the A-G Completion Improvement Grant Plan

Background:

The purpose of the A-G Completion Improvement Grant is to provide funding to school districts in order to create and expand access to courses approved by the University of California (UC) in order to increase the number of students that are qualified as having met the requirements for admission to college. Particular emphasis is placed on unduplicated students from special populations that traditionally have had lower rates of A-G eligibility.

District Wide Goals for 2021-2022:

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

Discussion/Issues:

The state has established three different types of grants in order to meet the needs of students who need additional access to UC-approved courses. The first is the Access grant which is provided to all districts whose students are below the state target of 67% UC Completion rate. Burbank Unified School District has a current UC completion rate of 45.10%. The second grant type is the A-G Success grant which is for all districts that have achieved a UC completion rate of 67% or higher. And, the last type of grant is the A-G Learning Loss Mitigation Grant which is for districts who are receiving concentration funds through the Local Control Funding Formula.

Districts may use the funds on eligible activities that may include, but are not limited to, any of the following:

- (A) Providing teachers, administrators, and counselors with professional development opportunities to improve the local educational agency's A-G completion rate.
- (B) Developing comprehensive advising plans and pupil supports, including tutoring programs, to improve the local educational agency's A-G completion rate.
- (C) Expanding access to coursework or other opportunities to satisfy A-G course requirements to all pupils, including, but not necessarily limited to, unduplicated pupils. These opportunities may include, but shall not be limited to, course development, course review, incorporating A-G course requirements into the local educational agency's graduation requirements, and new or expanded partnerships with other secondary or post-secondary educational institutions.
- (D) Advanced Placement and International Baccalaureate fees for unduplicated pupils.

The District's plan is to expand credit recovery of A-G courses during the school year at each high school and also to expand offerings in summer school. This also includes expanding summer school offerings.

Another significant component of the plan is to offer grade improvement for A-G courses. This has been a major stumbling block for students who are working to be UC-approved. This grant will allow the schools to offer grade improvement at their own schools.

Professional Development is in the plan with funds for counselors to attend the annual UC conference for counselors.

And finally, the plan sets aside funds to cover costs of AP tests for qualified students.

Fiscal Impact:

The current allocation is \$688,790. This allocation may be reduced.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, will present to the Board of Education the First Reading of the A-G Completion Improvement Plan, as presented.



A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Burbank Unified School District	Sharon Cuseo, Assistant Superintendent, Instructional Services	sharoncuseo@burbankusd.org (818)729-4455

Date of Public Meeting prior to adoption	Date of Adoption at Public Meeting
3/3/2022	3/17/2022

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

In prior years, Foster youth, Low-income students, and English Learners were disadvantaged because the district offered limited credit recovery and grade improvement options during the school year. This grant will allow both comprehensive high schools to offer an extensive credit recovery and grade improvement options for these students on their own campus in all core areas, including English, Math, Science, Social Science, and World language. This helps mitigate any transportation issues that impact this group of students. It makes the entire process of becoming A-G eligible more accessible.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

In addition, the district will increase access to A-G courses approved by the University of California by providing a more robust summer school program that not only expands credit recovery to keep students on track for graduation but provides for grade improvement in order to allow students to stay on track for A-G eligibility.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Students are notified of the opportunity to retake courses in multiple ways. There are school announcements, social media postings and direct contact with school counselors.

SPRING 2020

Course	No Credit	Course	No Credit	Course	No Credit
Algebra 1	101 + (14 (S))	Algebra 2	18	Algebra B	8
Spanish 1	45	Dance 1	17	Spanish Spks 1	8
Art Structure 1	43	Dance 2	14	CulinaryArtSci1	6
Geometry	41	US History	11	Art History	5
English 10	32 + (10 (H))	Chemistry	11	Digital Media	5
Wrld Hist	30	DigitalMedProd	11	Computer Programming	5
EarthSpaceSci	26	English 11	11	French 1	5

English 9	21 + (8 (H))	Geo Science B	9	ERWC	5
Biology	20	Spanish 2	8	French 2	5

FALL 2021

Course	Fails	Course	Fails	Course	Fails
Geometry	56 + (6 (S))	Algebra 2 + (8 (S))	35	Art History	12
EarthSpaceSci	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))	DigitalMedProd	21		
Biology	39 + (13 (S))	Digital Photo	17		
English 10	36 + (6 (S))	Computer Programming	16		
Art Structure 1	35	English 12	13		

FALL 2021

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
EarthSpaceSci	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 Eur Hist	14
Spanish 1	66	DigitalMedProd	24	Intro Col Math	14
US History	55	Dance 1	20		

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The A-G Completion Improvement Plan supplements Goal 1 of the Local Control and Accountability Plan:

Goal 1: Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools, including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of the 2020-2021 school year.

Goal 2: Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of 2021-22 school year. (Educational Services)

Action items:

Secondary Summer School – Extended learning for English Learners- \$52,000

Secondary Summer School- Credit Recovery - \$366,732

Secondary Online Credit Recovery – Targeted Subgroups-\$220,478

Expenditure Plan

Total A-G Access funds awarded to the LEA
\$492,153

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
Professional development (PD) for teachers, administrators, and counselors to improve A-G completion rate	Online UC Counselor Conference (\$45 per person) X 25	\$1125 x 2 years
		\$2,250
Expanding access to A-G coursework, including course development and review, and incorporating courses into local graduation requirements.	Grade Improvement – Regular school year- all core areas (UC approved Courses), including World Language	\$120,000 (over four years)

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
	Grade Improvement- Summer School	\$120,000 (over four years)
	Initial Credit Summer School- Gen Ed	\$120,000 (over four years)
	Initial Credit Summer School -English Learners	\$49,500,000 (over four years)
		\$408,500
Subsidize student test fees, including AP or IB test fees, for low-income students, foster youth, and English learners.	Advanced Placement Tests for qualifying students	\$50,000 (both high schools over two years)
	Indirect Costs	≈ \$31,403
		\$81,403
	Subtotal	\$492,153

Learning Loss Mitigation Grant

Total A-G learning Loss Mitigation funds awarded to the LEA
\$196,637- (if the allocation remains)

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
Allow pupils who receive a grade of "D," "F," or "Fail" in an A-G approved course in the spring semester of 2020 or the 2020-21 school year to retake those A-G courses.	Expansion of Credit Recovery of UC approved courses- Summer School and during the school-year	\$100,000 (over three years)
Offer credit recovery opportunities to all pupils to ensure pupils are able to graduate high school on time.	Expansion of Credit Recovery for all courses in order to assist students in graduating on time- Summer School and during the school-year	\$84,000 (over three years)
	Indirect Costs	≈ \$12,637
	Subtotal	\$196,637
Total A-G Completion Improvement Grant included in this plan		\$688,790

Facilities/Technology Board of Education Agenda Items

Board of Education Meeting – March 3, 2022

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

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

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Approval of Additive Change No. 2- Facilities

12.u

Location – Walt Disney Elementary School

Project – Fencing Installation, Two-Story Modular Building Project

Contractor – United Site Services

Contract Amount – Not to Exceed \$5,915.47 (Bond Fund)

Note: The \$1,462.50 increase, which brings the not to exceed to \$5,915.47, is due to extending the lease agreement for 6.5 more months to accommodate the duration of the project.

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Ratification of Services from Arc Document Solutions- Facilities

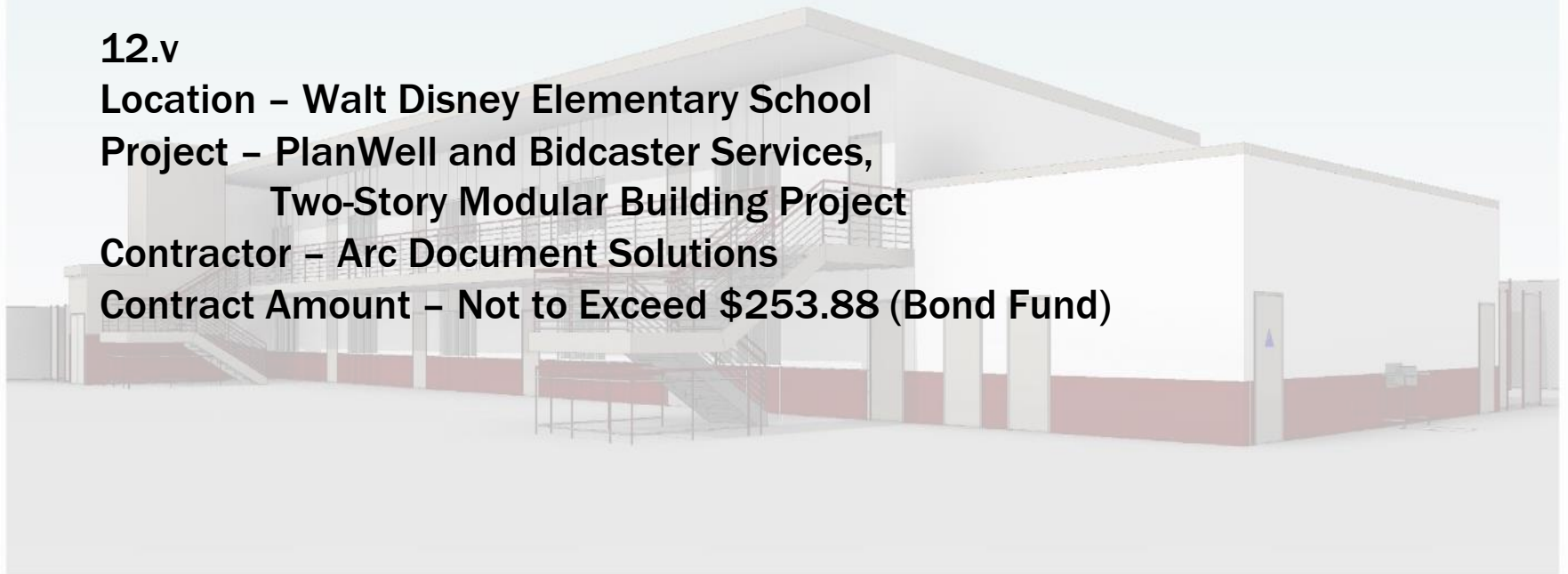
12.v

Location – Walt Disney Elementary School

**Project – PlanWell and Bidcaster Services,
Two-Story Modular Building Project**

Contractor – Arc Document Solutions

Contract Amount – Not to Exceed \$253.88 (Bond Fund)



NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Adoption of Resolution 28 Proclaiming March 2022 as Intellectual and Developmental Disabilities Awareness Month (Special Education)

Background:

In 1987, in his proclamation, President Ronald Reagan invited “all individuals, agencies, and organizations to observe this month with appropriate observances and activities directed toward increasing public awareness of the needs and the potential of Americans with [intellectual and developmental] disabilities.” Three years later, in 1990, the American with Disabilities Act (“ADA”) became law, leading to widespread changes. March of 2022 marks the 35th year of the National Intellectual and Developmental Disabilities Awareness Month.

Every year during the month of March, the National Association of Councils on Developmental Disabilities (**NACDD**) partners with the Association for University Centers on Disabilities (**AUCD**) and National Disabilities Rights Network (**NDRN**) to create a campaign that highlights the many ways in which individuals with and without disabilities come together to form strong, diverse communities. The campaign seeks to raise awareness about the inclusion of individuals with developmental disabilities in all aspects of community life, as well as to raise awareness of the barriers that individuals with disabilities may face when connecting to the communities in which they live.

Discussion/Issues:

Burbank Unified School District (BUSD) currently services over 100 students identified with Intellectual Disabilities. BUSD provides a full continuum of services and supports for students with Intellectual and Developmental Disabilities that may include a combination and range of services within general education classroom settings as well as receiving Specialized Academic Instruction and Related Services in Special Education classrooms. Our District’s innovative programs for students with Intellectual and Developmental Disabilities continue to have positive effects on all of the Burbank community.

The District’s resolution will formally acknowledge the importance of raising awareness of Intellectual and Developmental Disabilities and the value of being part of a community that supports individuals with Developmental and Intellectual Disabilities, as well as their families and those who work with them in the District’s schools.

Recommendation:

Paulette Koss, Director of Special Education, recommends that the Board of Education adopt Resolution 28 proclaiming the month of March 2022 as Intellectual and Developmental Disabilities Awareness Month, as presented.



**BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 28**

**PROCLAIMING MARCH 2022 AS
INTELLECTUAL AND
DEVELOPMENTAL DISABILITIES
AWARENESS MONTH**

Intellectual and Developmental Disabilities are disabilities characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior, which covers a range of everyday social and practical skills and typically appears before the age of 18;

Whereas: In 1987, President Ronald Regan declared March to be Developmental Disabilities Awareness Month;

Whereas: Quality and effective programs can lead to significantly positive outcomes for individuals with Intellectual and Developmental Disabilities;

Whereas: Individuals with Intellectual and Developmental Disabilities often require a lifetime of specialized and community support services to ensure their health and safety and participation in the community;

Whereas: Individuals with Intellectual and Developmental Disabilities are living and working in the community; pursuing higher education; developing their faith; falling in love and getting married; and making their voices heard in all aspects of life;

Whereas: Burbank Unified School District employs qualified and caring individuals who strive to support the education and lives of students with Intellectual and Developmental Disabilities and support their families;

Whereas: Burbank Unified School District is dedicated to developing and sustaining programs and resources that support students with Intellectual and Developmental Disabilities and their families;

Whereas: March, 2022 is designated as National Intellectual and Developmental Disabilities Awareness Month to increase public awareness of the need to support individuals and family members, educators, and other professionals who teach and care for individuals with Intellectual and Developmental Disabilities to ensure they are respected, valued and fully included in the community.

Now, Therefore Be It Resolved: That the Board of Education recognizes National Intellectual and Developmental Disabilities Awareness Month from March 1 to March 31, 2022.

Adopted: This 3rd^h day of March, 2022 by the Board of Education of the Burbank Unified School District.

**Burbank Unified School District
Office of the Superintendent**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Matt Hill, Superintendent

PREPARED BY: Kimberley Clark, Executive Assistant to the Board of Education/Superintendent

SUBMITTED BY: Kimberley Clark, Executive Assistant to the Board of Education/Superintendent

DATE: March 3, 2022

SUBJECT: Adoption of Resolution 29 – In Support of SB 830 (Portantino) Supplemental Education Funding Based on Average Daily Membership (ADM)

Background:

California is one of six states that does not consider enrollment figures for determining state aid to school districts. Districts plan their budgets and expend funds based on enrollment but receive funds based on attendance. For example, if a school district enrolls 100 students but their attendance rate is 95%, the school district must still prepare as if 100 students will attend class every day.

While school districts are morally and legally required to comply with compulsory education laws and conduct outreach to re-engage students who are chronically absent or habitually truant, California funds schools based on average daily attendance (ADA). As such, school districts do not receive funding if a student does not attend school on any given day despite having fixed educational, programmatic and operational costs.

Discussion/Issues:

California has been using the Average Daily Attendance (ADA) method for calculating school funding for more than five decades. ADA is the total attendance divided by the number of school days in session. Only days in which a student is under the guidance and direction of certificated teachers are considered “days in session.” ADA is always equal to or less than enrollment because students may be absent (whether excused or unexcused). ADA is only used by California and five other states (Idaho, Kentucky, Mississippi, Missouri and Texas) and is perhaps the most inequitable method used to fund public education.

Average Daily Membership (ADM, or enrollment) is the current counting method used by most states. ADM is an average of the number of students enrolled in the public school system over a period of time. Some states take an enrollment census over a period of a certain number of days during the school year and some count every instructional day.

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school. Some students, however, have a pattern of unexcused absences. Current law includes robust accountability requirements, including an annual review of chronic absenteeism data and

consideration of the services and programs to support students who are chronically absent or habitually truant. School districts are also required to provide truancy notifications to a parent or legal guardian when students are absent from school.

School districts are also required to implement a system to accurately track pupil attendance in order to raise the awareness of the effects of truancy and chronic absenteeism, identify and address factors contributing to habitual truancy and chronic absenteeism, and ensure that pupils with attendance problems are identified as early as possible to provide applicable support services and interventions. School attendance review boards (SARBs) also exist composed of school and community members who meet regularly to diagnose and resolve persistent student attendance or behavior problems.

Over the last decade, there have been several legislative efforts to move away from attendance-based funding system to one taking student enrollment into consideration. In 2013, the Legislature explored a bill that sought to move in that direction. However, since it was the same year the Local Control Funding Formula (LCFF) was adopted, the bill did not move forward. In 2020, a bill proposed to create a supplemental payment to school districts on top of their LCFF allocation by taking into account a school district's enrollment figures. As a result of the COVID- 19 pandemic, the Legislature did not hear the bill.

SB 830 would define “average daily membership” as the quotient of the aggregate enrollment days for all pupils in a school district or county office of education, from transitional kindergarten to grade 12, divided by the total number of instructional days for the local educational agency (LEA) in an academic year.

Commencing with the 2023-24 fiscal year, each fiscal year a LEA may report to the Superintendent for Public Instruction (SPI) for supplemental education funding.

Fiscal Impact:

Per Senator Portantino's Press Release on January 3, 2022, SB 830 would require a local educational agency to receive the difference between what they would have received under the local control funding formula (LCFF) based on average daily enrollment and what they received under the local control funding formula based on average daily attendance for that fiscal year. SB 830 would approximately bring an additional \$5.8 million to Burbank Unified School District. The District would be required to use at least 50% of its supplemental education funding to supplement existing local educational agency expenditures to address chronic absenteeism and habitual truancy.

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 29 in support of SB 830 (Portantino) Supplemental Education Funding Based on Average Daily Membership (ADM), as presented.



**BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 29**

**IN SUPPORT OF SENATE BILL NO. 830 (PORTANTINO)
SUPPLEMENTAL EDUCATION FUNDING BASED ON AVERAGE DAILY
MEMBERSHIP (ADM)**

WHEREAS, California is one of six states that does not consider enrollment figures for determining state aid to school districts; and

WHEREAS, while school districts are morally and legally required to comply with compulsory education laws and conduct outreach to re-engage students who are chronically absent or habitually truant, California funds schools based on average daily attendance (ADA); as such, school districts do not receive funding if a student does not attend school on any given day despite having fixed educational, programmatic and operational costs; and

WHEREAS, California has been using the ADA method for calculating school funding for more than five decades and is perhaps the most inequitable method used to fund public education; and

WHEREAS, Average Daily Membership (ADM) is the current counting method used by most states and is an average of the number of students enrolled in the public school system over a period of time; and

WHEREAS, Senate Bill 830 would define “average daily membership: as the quotient of the aggregate enrollment days for all pupils in a school district or county office of education, from transitional kindergarten to grade 12, divided by the total number of instructional days for the local educational agency in an academic year; and

WHEREAS, Senate Bill 830 would require an LEA to receive as supplemental education funding the difference between what it would have received under LCFF based on average daily membership and what it would have received under the LCFF based on average daily attendance for that fiscal year; and

WHEREAS, in order for an LEA to be eligible for supplemental educational funding, SB 830 would require they report to the Superintendent for Public Instruction (SPI) on July 1 the average daily membership for the prior academic year and to demonstrate a maintenance of effort to address chronic absenteeism and habitual truancy; and

WHEREAS, SB 830 would require LEAs to use at least 50% of their supplemental education funding to supplement existing LEA expenditures to address chronic absenteeism and habitual truancy;

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District supports the Senate Bill 830 (Portantino) Supplemental Education Funding Based on Average Daily Membership.

APPROVED, PASSED, AND ADOPTED by the Governing Board of the Burbank Unified School District this 3rd day of March, 2022, by the following vote:

YES:

NOES:

ABSENT:

ABSTAINED:

Clerk, Board of Education
Burbank Unified School District

**Burbank Unified School District
Office of the Superintendent**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Matt Hill, Superintendent

PREPARED BY: Kimberley Clark, Executive Assistant to the Superintendent

SUBMITTED BY: Kimberley Clark, Executive Assistant to the Superintendent

DATE: March 3, 2022

SUBJECT: 2022 California School Boards Association (CSBA) Delegate Assembly
Election – Subregion 23-A

Background:

The California School Boards Association (CSBA) conducts periodic elections for representative Delegates from their defined regions throughout the state of California. The Burbank Unified School District is situated in Los Angeles County and within the CSBA Delegate Subregion 23-A. Background information on the candidates is provided and a vote may also be cast for a write-in candidate if approved by the Board.

Discussion/Issues:

During this reelection period nominations are accepted and placed on the official 2021 Delegate Assembly Ballot. During the election period, ending Tuesday, March 15, 2021, each local school board in the affected region has the opportunity to put the official election ballot on a School Board meeting agenda and cast their respective vote for their preferred candidate. A copy of the ballot and the candidates' biographical sketches accompany this report. CSBA Delegate representation is an important part of the CSBA statewide governance process. BUSD has enjoyed the benefit in past years of having BUSD School Board representatives serve in this capacity, most recently through the services of past Board of Education Member, Mr. Ted Bunch.

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education act to cast their vote to appoint up to two candidates to fill the two vacancies for the California School Boards Association (CSBA) Delegate Assembly Representative for Subregion 23-A. The three candidates running are Kimberly Kenne (Pasadena USD), Shant Sahakian (Glendale USD), and Gary Scott (San Gabriel USD). Gary Scott is running as an incumbent. As indicated, the Board may also choose to write in candidates on the attached ballot, as presented.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **TUESDAY, MARCH 15, 2022**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2022 DELEGATE ASSEMBLY BALLOT
SUBREGION 23-A
(Los Angeles County)

Number of seats: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2022 - March 31, 2024

**denotes incumbent*

☐ Kimberly Kenne (Pasadena USD)

☐ Shant Sahakian (Glendale USD)

☐ Gary Scott (San Gabriel USD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 23 – 11 Delegates (11 elected)

Director: Helen Hall (Walnut Valley USD)

Below is a list of all elected or appointed Delegates from this Region.

**Los Angeles County: San Gabriel Valley & East Los Angeles
Subregion 23-A**

Jennifer Freemon (Glendale USD), term expires 2023
Gregory Krikorian (Glendale USD), term expires 2022
Zahir Robb (South Pasadena USD), term expires 2023
Gary Scott (San Gabriel USD), term expires 2022

Subregion 23-B

Florencio Briones (El Monte Union HSD), term expires 2023
Adam Carranza (Mountain View ESD), term expires 2023
Elizabeth Rivas (El Monte City SD), term expires 2022

Subregion 23-C

Cory Ellenson (Glendora USD), term expires 2022
Steven Llanusa (Claremont USD), term expires 2022
Christina Lucero (Baldwin Park USD), term expires 2023
Eileen Miranda Jimenez (West Covina USD), term expires 2023

County

Los Angeles

Delegate Assembly Biographical Sketch Form for 2022 Election



Deadline: Friday, January 7, 2022 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2022. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2022.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: [Signature] Date: 1/4/2022

Name: Kimberly Kenne CSBA Region & subregion #: 23-A
District or COE: Pasadena Unified Years on board: Ten
Profession: Retired Contact Number (☒ Cell ☐ Home ☐ Bus.): 626-696-9516
Primary E-mail: kenne.kimberly@pusd.us

Are you an incumbent Delegate? ☐ Yes ☒ No If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I have been a CSBA Delegate in the past and have found it very informative in my role as a board member. In addition, it allowed me to take local issues and share them with other board members from the region and the state. Through the Delegate Assembly, board members from around the state can work together on concerns that we share and effect change at the state level. In my time on the board, I have seen changes in how districts are funded and how our accountability systems work. This has given me perspective on the advantages and challenges of the various methods. I have had the privilege of learning how many parts of the education system in CA work over the past 10 years, including complex areas such as education finance and special education. I am interested in learning from other districts and sharing what I have learned so that we may better serve our students.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Over my years on the board I have served on various board level committees – Finance, Policy, Student Safety and Facilities. I am currently the liaison to our Citizen's Oversight Committee for our construction bond. I often attend our parent advisory group meetings to better understand the issues facing our parents and students. I just completed a six-year term on the California Practitioners Advisory Group, a state-level body that advises the State Board of Education regarding the state's accountability system and ESSA plan. Through that group, I worked very hard to ensure that our LCAP documents are readable and understandable to all our education partners. I have also served on regional professional learning networks on Foster Youth and Family Engagement as well as a state professional learning network through CSBA on the Local Control and Accountability Plan.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Stable funding for education continues to be a major issue for districts in California. Special Education has a large impact on our district budgets and this is an area where CSBA can help to advocate for more state and federal funding as well as help districts understand how to manage their expenses. With the many pressures on a district's budget, it is often difficult to ensure that supplemental funds from LCFF are spent in effective ways that target the students with the most needs. Building more transparency into our district budgets and LCAPs will help boards and the community make intentional spending decisions. In addition, that transparency will help build trust in our communities and help make the case for needed funding for education. CSBA has a role to play in helping districts make education spending more understandable to our education partners and taxpayers as we advocate for the resources our students need.

Delegate Assembly Biographical Sketch Form for 2022 Election



Deadline: Friday, January 7, 2022 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2022. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2022.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: 12/14/21

Name: Shant Sahakian

CSBA Region & subregion #: 23-A

District or COE: Glendale Unified School District

Years on board: 4

Profession: Museum Director Contact Number (☒ Cell ☐ Home ☐ Bus.): (818) 482-9858

Primary E-mail: ssahakian@gusd.net

Are you an incumbent Delegate? ☐ Yes ☒ No If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I would be honored to have the opportunity to serve on the CSBA Delegate Assembly and represent our fellow school districts in the region including the Alhambra, Arcadia, Burbank, Duarte, Garvey, Glendale, La Canada, Monrovia, Pasadena, San Gabriel, and South Pasadena Unified School Districts. As your Delegate, I will be committed to 1) supporting CSBA's statewide efforts to prioritize our public schools, 2) advocating for the priorities of our local school districts, and 3) providing recommendations to CSBA leadership on ways to provide greater support directly to our local School Boards as we make critical decisions on behalf of our students and communities. As a lifelong resident who is a proud product of our K-12 public school and community college systems, I have championed our youth, advocated for the underserved, and served our community through a distinguished record of public service. During my years of community service and volunteerism, I have built bridges that have brought diverse communities together and built trusting relationships with community leaders, business leaders, and fellow elected officials that will support our work together with CSBA.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I currently serve as the President of the Glendale Unified School District Board of Education. I was elected to the Board in 2017, becoming the youngest School Board Member and first Millennial elected in the city's history. During my tenure, I have served as the school district's representative for many organizations and committees including the Five Star Educational Coalition, GUSD Student Advisory Council, California Association of Suburban School Districts (CALSSD), Los Angeles County School Trustees Association (LACSTA), Glendale Civic Leaders Roundtable (GCLR), and Glendale Educational Foundation. In the past, I have served as the Chair of the City of Glendale Arts & Culture Commission, Chair of Glendale Youth Alliance, President of the Glendale Parks & Open Space Foundation, and Vice President of Kiwanis Club of Glendale. In 2017, I completed the CSBA Masters in Governance program during my first year in office and have benefited from the many educational conferences and workshops provided by CSBA over the years.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

As School Board Members, we are leading our school districts and our communities through one of the most unprecedented and challenging time periods of our lifetimes. CSBA has a pivotal statewide role to play in the halls of the State Capitol to advocate for sustainable funding, resources, and support for our public schools as well as smart and effective education policies that will help our students, employees, and communities succeed with safe and thriving public schools. CSBA also has a vital leadership role to play at the ground level in local school districts by providing best practices, guidance, and support directly to School Boards and School Board Members as we collectively take on a wide range of issues, challenges, and opportunities on behalf of the six million public school students across the State of California.



SHANT SAHAKIAN

GUSD SCHOOL BOARD PRESIDENT, DISTRICT D

Shant Sahakian is the President of the Glendale Unified School District Board of Education representing District D. He was elected in 2017, becoming the youngest School Board Member and first Millennial elected in Glendale history.

Shant is a lifelong resident of Glendale and a product of Glendale public schools with deep roots in the community. He is a longtime community leader who has championed Glendale's youth, advocated for the underserved, and served the community through a distinguished record of public service. In the past, he has served as the Chair of the City of Glendale Arts & Culture Commission, Chair of Glendale Youth Alliance, President of the Glendale Parks & Open Space Foundation, and Vice President of Kiwanis Club of Glendale.



In addition to his elected role, Shant serves as the Executive Director of the Armenian American Museum and Cultural Center of California. The cultural and educational center is a developing project in Glendale, California. His professional career began as a young entrepreneur at the age of 14 when he founded his own digital agency serving businesses and non-profit organizations with design and technology services.

Shant became the first Armenian American to be honored with the prestigious Man of the Year Award from the Glendale Chamber of Commerce in 2016. He is also a recipient of the Hope Diamond Award from the Glendale Educational Foundation, Community Award from the Character & Ethics Project, and the inaugural Hero Award from Glendale Youth Alliance.

Shant holds a Bachelor's Degree in Graphic Design with a Marketing Minor from California State University, Northridge (CSUN) and a Certificate in Marketing from University of California, Los Angeles (UCLA Extension).

He and his wife, Suzanna Sahakian, reside in Glendale, California with their son, Raffi Sebastian Sahakian, and daughter, Lori Sidney Sahakian.

School District Committee Representation (Partial List)

Five Star Educational Coalition
California Association of Suburban
School Districts (CALSSD)
Glendale Civic Leaders Roundtable (GCLR)

GUSD Student Advisory Council
Los Angeles County School Trustees
Association (LACSTA)
Glendale Educational Foundation

Delegate Assembly Biographical Sketch Form for 2022 Election



Deadline: Friday, January 7, 2022 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2022. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2022.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: Dec. 16, 2021

Name: Dr. Gary Thomas Scott

CSBA Region & subregion #: 23A

District or COE: San Gabriel Unified School District

Years on board: 17

Profession: Retired College Dean

Contact Number (☒ Cell ☐ Home ☐ Bus.): 818-439-2271

Primary E-mail: greats@aol.com

Are you an Incumbent Delegate? ☒ Yes ☐ No

If yes, year you became Delegate: 2015

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

My entire career has been in public education which has included Elementary, Middle School, High School, Community College and University classroom teaching as well as multiple years of college administration. I have a passion for student learning and student success and have spent a great deal of my career trying to improve both. I am also committed to stronger pathways for high school students to higher education (either transfer or careers) by better utilizing and coordinating with the community college system. I am dedicated to doing whatever is necessary to close the achievement gap. All of us need to be thoughtful, creative and committed to ensure that all of our students are well prepared regardless of their circumstances.

Please describe your activities and involvement on your local board, community, and/or CSBA.

With over 40 years in public education I am in my fourth term on Governing Board, once again serving again as Board President. I was recently elected to the Governing Board of the San Gabriel Valley ROP and have served as a CSBA Delegate since 2015. I am a lifetime member of the community of San Gabriel and attended schools in the district as did my brothers, wife and children. For the past 35 years I have been involved with local school site Councils, District Advisory Councils, Bond Committees, Long Term Planning Committees and Youth Sports. I have donated countless hours of volunteer service to all of our schools and to our Education Foundation. I have been a member of our local Rotary Club, Chair of the Pastoral Council at our church for the past 15 years.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

With the sudden all encompassing move to virtual instruction brought about by the Covid, one of our biggest challenges is to continually improve the implementation of technology in instructional delivery which includes providing access to robust broadband for all students. This is how our students experience their world and how we will assess their progress. We need to identify and share best practices in this rapidly changing arena. The past two years have created a fundamental re-understanding of how our students learn and how effective classrooms and learning environments should operate. With declining enrollments a new funding mechanism for public education must be found. ADA will no longer work as an effective or fair funding process. We also need to double our efforts to close the achievement gap. These things all take money and we must be diligent and committed to getting the legislature to give fair and full funding to the public schools. We need to maintain open communication with our communities in this contentious time.

Gary's Bio

Dr. Gary Thomas Scott retired as Dean of the School of Creative Arts and Applied Sciences at Long Beach City College after 38 years in education. He previously served as the Director of Bands at the college for 10 years and has continued as the Director of the college's Evening Wind Symphony for the past 35 years. He is the founder and musical director of the Band of the California Battalion, a fully reenacted Union Civil War Brass Band that is celebrating its 30th year as an ensemble. The Band has traveled all over the country providing concerts and living history performances including the National Civil War Brass Band Festival, the Grammy Museum, the Smithsonian in Washington D.C., the National Civil War Museum in Harrisburg, PA, Antietam, Harper's Ferry and two performances on the Battlefield at Gettysburg. In June of 2015 the Band performed as guests of the National Park Service at Fort Sumter in Charleston, S.C.

Dr. Scott previously served two terms as an elected member and past President of the Board of Education for the San Gabriel Unified School District and was reelected to a third term in 2013 again serving as Board President. He recently began serving his fourth term on the Board in 2018 once again serving as Board President. Dr. Scott is also a member of the CSBA (California School Board Association) Delegate Assembly representing Region 23A and also serves on the Governing Board of the San Gabriel Valley ROP. Gary has been a music director and church cantor at St. Anthony Catholic Church in San Gabriel, CA for the past 40 years as well as Chair of the Pastoral Council. Additionally, Dr. Scott has frequently served as a guest clinician, judge and conductor for honor bands and festivals throughout the Southwestern United States.

Dr. Scott earned his BA and MA degrees in Music Education from California State University, Los Angeles and a Doctor of Education from UCLA. He has been married to his wife Mary for 47 years, has an adult son and daughter and identical twin grand daughters.

Dr. Scott began his musical career playing clarinet in 4th grade. Although he was a clarinet major in college, Dr. Scott asserts, "I spent most of my time playing sax and made all of my money playing drums". In the past, Dr. Scott has also served as the Director of Bands at Bellflower High School, Director of Bands at Cerritos Community College, Associate Director of Bands at California State University, Los Angeles and Instrumental Musical Specialist for the Rowland Unified School District. The position in Rowland required Dr. Scott to drive modified school bus that served as a "mobile" band room. This innovative and award-winning program, including the CSBA Golden Bell, served multiple school sites in the district.

When not playing, conducting music or tackling the challenges of our educational systems, Dr. Scott loves traveling with his wife Mary in their motorhome and enjoys reading techno-thrillers.

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 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 960032205 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 960032205 concerning services and/or school placement, a formal settlement agreement was offered on February 8, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

There is no fiscal impact 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 960032205, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective February 8, 2022 through September 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 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 960014638 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 960014638 concerning services and/or school placement, a formal settlement agreement was offered on February 18, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

Total cost to the District is \$50,500.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960014638, not to exceed \$50,500 (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through December 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

February 17, 2022

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Charlene Tabet
Emily Weisberg
Armond Aghakhanian
Steve Frintner

MEMBERS ABSENT:

Steve Ferguson

STUDENT MEMBERS PRESENT:

Owen Vivado, Monterey High School

STUDENT MEMBERS ABSENT:

Jule Reader, John Burroughs High School
Shushanna Ter-Petrosyan, Burbank High School

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

1. CALL TO ORDER

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

2. REQUESTS TO ADDRESS THE BOARD

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

Mark Norberg, teacher, read a statement for Sarah Abrams, an Education Specialist who could not attend the meeting, advocating for full funding of the District's Special Education programs.

Ann Michelman, teacher, spoke about the importance of having Physical Education teachers at the District's elementary schools.

Joan Becker, teacher, spoke about the stress and challenges currently facing teachers and said she and other District elementary teachers do not receive enough planning time.

Nicole Drabecki, teacher, spoke about her experiences as a middle school Physical Education teacher now that the District no longer has elementary P.E. teachers and said she is finding that most of her students are not exposed to sports and lack fundamental skills and stamina. She asked if it was possible for the District to hire 3x elementary P.E. teachers, which is fewer than the District previously employed.

Amalia Hernandez, speech language pathologist, asked the Board and staff to address two issues: caseload and uncompensated after-school meetings.

Marla Jurman, teacher, spoke about the loss of the District's elementary P.E. teachers and the lack of planning time.

Bridget Highfill, teacher, spoke about the changes the District made with regard to elementary P.E. teachers and planning time and the lack of equity with respect to these issues across grade levels. She would like the previous amounts of instructional and planning time reinstated.

Joel Schlossman, community member, complained that the February 5, 2022 Special Board Meeting video was not posted and intimated that the District did so deliberately; a member of staff explained that there had been a technical glitch with the videotape and it was currently posted. He said he is displeased with the performance of the Superintendent. He complained about the behavior and comments of some of the Board Members at the February 5, 2022 meeting.

Amy Fuhr, teacher, complained about the lack of planning time that is afforded to District teachers.

Suzanne Fitzpatrick, instructional assistant, spoke about the Ewing Job Study and said that she wrote to CSEA leadership to ask if they could have a Q & A on the Job Study but got no response. She said that many job classifications in the District are paid much less than other school districts in California. She asked why instructional assistants, paraprofessionals, and custodians did not receive a recommendation to have their pay increased, while many clerical and fiscal job classifications did. Thus, she does not feel that the Job Study was equitable because some classifications were singled out to potentially receive hundreds of dollars more and some will only receive a 12-cent-per-hour raise.

2.b Staff Responses

Superintendent Hill thanked the speakers and said he appreciated hearing their stories and examples. He said that as one of the speakers pointed out, this will take creative solutions. He said that in addition to the Ewing Job Study, the District would continue to negotiate on compensation. He encouraged members to reach out to CSEA leadership to talk further about the Job Study.

2.c Board Members' Responses

Member Frintner said the District has never willingly cut a program, and said he agrees that they will need to come up with creative solutions.

Member Aghakhanian thanked all the speakers and said he really liked some of the ideas they brought forward. He said that it was not fair for parents who must pay to obtain private physical education classes for their children. He explained to Mr. Schlossman his comments regarding signage at Board Meetings.

Emily Weisberg, Board Clerk, explained to the audience the topics covered at the February 5, 2022, Board Meeting, and she thanked all the speakers for their comments. She agreed that employees should be able to complete work tasks during work hours. She said she knows that P.E. is incredibly important.

President Tabet thanked all the speakers for coming and said she remembers from her days of teaching how difficult it is to juggle all the job expectations. She encouraged members to contact CSEA leadership to talk about the Ewing Job Study.

Due to a lack of time, Board President Tabet announced that Closed Session would be held at the conclusion of the Public Session and declared a five-minute recess before reconvening in Public Session.

3. CLOSED SESSION

- 3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Niemann Employee Organization: Burbank Teachers Association (BTA)
- 3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Niemann Employee Organization: California School Employees Association (CSEA) Chapter 674
- 3.c Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957
- 3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools
- 3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960026463 and 960025268

Confidential Exhibit (OF 29,263)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Public Session was called to order at 7:04 p.m. Diana Abasta, President of the Burbank Teachers Association, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Tabet announced that due to lack of time, Closed Session would be held at the conclusion of the Public Session and that the Board would report on Closed Session at that time.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

Clerk Weisberg requested a report on the cost for providing security for the ILA program and implementing changes to the campus to make it less of an open campus.

Member Aghakhanian asked for a discussion regarding how the District thanks its donors. President Tabet suggested that topic could be addressed at the Budget and Fundraising Study Session the Board will hold in March.

8. REPORTS FROM THE BOARD

8.a Student Representatives

Owen Vivado, MHS, reported on activities at events at Monterey High School.

9. REQUESTS TO ADDRESS THE BOARD

9.a. Public Communications on Agenda Items

Lana Sinovoi, parent, spoke with regard to Resolution 24 on tonight's agenda and said that she feels that enrollment is down and teachers will need to be laid off because of fear. She said she is happy that California is loosening up its COVID-19 restrictions and she feels that will help. She said she hopes District students get unmasked soon.

Max Sinovoi, parent, said that he and his wife support the teachers. He said that it is very upsetting to read that the District has an \$18.6 million deficit. He said he would like the District to make announcements at the sites that students no longer have to wear masks outside. He said when the state of California announces that masks are no longer required indoors, he hopes the District will quickly implement this change, as well.

Shannon Loffredo, parent, said that parents should be able to make their own decisions with regard to vaccinating their children, citing a health study that showed menstrual issues post-vaccination, and said she will not be vaccinating her children. She said that her son was forced to remove his cloth mask and asked to wear a surgical mask. She asked that in future Town Halls and District meetings that the District also bring in health professionals who do not advocate vaccination.

Jordan Freiburghouse, student, spoke about his breathing problems and said he is uncomfortable around people wearing masks. He said he thinks that crime has risen because people are wearing masks, and said he feels that it is unfair students in a classroom of 30 have to wear masks when tens of thousands of spectators at the Super Bowl were not required to do so.

Diana Abasta, teacher and President of the Burbank Teachers Association, spoke about the importance of elementary P.E. teachers who are trained in that discipline. She reminded the Board about the petitions she submitted to the District to advocate for restoration of these positions. She also spoke about the demoralizing effect of high case loads facing the District's Special Education teachers.

9.b Staff Responses

Superintendent Hill spoke about the strong opinions among the public speakers with regard to the COVID-19 protocols and said that during the weekly calls with Dr. Barbara Ferrer there are many times that the various districts on the calls disagree with the guidance, but explained that they must follow this guidance. He thanked Ms. Abasta for her comments and said the District was continuing to negotiate with the limited resources the District has.

9.c Board Members' Responses

Member Frintner thanked all of the speakers and said they understand the importance of the issues brought forward and that they would continue to work towards solutions but there are going to be some

tough decisions. He spoke about the COVID-19 protocols and said that he feels the District has made the mask guidance clear and pointed out that some students feel more comfortable wearing them even though they are no longer required outside.

Member Aghakhanian thanked the speakers and said he understood the frustrations of parents and students with regard to the COVID-19 protocols.

Clerk Weisberg said that the District is focused on diversity, equity, and inclusion and said she feels that sometimes Special Education students are left out of that and that a broader definition needs to be adopted. She said that she laments that the health protocols have been politicized but that the decisions the District made enabled all stakeholders—staff and students—to feel safer and enabled them to return to work and to class.

President Tabet thanked all the speakers and said it is difficult to make decisions that affect so many people.

10. REPORTS TO THE BOARD

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

Matt Hill, Superintendent, reported on the District's COVID-19 Response, as presented.

10.b Report on the Governor's Budget Proposal for 2022-2023

Debbie Kukta, Assistant Superintendent, Administrative Services, utilized a PowerPoint to facilitate a presentation on the Governor's Budget Proposal for 2022-2023, as presented.

Governor's Budget Update 2022-23.pdf (OF 29,264)

10.c Mid-Year Local Control and Accountability Plan (LCAP) Update

Sharon Cuseo, Assistant Superintendent, Instructional Services, and Peter Knapik, Director of Elementary Education, utilized a PowerPoint to provide an update on the Local Control and Accountability Plan (LCAP) budgeted expenditures, metrics (outcome data) and budgeted expenditures on COVID federal funds, as presented.

BUSD Board Presentation - Required Mid-Year Update 02172022.pdf (OF 29,265)

10.d Report on Facilities and Technology Projects

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on the District's Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_2172022.pdf (OF 29,266)

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 23 Proclaiming March 2, 2022 as Read Across America Day

Peter Knapik, Director, Elementary Education, recommends that the Board of Education adopt Resolution 23 Proclaiming March 2, 2022, as Read Across America Day in the Burbank Unified School District, as presented.

Adoption of Resolution 23 Read Across America 021722.pdf (OF 29,267)

It was moved by Steve Frintner, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

11.b Adoption of Resolution 24 for Reduction or Discontinuance of Particular Kinds of Service

That the Board of Education adopt Resolution 24 for the Reduction or Discontinuance of Particular Kinds of Service, as presented.

Resolution 24 - Reduction in Force (Certificated).pdf (OF 29,268)

It was moved by Steve Frintner, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

11.c Adoption of Resolution 25 Implementing Classified Layoffs

That the Board of Education adopt Resolution 25 Implementing Classified Layoffs, as presented.

Resolution 25-Reduction in Force (Classified).pdf (OF 29,269)

It was moved by Steve Frintner, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

11.d Approval of Comprehensive School Safety Plans and School Rules and Guidelines

That the Board of Education approve each school's 2022-2023 Comprehensive School Safety Plans and School Site Discipline and Behavior rules, as presented.

Safety Plan Board Report 2022.pdf (OF 29,270)

It was moved by Armond Aghakhanian, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

11.e Approval of 2022-2023 Regular Board of Education Meeting Dates

That the Board of Education approve its regular meeting dates for the 2022-2023 school year, as presented.

Approval of Regular Board Meeting Dates 2022-2023_021722.pdf (OF29,271)

It was moved by Armond Aghakhanian, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

11.f Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 02-17-22.pdf (OF 29,272)

It was moved by Steve Frintner, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

12. CONSENT AGENDA

It was moved by Steve Frintner, and seconded by Armond Aghakhanian, that the Board of Education approve Consent Agenda items 12a through 12v, as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960026463, not to exceed \$5,500 (01.0-65000.0-50010-36000-5813-7440000), effective January 25, 2022 through June 23, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026463 Settlement Agreement.docx.pdf (OF 29,263)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960025268, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective January 31, 2022 through July 15, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960025268 Settlement Agreement.docx.pdf (OF 29,263)

12.c Approval of Minutes

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

Minutes.02.03.22.docx.pdf (OF 29,273)

12.d Approval of Minutes

That the Board of Education approve the minutes of the Special Board of Education Meeting of February 5, 2022, as presented.

Minutes.02.05.22.Sp.pdf (OF 29,274)

12.e Approval of Personnel Report Number 21-22-12

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 21-22-12, covering Certificated and Classified personnel, and consisting of Pages 1 to 17 inclusive, as presented.

Personnel Report.pdf (OF 29,275)

12.f 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 January 24, 2022, as presented.

2021-2022 Purchase Order Report.pdf (OF 29,276)

12.g Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of \$9,442,956.79 and commercial warrants in the total amount of \$2,876,126.62, as presented.

Warrants.pdf (OF 29,277)

12.h Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 02172022 redacted.pdf (OF 29,278)

12.i Approval of Non-Instructional Consultant Services

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

Approval of Non-Instructional Consultants 02172022 redacted.pdf (OF,279)

12.j Approval of Amended Consultant Agreement for The Music Center

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and The Music Center to provide instructional consultant services, effective October 11, 2021 through June 30, 2022, in the amount of \$39,385 (01.0-42030.0-47600-10000-5810-7429000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Amended Agmt The Music Center 02172022.pdf (OF 29,280)

12.k Amended COVID-19 Testing Agreement with Vital Healthcare, Inc.

That the Board of Education amend an agreement between Burbank Unified School District and Vital Healthcare, Inc. to provide COVID-19 Testing, effective July 1, 2021 through June 30, 2022, not to exceed \$4.4M (01.0-32100.0-00000-31400-4310-7409000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: the original agreement was approved by the Board of Education on September 2, 2021. The not to exceed amount has increased from \$2.4 to \$4.4 million.

COVID-19 Tests - Vital Medical Services - Amended.pdf (OF 29,281)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960026463, not to exceed \$2,400 (01.0-65000.0-57602-11900-5850-7440000), effective January 25, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026463 Professional Tutors Ratification.pdf (OF 29,282)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed \$65,394.16 (01.0-65000.0-57602-11900-5850-7440000) for Burbank special education student 960031340 June 7, 2021 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 17, 2021 for a total not to exceed \$63,236.16. This amendment adds an additional \$2,158.00 to the agreement for a total not to exceed \$65,394.16.

SPED Student 960031340 Protocol Agency Amended.pdf (OF 29,283)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank students, not to exceed \$370,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2021 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was July 15, 2021 effective July 1, 2021 through June 30, 2022, not to exceed \$30,000. The first amendment, approved on October 7, 2021, added \$160,000 increasing the total not to exceed \$190,000. The second amendment adds \$180,000 increasing the total not to exceed \$370,000.

SPED Professional Services Sign Up Interpreting Amended.pdf (OF 29,284)

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

That the Board of Education amend an agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2021 through June 30, 2022, not to exceed \$350,000 (01.0-651200.0-57500-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 23, 2021 effective July 1, 2021 through June 30, 2022, not to exceed \$330,000. This amendment adds an additional \$20,000 increasing the total not to exceed \$350,000.

SPED Professional Services Family Service Agency Amended.pdf (OF 29,285)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960025268, no fiscal impact to District, through a ADR grant not to exceed \$4,000 (01.0-65360.0-50010-36000-5813-7440000), effective February 1, 2022 through July 15, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960025268 Professional Tutors.pdf (OF 29,286)

12.q Ratification of Agreement for Parent Reimbursement (Special Education)

That the Board of Education, ratify parent reimbursement for travel for Special Education Student 160003888, per IEP, not to exceed \$778.00, effective September 27, 2021 through March 1, 2022, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888_Parent Reimbursement_Travel.docx.pdf (OF 29,287)

12.r Approval of Additive Change No.1 and No.2, MPI Miller Plumbing Inc., Underground (UG) Site Utilities & Plumbing, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve additive change order No.1 and No.2 to the agreement between Burbank Unified School District and MPI Miller Plumbing Inc. for the UG Site Utilities & Plumbing for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$239,377.92 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The increased amount of \$10,377.92 brings the not to exceed amount to \$239,377.92 due to the following that wasn't included in the initial scope: temporary utility hookup to the construction trailer and the connection of the condensate drainage line to the new drywell.

CO1&2_MPI Miller Plumbing_Disney_Bond.pdf (OF 29,288)

- 12.s Amendment of Approval to Additive Change No.2, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve the amendment to additive change order No.2 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$292,395 (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: This amendment corrects the not to exceed amount from \$305,787 to \$292,395 to accurately reflect Change Order No.2 that is a total of \$15,198, not \$28,590 which is the total combined of No.1 and No.2. This amendment also notes that Change Order No.2 includes Change Orders No.2-4 per vendor.

Amend CO2_H&S Electric_Disney_Bond.pdf (OF 29,289)

- 12.t Approval of Deductive Change No.1, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve deductive change order No.1 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$268,291 (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 decreased amount of \$24,104 brings the not to exceed amount to \$268,291 due to the following: Credit for elimination of pull boxes and associated work. This change order corresponds with change order No.5, per vendor.

Ded.CO1_H&S Electric_Disney_Bond.pdf (OF 29,290)

- 12.u Approval of Additive Change No.3, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve additive change order No.3 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$298,697 (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 \$30,406 brings the not to exceed amount to \$298,697 due to the following that wasn't included in the initial scope: Removal of temporary overhead power and low-voltage feeds to existing modular building and installation of new underground. This change order corresponds with change order No.6, per vendor.

Add.CO3_H&S Electric_Disney_Bond.pdf (OF 29,291)

- 12.v Acceptance of Notice of Completion, Amtech Elevator Services, Elevator Modernization Project, Emerson Elementary School (Deferred Maintenance)

That the Board of Education accept the following as completed: Elevator Modernization Project at Emerson Elementary School, PO 22000680, not to exceed \$99,500 (14.0-00000.0-00000-85000-6250-203-3000) Deferred Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC._Amtech_Emerson_Def maint.pdf (OF 29,292)

13. REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossman, community member, said if anything is voted on in Closed Session he wants to know what those votes are. He commented on his belief that Bitcoin will eventually crash and that will exacerbate the pension crisis and ruin our economy. He said that it is time that the Board talk about increasing their monthly pay from \$507. He spoke about the importance of the First Amendment to the Constitution and said he gave Member Aghakhanian some documents to look at, but he refuses to even acknowledge them. He said he contacted Member Aghakhanian to speak to him and, even though he agreed to talk, Member Aghakhanian never contacted him.

13.b Superintendent's Comments and Responses

Superintendent Hill said that all Closed Session items that require reporting out are reported out. He wished Mr. Schlossman's son a happy birthday.

13.c Board Members' Comments and Responses

Clerk Weisberg responded to Mr. Schlossman's comments about the importance of two-parent families by reminding him that parents and children watch these meetings and that children who grow up with one parent are not less well off or have a negative experience. Families look different and come in all different shapes and sizes. She wished Mr. Schlossman's son Aaron a happy birthday.

14. ADJOURNMENT

The Board adjourned to Closed Session at 8:55 p.m.

15. RECONVENE IN PUBLIC SESSION/REPORTING ON CLOSED SESSION

President Tabet reported that the Board voted 4-0 to release employee CM-0102-21, effective July 1, 2022, with the following roll-call vote: AYES - Tabet, Weisberg, Aghakhanian, and Frintner. ABSENT: Ferguson

MINUTES APPROVED:

MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

3/3/2022

DATE

EMILY WEISBERG, CLERK

TO: Board of Education / Superintendent

Consent 3/3/2022

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

SUBJECT: Certificated Personnel - Report Number 21-22-13 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.

<u>RESIGNATION</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
ABRAZADO, REINELLE Burbank High School	Resource Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	STP: \$2690	Began on 8/10/15	1/20/2022
ARAKELIAN, TAYLOR Burroughs High School	Secondary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100		Began service 8/11/14	6/30/2022
<u>CHANGE OF ASSIGNMENT</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
TUBBS, MARGARITA Emerson Elementary School	Curriculum Specialist TOSA	01.0-01500.0-00000-21300-1910-7420000	100	RA:006 - ST:11	From teacher to Curriculum Specialist	1/24/2022
BOWERS, LUCIA Instructional Services	Tosa TOSA Professional Dev. Programs -	01.0-40350.0-00000-21400-1910-7429000	100	RA:005 - ST:13	Change to TOSA Prof. Development	2/3/2022
<u>CHANGE OF SALARY</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
DELANATER, MAYGAN Health Services	Nurse - FTE:60%	01.0-32120.0-00000-31400-1216-7729000	100	Salary Rate: \$3510.16	From Range V to VI	1/1/2022
DADDABBO, JENNIFER Burbank High School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	Salary Rate: \$4743.82 STP: \$1345	To move to exhibit A-1 salary schedule now fully credentialed	1/1/2022
<u>CHANGE OF END DATE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
ROSALINO-GARICA, LINDA Human Resources	Long Term Sub Teacher 2nd Grade	01.0-32130.0-11100-10000-1160-7559000	100			2/2/2022 5/27/2022
TYLER, PATRICK Human Resources	Long Term Sub Teacher Earth/Space Science	01.0-32130.0-11100-10000-1160-7559000	100			1/3/2022 3/18/2022

CERTIFICATED PERSONNEL

CONSENT 3/3/2022

JEW, GLORIA John Muir Middle School	Long Term Sub Teacher Math	01.0-32130.0-11100-10000-1160-7559000	100		9/20/2021 3/18/2022
RIVERA, RENEE John Muir Middle School	Long Term Sub Teacher Spanish	01.0-32130.0-11100-10000-1160-7559000	100		1/3/2022 3/18/2022
MIELIWOCKI, REBECCA Instructional Services	Teacher: Tosa - FTE:100%	01.0-40350.0-00000-21400-1910-7429000	100	STP: \$1345	Began Service 09/01/1996. 2/2/2022

<u>LEAVE OF ABSENCE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
MAC NEILL, MICHELLE Washington Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:006 - ST:24	FMLA LOA through 3/4/2022	2/1/2022 3/4/2022
BITNER, ELIZABETH Burbank High School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11100-1110-4310000	100	RA:005 - ST:24 STP: \$2690	Health LOA	2/1/2022 3/31/2022
EL-JABI, MIREILLE Burroughs High School	Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:03 STP: \$1345	General Purpose LOA	2/2/2022 5/27/2022
DIFRANCESCO, GINA Adult School	Teacher Ila Leave of Absence - FTE:100%	01.0-32130.0-11100-10000-1110-5759000	100	RA:006 - ST:24	Catastrophic Leave of Absence	1/25/2022 3/18/2022

<u>RETURN FROM LEAVE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
ROTER, KORI John Muir Middle School	Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:004 - ST:04		1/1/2022

<u>ELECTION: SUBSTITUTE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
CHOE, ELLIOTT Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$200/210		1/27/2022
ESPARZA, LAUREN Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$200/210		2/1/2022
FALCHINI-GEARY, GENEVIEVE Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$200/210		2/15/2022
SPARGUR, CONRAD Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$200/210		2/8/2022

<u>CHANGE START DATE</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
LARSON, SUSAN Human Resources	Long Term Sub Teacher 2nd Grade	01.0-00000.0-11100-10000-1160-7550000	100			11/5/2021 2/14/2022

CERTIFICATED PERSONNEL

CONSENT 3/3/2022

<u>ELECTION: LONG TERM SUBS</u>	<u>ASSIGNMENT</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE</u> <u>ENDING DATE</u>
COCA, ALICIA Human Resources	Long Term Sub Teacher English	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		1/3/2022 2/18/2022
COCA, ALICIA Human Resources	Long Term Sub Teacher English	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		1/3/2022 3/18/2022
HARTMAN, SARAH Human Resources	Long Term Sub Teacher English ILA	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		1/18/2022 3/18/2022
VELASQUEZ, SILIVIA Human Resources	Long Term Sub Teacher 3rd Grade	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		1/24/2022 5/27/2022
CHOE, ELLIOTT Luther Middle School	Long Term Sub Teacher PE	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		2/18/2022 5/18/2022
HAMDEN, RUSH Washington Elementary School	Long Term Sub Teacher 3rd Grade	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		2/1/2022 3/4/2022
TYLER, PATRICK Human Resources	Teacher: Summer School Biology	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: \$250.00		10/22/2021 12/17/2021

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 21-22-13

March 3, 2022
Certificated - Hourly

<u>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hour Cap</u>	<u>Applicable Payrolls</u>
Almanzar-Leal, Carolina	JBHS	Saturday School Teacher	Daily	\$144.66	1	January
Bowne, Shelby	Stevenson	Intervention Teaching	Hourly	\$45.52	73.5	January – May
Bowne, Shelby	Stevenson	Intervention Planning	Hourly	\$33.77	12.5	January – May
Bowne, Shelby	Stevenson	Intervention Teaching	Hourly	\$45.52	125	January – May
Bowne, Shelby	Stevenson	Intervention Planning	Hourly	\$33.77	9	January - May
Brown, Paul	JBHS	Additional .2 FTE Assignment	Stipend	\$948.80	Monthly	January - June
Casper, Jennifer	Muir	Intervention Teaching	Hourly	\$45.52	30	January - May
Cera, Patricia	CC	Additional hours at assignment	Hourly	\$20.63	24	January
Clendenin, Erin	Jefferson	Intervention Teaching	Hourly	\$45.52	166.5	February - April
Completo, Charlene	Miller	Intervention Teaching	Hourly	\$45.52	220	January – March
Cook, Jacob Taylor	JBHS	Other Hourly	Hourly	\$33.77	104.27	February - April
Crespy, Amilyn	CC	Additional hours at assignment-OT	Hourly	\$26.33	1	November
Echeverria, Elsa	Miller	Intervention Teaching	Hourly	\$45.52	220	January – March
Foenander, Lindsay	Jefferson	Intervention Teaching	Hourly	\$45.52	144	February - April
Gibson, Karen	Stevenson	Intervention Teaching	Hourly	\$45.52	15	January – May
Gibson, Karen	Stevenson	Intervention Planning	Hourly	\$33.77	1.5	January – May
Gibson, Karen	Stevenson	Intervention Teaching	Hourly	\$45.52	131.5	January – May
Gibson, Karen	Stevenson	Intervention Planning	Hourly	\$33.77	30	January - May
Kong, Joy	Miller	Intervention Teaching	Hourly	\$45.52	220	January - March
Lewis, LaQuannia	BHS	Other Hourly	Hourly	\$33.77	8.88	February
Lucas, Paige	Miller	Intervention Teaching	Hourly	\$45.52	220	January - March
Marinelli, Jean	Jefferson	Intervention Teaching	Hourly	\$45.52	22.5	February
McCorkle, Molly	Huerta	Other Hourly	Hourly	\$33.77	1	February
Molina, Cesar	Jefferson	Intervention Teaching	Hourly	\$45.52	166.6	February - April
Movsessian, Arin	BHS	Additional .2 FTE Assignment	Stipend	\$1,679.49	Monthly	January - June
Perez, Kimberly	Miller	Intervention Teaching	Hourly	\$45.52	220	January – March
Rapp, Trevor	Comm. Day	Intervention Teaching	Hourly	\$45.52	10	February - May
Rocha, Claudia	McKinley	Intervention Teaching	Hourly	\$45.52	8	January – May
Rocha, Claudia	McKinley	Intervention Planning	Hourly	\$33.77	5	January - May
Schmidt, David	BHS	Other Hourly	Hourly	\$33.77	23.68	February
Showell, Ashley	Miller	Intervention Teaching	Hourly	\$45.52	234	January - March

Singer, Jane	Muir	Intervention Teaching	Hourly	\$45.52	130	January - May
Spence, John	Stevenson	Intervention Teaching	Hourly	\$45.52	88	January – May
Spence, John	Stevenson	Intervention Planning	Hourly	\$33.77	22	January - May
Spence, John	Stevenson	Intervention Teaching	Hourly	\$45.52	100	January – May
Swartz, Daniel	Muir	Intervention Teaching	Hourly	\$45.52	130	January - May
Tipton, Rebecca	Edison	Class Coverage	Hourly	\$46.60	1.5	January
Tubbs, Margarita	Instr. Services	Intervention Planning	Hourly	\$33.77	18.5	December
Udall, Kristin	Jefferson	Intervention Teaching	Hourly	\$45.52	166.5	February - April
Wahe, Debra Anne	Spec. Ed.	Intervention Teaching	Hourly	\$45.52	100	February – June
Wahe, Debra Anne	Spec. Ed.	Other Hourly	Hourly	\$33.77	20	February - June
Waters, Melissa	Instr. Services	Intervention Planning	Hourly	\$33.77	18.5	December
Wright, Rhonda	Instr. Services	Intervention Planning	Hourly	\$33.77	7	December
Zacher, Marianna	Instr. Services	Additional .2 FTE Assignment	Stipend	\$1,283.02	Monthly	February - May

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range & Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Resignation</u>								
AVELAR, Brianna	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.2813	27-IV	D	02-22-22		Burroughs High School
<u>Termination</u>								
CL 0106 22		01.0-00100.0-00000-82100-2210-2130000	1.0	35-I	A	02-09-22		Human Resources
<u>End of Assignment</u>								
HUFF, Jacob	Elementary School Aide	01.0-74260.0-11100-10009-2910-7429000	.1875	27-III	D	02-06-22		Washington Elementary
MILLER, Stewart	Elementary Physical Education Assistant	01.0-74260.0-11100-10000-2110-7429000	.0625	32-VI	D	02-04-22		Miller Elementary
<u>Leave</u>								
BAGHUMYAN, Anna	Instructional Assistant- Special Education	01.0-65000.0-57602-11200-2110-2030000	.75	32-V	D	10-25-21	11-24-21	Emerson Elementary Change to end date
HUFF, Jacob	Elementary School Aide	01.0-00000.0-11100-10009-2910-2160000	.3345	27-III	D	10-25-21	02-06-22	Washington Elementary Change to end date
		01.0-00000.0-11100-10009-2910-2162000	.2961					
		01.0-90201.0-11100-10009-2910-2168400	.3694					
HUFF, Jacob	Elementary School Aide	01.0-74260.0-11100-10009-2910-7429000	.1875	27-III	D	10-25-21	02-06-22	Washington Elementary Change to end date
McDONALD, Andrew	Instructional Assistant- Special Education	01.0-65000.0-57602-11200-2110-2090000	.75	32-V	D	02-01-22	05-26-22	McKinley Elementary
WRIGHT, Leticia	Instructional Assistant- English Language Development	01.0-01501.0-47600-10000-2110-3220000	.75	32-VI	D	12-18-21	05-26-22	Muir Middle School
<u>Additional Compensation for Longevity</u>								
RECCHIA, Keith	Facilities Worker	01.0-81500.0-00000-81100-2210-7523000	1.0	44-VI	A	02-01-22		Facilities Services 10 yrs./\$115 month
ROSEN, Linda	Typist Clerk II	01.0-00000.0-00000-27000-2410-4320000	1.0	30-VI	C	02-01-22		Burroughs High School 25 yrs./\$238 month
SANTILLAN, Rosa	Instructional Assistant – Special Education	01.0-33100.0-57602-11200-2110-3220000	.75	32-VI	D	02-01-22		Muir Middle School 25 yrs./\$238 month

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range & Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Change of Assignment – Classification/Location/FTE</u>								
DANAO, Zuleika	Instructional Assistant – English Language Development	01.0-01500.0-47600-10000-2110-2030000	.625	32-VI	D	02-16-22		Emerson Elementary
MORALES, Christian	Intervention Specialist For At Risk Students	01.0-01500.0-00000-31100-2210-7420000	1.0	53-II	D	02-22-22		McKinley Elementary
<u>Election – Additional Assignment</u>								
BROOKS, Mackenna	Discrete Trial Facilitator	01.0-74260.0-11100-10000-2110-7429000		40-VI	D	01-18-22	05-26-22	Special Education
JUNG-HONG, Hyun,	Elementary School Aide	01.0-74260.0-11100-10009-2910-7429000		27-I	D	01-18-22	05-26-22	Miller Elementary
McCORKLE, Stephanie	Campus Supervision Assistant	01.0-74260.0-00000-83000-2210-74290000		35-VI	D	02-02-22	05-26-22	Luther Middle School
PHAN MUNOZ, Annie	Elementary School Aide	01.0-74260.0-11100-10009-2910-74290000		27-I	D	02-02-22	03-03-22	Miller Elementary
<u>Election – Hourly</u>								
FARAZDAGHI, Marlene	Personnel Technician II Certificated	01.0-65000.0-50010-27000-2440-5080000 01.0-90904.0-00000-27000-2440-5088000		47-VI	A	12-01-21	12-31-21	Instructional Services
HARVEL, Eric	Food Service Cook III	13.0-53100.0-00000-37000-2240-3200000 13.0-53100.0-00000-37000-2230-3200000		33-VI	D	02-01-22	05-26-22	Luther Middle School
MELIKIAN, Lilia	Instructional Assistant Children's Center	12.0-90602.0-11100-10000-2130-2010000		32-VI	D	01-03-22	01-31-22	Children's Center
RIOS, Lydia	Instructional Assistant Children's Center	12.0-90602.0-11100-10000-2130-2050000		32-VI	D	09-01-21	01-31-22	Children's Center
RODRIGUEZ, Sergio	Building Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7532100		58-VI	A	01-08-22	01-08-22	Operations
RODRIGUEZ, Sergio	Building Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7532100		58-VI	A	01-07-22	01-07-22	Operations
RODRIGUEZ, Sergio	Building Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7532100		58-VI	A	12-14-21	12-14-21	Operations

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range & Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Election – Hourly</u> (Continued)								
SANDOVAL, Efren	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	01-06-22	01-06-22	Huerta Middle School
SOLIS, Gloria	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-I	D	02-01-22	05-26-22	Burbank High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-22-22	01-22-22	Burbank High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-21-22	01-21-22	Burbank High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-13-22	01-13-22	Stevenson Elementary
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-11-22	01-11-22	Washington Elementary
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-10-22	01-10-22	Burroughs High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-09-22	01-09-22	Burroughs High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-08-22	01-08-22	Burroughs High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-07-22	01-07-22	Burroughs High School
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-06-22	01-06-22	Providencia Elementary
TORRES, Consuelo S	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-03-22	01-03-22	Burroughs High School
TORRES, Jorge A	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-10-22	01-10-22	Muir Middle School
TORRES, Jorge A	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	01-05-22	01-05-22	Washington Elementary
TORRES, Jorge A	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	12-09-21	12-09-21	Muir Middle School
VALDEZ ORELLANA, Azael G	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-I	A	01-06-22	01-06-22	Dolores Huerta Middle School
VILLALTA, Jose	Custodian	01.0-0010.0-00000-82100-2260-7520001		35-VI	A	01-22-22	01-22-22	Dolores Huerta Middle School
VILLALTA, Jose	Custodian	01.0-0010.0-00000-82100-2260-7520001		35-VI	A	01-05-22	01-05-22	Dolores Huerta Middle School
WADE, Cheretta	Personnel Technician II Classified	01.0-00000.0-00000-72000-2440-7551000		47-IV	A	01-22-22	06-30-22	Human Resources

Personnel Report No. 21-22-13

March 3, 2022

Classified Personnel

<u>Name</u>	<u>Position</u>	<u>Program/Site</u>	<u>%Time FTE</u>	<u>Range & Step</u>	<u>Basis</u>	<u>Effective Date</u>	<u>Ending Date</u>	<u>Remarks</u>
<u>Election – Hourly</u> (Continued)								
ZELAYA, Raul	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	01-22-22	01-23-22	Muir Middle School
ZELAYA, Raul	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	01-22-22	01-23-22	Muir Middle School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

Fiscal Year: 2022

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
22000004	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 2: INCREASE BY \$640.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	\$3,740.00
22000048	BMC WEST LLC	C/O 1: INCREASE BY \$2,000.00; 2021-22 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$4,000.00
22000150	FISHER, LINDA	C/O 1: INCREASE BY \$706.00; 2021-22 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	\$1,885.92
22000265	US AIR CONDITIONING DISTRIBUTORS	C/O 1: INCREASE BY \$7,500.00; 2021-22 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	\$19,000.00
22000358	WAXIE SANITARY SUPPLY	C/O 2: INCREASE BY \$350.00; 2021-22 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS; OMNIA PB CONTRACT #202329-01	FACILITIES PLANNING SERVICES	010	\$3,000.00
22000463	ANAYA, PSYD, ADRIANA	C/O 1: EXTEND TERM - BD 1/20/22; CONSULTANT AGREEMENT; PSYCHOLOGICAL-EDUCATIONAL EVALUATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/3/21	SPECIAL EDUCATION	010	\$5,500.00
22000465	LARGE, PH.D., MARY E.	C/O 1: CANCEL ORDER; CARRYOVER OF PO 21003543; CONSULTANT AGREEMENT; PSYCHOLOGICAL-EDUCATIONAL EVALUATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/6/21	SPECIAL EDUCATION	010	\$1,500.00
22000489	LRA INTERPRETERS, INC.	C/O 2: INCREASE BY \$54,000.00 - BD 1/20/22; CONSULTANT AGREEMENT; INTERPRETATION AND TRANSLATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/17/21	SPECIAL EDUCATION	010	\$134,000.00
22000605	WAXIE SANITARY SUPPLY	C/O 1: INCREASE BY \$271.15; 2021-22 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS; OMNIA PB CONTRACT #202329-01	BRET HARTE CHILDREN'S CENTER	120	\$2,271.15
22000650	H&S ELECTRIC INC	C/O 2: REDUCE BY \$13,392.00 - BOARD 10/7/21; CARRYOVER OF PO 21002719; BID 2021-003-05 ELECTRICAL & LOW VOLTAGE FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21, 3/18/21 & 6/17/21	FACILITIES SERVICES	213	\$272,527.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
22000652	SANTA CLARITA CONCRETE	C/O 2: INCREASE BY \$12,671.18 - BD 1/20/22; CARRYOVER OF PO 21002717; BID 2021-003-03 SITE & STRUCTURAL CONCRETE FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21 & 3/18/21	FACILITIES SERVICES	213	\$406,100.45
22000674	NINYO AND MOORE	C/O 1: INCREASE BY \$30,279.00 - BD 12/16/21; CARRYOVER OF PO 21002732; PROFESSIONAL SERVICES AGREEMENT; GEOTECHNICAL, MATERIALS TESTING AND INSPECTION SERVICES FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/18/21	FACILITIES SERVICES	213	\$58,297.25
22000792	SHIFFLER EQUIPMENT SALES, INC	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	\$24.98
22001032	INCLUSIVE EDUCATION & COMMUNITY	C/O 1: CANCEL ORDER; CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT SERVICES; GIFT FUNDS; BOARD APPROVED 8/5/21	SPECIAL EDUCATION	010	\$900.00
22001370	KUTA SOFTWARE LLC	C/O 1: CANCEL ORDER; SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/17/21	LUTHER BURBANK MIDDLE SCHOOL	010	\$880.00
22001495	BLACK, TOBY J	C/O 1: INCREASE BY \$40,000.00 & EXTEND TERM - BD 1/20/22; CONSULTANT AGREEMENT; COVID COORDINATOR SERVICES; DPH COVID TESTING FUNDS; BOARD APPROVED 10/7/21	INSTRUCTIONAL SERVICES	010	\$56,000.00
22001615	HACOPIAN, ZARIK	C/O 1: INCREASE BY \$7,200.00 - BD 12/16/21; CONSULTANT AGREEMENT; PSYCH INTERVENTION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/7/21	SPECIAL EDUCATION	010	\$13,350.00
22001622	SUNBELT RENTALS, INC.	CONTRACTED SERVICES	FACILITIES SERVICES	010	\$1,148.73
22001685	CORNEJO'S AUTOMOTIVE	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	\$310.50
22001897	TURF STAR, INC.	NON-INSTRUCTIONAL EQUIPMENT REPAIR MATERIAL	FACILITIES SERVICES	010	\$507.38
22001983	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: REVISE SPECS AND INCREASE BY \$88.20; CLASSROOM FURNITURE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$590.94
22002041	PROTOCOL AGENCY, INC.	C/O 1: REVISE ACCOUNT STRING; PROFESSIONAL SERVICES; PSYCHOLOGIST; LEARNING RECOVERY SUPPORT FUNDS; BOARD APPROVED 11/4/21	SPECIAL EDUCATION	010	\$145,200.00
22002052	SUNSTATE EQUIPMENT CO.	CONTRACTED SERVICES	FACILITIES SERVICES	010	\$863.90
22002092	AMAZON CAPITAL SERVICES	C/O 1: ORDER REPLACEMENT; OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$309.79

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BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
22002289	MADMEN MARKETING CONSULTANTS, LLC	C/O 1: REDUCE BY \$945.94; PPE SUPPLIES; ESSER FUNDS	WAREHOUSE	010	\$44,410.91
22002312	GORILLA STATIONERS LLC	C/O 1: CANCEL ORDER; PPE SUPPLIES; ESSER FUNDS	WAREHOUSE	010	\$5,292.00
22002399	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ORDER; CLASSROOM SUPPLIES	MONTEREY HIGH SCHOOL	010	\$12.97
22002401	AMAZON CAPITAL SERVICES	C/O 1: ORDER REPLACEMENT; CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$495.53
22002403	GRENE, JULIE	REIMBURSEMENT TO LIBRARY COORDINATOR FOR LIBRARY BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	\$466.53
22002404	PIPER, RICHARD	REIMBURSEMENT TO TEACHER FOR BOOKS AND E-BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	\$172.39
22002405	SKILLSUSA CALIFORNIA	CONFERENCE REGISTRATION FEES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$50.00
22002406	AMAZON CAPITAL SERVICES	BOOKS & SUPPLIES; SPECIAL EDUCATION & GENERAL FUNDS	EMERSON ELEMENTARY	010	\$54.49
22002407	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$11.01
22002408	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$56.56
22002409	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$95.05
22002410	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	\$606.93
22002411	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$55.00
22002412	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	\$94.89
22002413	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLY; SPECIAL EDUCATION FUNDS	ROOSEVELT ELEMENTARY	010	\$51.08
22002414	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	Health Services	010	\$58.44
22002415	DEMCO INC	LIBRARY SUPPLIES	EMERSON ELEMENTARY	010	\$51.81
22002416	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$117.31
22002417	DEMCO INC	LIBRARY SUPPLIES	JEFFERSON ELEMENTARY	010	\$66.93
22002418	GOPHER SPORT	PLAYGROUND SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$129.47
22002419	FUN EXPRESS LLC	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	\$88.56
22002420	APPLE COMPUTER ED SALES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$104.74
22002421	UME FEDERAL CREDIT UNION	OFFICE FURNITURE	MC KINLEY ELEMENTARY	010	\$143.31
22002422	UME FEDERAL CREDIT UNION	CLASSROOM EQUIPMENT; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	\$110.24
22002423	EPIC SPORTS	PHYSICAL EDUCATION SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$57.96
22002424	CITY OF BURBANK	PROFESSIONAL SERVICES; ASSISTANCE WITH BOARD MEETINGS	SUPERINTENDENT 'S OFFICE	010	\$1,798.00

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22002426	YOUNG, JOY	CONSULTANT AGREEMENT; SPEECH AND LANGUAGE SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/16/21	SPECIAL EDUCATION	010	\$1,330.00
22002427	BARKSHIRE LASER LEVELING INC.	LASER LEVELING THE BASEBALL DIAMOND AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$5,800.00
22002428	BARKSHIRE LASER LEVELING INC.	LASER LEVELING THE BASEBALL DIAMOND AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$5,800.00
22002429	AMAZON CAPITAL SERVICES	STUDENT AWARDS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	\$203.59
22002430	B & H PHOTO-VIDEO	OFFICE SUPPLIES	PERSONNEL SERVICES	010	\$347.29
22002431	AUGMENTATIVE COMMUNICATION THERAPIES	PROFESSIONAL SERVICES AGREEMENT; AUGMENTATIVE ASSISTIVE COMMUNICATION IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/16/21	SPECIAL EDUCATION	010	\$2,000.00
22002433	EPIC SPORTS	PHYSICAL EDUCATION SUPPLIES	MC KINLEY ELEMENTARY	010	\$659.48
22002434	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR NON-PUBLIC SCHOOL PLACEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$147,000.00
22002435	UME FEDERAL CREDIT UNION	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$132.22
22002437	GUNN PSYCHOLOGICAL SERVICES INC	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$5,500.00
22002438	PROFESSIONAL TUTORS OF AMERICA, INC	PROFESSIONAL SERVICES AGREEMENT; COMPENSATORY EDUCATION; ALTERNATIVE DISPUTE RESOLUTION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$5,600.00
22002439	POSITIVE PROMOTIONS	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	\$210.28
22002440	PROFESSIONAL TUTORS OF AMERICA, INC	PROFESSIONAL SERVICES AGREEMENT; COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$4,000.00
22002441	PROFESSIONAL TUTORS OF AMERICA, INC	PROFESSIONAL SERVICES AGREEMENT; COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$8,000.00
22002442	HOLLAR SPEECH & LANGUAGE SERVICES	PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/16/21	SPECIAL EDUCATION	010	\$2,600.00
22002443	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	\$188.84

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PO Number	Vendor	Description	Site	Fund	Total Amount
22002444	WALTER, LAURA J	CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/20/22	STEVENSON ELEMENTARY	010	\$5,220.00
22002445	THE PENCIL STORE	STUDENT AWARDS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$92.47
22002446	ACTUM CLINICAL AND BEHAVIORAL SERVICES	PROFESSIONAL SERVICES AGREEMENT; FUNCTIONAL BEHAVIORAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$4,725.00
22002447	JOHNSON, DARRYL B	CONSULTANT AGREEMENT; SONG AND DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/20/22	ROOSEVELT ELEMENTARY	010	\$4,000.00
22002448	WAZIRKAJOYAN, MIRIAM	REIMBURSEMENT TO PRINCIPAL FOR MEETING SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	\$40.47
22002449	HANADA, SHIGEKO	REIMBURSEMENT TO CAMPUS SUPERVISOR FOR CLASSROOM SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$189.70
22002450	LIGHTSPEED TECHNOLOGIES	TECHNOLOGY SUPPLIES	MC KINLEY ELEMENTARY	010	\$147.30
22002451	COSTELLA, LIZ	REIMBURSEMENT TO PRINCIPAL FOR SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$111.68
22002452	LRP PUBLICATIONS	INSTRUCTIONAL MATERIALS; SP ED DISPUTE PREVENTION & DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	\$93.61
22002453	KIDS' KASTLE	FUNDRAISING FEE; GIFT FUNDS	EMERSON ELEMENTARY	010	\$1,267.60
22002454	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION	JOHN BURROUGHS HIGH SCHOOL	010	\$718.75
22002455	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$1,840.01
22002456	MACKEY, ELIZABETH	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT; BOARD APPROVED 1/20/22	INSTRUCTIONAL SERVICES	010	\$9,600.00
22002457	CENGAGE LEARNING	BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	\$1,764.00
22002458	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	010	\$344.32
22002458	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$639.44
22002459	EPIC SPORTS	PHYSICAL EDUCATION SUPPLIES; GENERAL UNRESTRICTED AND GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$172.73
22002460	AMAZON CAPITAL SERVICES	BOOKS	ROOSEVELT ELEMENTARY	010	\$534.59
22002461	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	\$181.80
22002462	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$161.05
22002463	NEW MANAGEMENT, INC	CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT AND BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	\$485.10
22002464	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MUIR MIDDLE SCHOOL	010	\$267.24

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22002465	SUPPLY SOLUTIONS	PPE SUPPLIES; ESSER FUNDS	WAREHOUSE	010	\$5,027.40
22002466	AMAZON CAPITAL SERVICES	PPE SUPPLIES	MUIR MIDDLE SCHOOL	010	\$119.04
22002467	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	\$22.03
22002468	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$914.38
22002469	DAGATA, PATTY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	\$99.33
22002470	KOVESDY, ANDRAS	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	\$298.93
22002471	SPINITAR PRESENTATION PRODUCTS INC	AUDIO VISUAL EQUIPMENT	TECHNOLOGY SERVICES	213	\$11,893.99
22002472	CHAMPION CRANE RENTAL, INC.	CRANE SERVICE FOR AC INSTALLATION AT LUTHER MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$8,166.34
22002473	SKAUG TRUCK BODY WORKS	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	\$450.52
22002477	UME FEDERAL CREDIT UNION	AUDIO VISUAL EQUIPMENT	TECHNOLOGY SERVICES	213	\$51,261.36
22002478	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$324.23
22002479	AMAZON CAPITAL SERVICES	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	\$119.51
22002480	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$522.17
22002481	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$34.41
22002482	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	BURBANK ADULT SCHOOL	110	\$96.61
22002483	TEXTBOOK WAREHOUSE INC	BOOKS	BURBANK HIGH SCHOOL	010	\$659.30
22002484	NUTCASE ACCESSORIES USA LLC	TECHNOLOGY SUPPLIES; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	\$14,883.75
22002485	IZURIETA FENCE COMPANY INC	1920-012 FURNISH AND INSTALL CHAIN LINK FENCE AND SWING GATE AT DISNEY ES; BOND FUNDS; BOARD APPROVED 1/20/22	FACILITIES SERVICES	213	\$163,111.09
22002486	HANDY MARKET	COMPETITION SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$65.51
22002487	MIRAVIA, LLC	BOOKS	INSTRUCTIONAL SERVICES	010	\$418.85
22002488	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	\$194.12
22002489	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	\$106.24
22002490	AMAZON CAPITAL SERVICES	HEALTH AND OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	\$116.78
22002491	AMAZON CAPITAL SERVICES	STUDENT AWARDS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$12.78

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22002492	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	MILLER ELEMENTARY	010	\$65.87
22002493	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND FURNITURE; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$295.44
22002494	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	JEFFERSON ELEMENTARY	010	\$17.60
22002495	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES	EMERSON ELEMENTARY	010	\$142.17
22002496	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$28.08
22002497	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	COMMUNITY DAY SCHOOL	010	\$28.26
22002498	POWELL, HEATHER	REIMBURSEMENT TO PARENT FOR MEETING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$88.00
22002499	TYMINSKI, THOMAS	REIMBURSEMENT TO CONSULTANT FOR SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	\$639.89
22002500	CASCELLI, NICHOLAS	BTA CLAIM FOR REIMBURSEMENT	FISCAL SERVICES	010	\$220.10
22002501	KULBERG, SHARI	REIMBURSEMENT TO SPEECH THERAPIST FOR SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$26.26
22002502	POZOS, ADRIANA	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	\$72.18
22002503	MORGAN, KELSEY	BTA CLAIM FOR REIMBURSEMENT	FISCAL SERVICES	010	\$216.91
22002504	SHAKER SHIRTS	CUSTOM CLOTHING; GIFT FUNDS	EDISON ELEMENTARY	010	\$1,655.64
22002505	VALENCIANO, PATRICIA	REIMBURSEMENT TO FUNDRAISING COMMITTEE CHAIR FOR FUNDRAISING PLATFORM; GIFT FUNDS	EMERSON ELEMENTARY	010	\$499.00
22002506	DAGATA, PATTY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	\$59.25
22002507	DAGATA, PATTY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	\$129.23
22002508	GREGOIRE, DEBORAH	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$149.85
22002509	SCHOOL SPECIALTY, INC	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$41.62
22002510	PLAYPOWER LT FARMINGTON INC.	FURNISH AND INSTALL SPACERS AT ROOSEVELT ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$811.72
22002511	PLAYPOWER LT FARMINGTON INC.	FURNISH AND INSTALL HANDRAIL AT ROOSEVELT ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$734.82
22002512	RS CONFIDENCE WELNESS CULTURAL & PERFORMING	CONSULTANT AGREEMENT; INSTRUCTIONAL DANCE WORKSHOPS; GIFT FUNDS; BOARD APPROVED 1/20/22	EMERSON ELEMENTARY	010	\$6,300.00
22002513	GRAINGER INC	HVAC SUPPLIES; ESSER FUNDS	FACILITIES PLANNING SERVICES	010	\$1,074.28

Fiscal Year: 2022

BOARD DETAIL REPORT

Printed between 01/25/2022 & 02/07/2022					
PO Number	Vendor	Description	Site	Fund	Total Amount
22002514	BURBANK OPTOMETRIC CENTER, INC.	PROFESSIONAL SERVICES AGREEMENT; VISION THERAPY ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/17/20	SPECIAL EDUCATION	010	\$425.00
22002515	UME FEDERAL CREDIT UNION	OFFICE FURNITURE	MILLER ELEMENTARY	010	\$220.49
22002516	COMMUNITY WORKS YOUTH DEVELOPMENT	CONSULTANT AGREEMENT; PROGRAM MANAGEMENT FOR 2022 ARTS, MEDIA & ENTERTAINMENT CTE STUDENT ORGANIZATION; GIFT FUNDS; BOARD APPROVED 1/20/22	INSTRUCTIONAL SERVICES	010	\$79,391.00
22002517	WORLD'S FINEST CHOCOLATE, INC.	FUNDRAISING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$8,147.00
22002518	TAFOYA, JULIE JANET	PROFESSIONAL SERVICES AGREEMENT; ASSESSMENTS; LEARNING RECOVERY SUPPORT FUNDS; BOARD APPROVED 12/16/21	SPECIAL EDUCATION	010	\$48,000.00
22002519	SPEECH BANANAS INC	PROFESSIONAL SERVICES; AUDITORY-VERBAL ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 1/20/22	SPECIAL EDUCATION	010	\$1,300.00
22002520	SPECIAL EDUCATION PARENTS	CARRYOVER PO 21001227; REIMBURSEMENT TO PARENTS FOR COMPENSATORY EDUCATIONAL SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/19/20	SPECIAL EDUCATION	010	\$937.54
22002521	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MILLER ELEMENTARY	010	\$192.75
22002522	FUN EXPRESS LLC	STUDENT REWARDS; GIFT FUNDS	EMERSON ELEMENTARY	010	\$275.69
22002523	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	Student Services	010	\$879.45
22002524	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$119.98
22002525	USI EDUCATION & GOVERNMENT SALES	OFFICE SUPPLIES; LCAP EIA/LEP FUNDS	MILLER ELEMENTARY	010	\$375.78
22002526	APPLE COMPUTER ED SALES	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$1,422.23
22002527	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES	TECHNOLOGY SERVICES	213	\$1,642.73
22002528	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	\$45.67
22002529	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$329.98
22002530	AMAZON CAPITAL SERVICES	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	\$123.93
22002531	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$74.66
22002532	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	\$204.52
22002533	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	\$209.07
22002534	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	\$33.04

BOARD DETAIL REPORT

Printed between 01/25/2022 & 02/07/2022					
PO Number	Vendor	Description	Site	Fund	Total Amount
22002535	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$32.75
22002537	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLY	DOLORES HUERTA MIDDLE SCHOOL	010	\$109.68
22002538	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM EQUIPMENT	EMERSON ELEMENTARY	010	\$238.35
22002539	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	\$1,080.00
22002540	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	\$850.00
22002541	BOOKSOURCE	BOOKS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	\$1,493.36
22002542	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$180.34
22002543	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	ADOPTED TEXTBOOKS; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS; BOARD APPROVED 3/2/17	INSTRUCTIONAL SERVICES	010	\$445.76
22002544	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$31.97
22002545	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	\$179.59
22002546	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$527.85
22002547	CO TING KEH, ROWENA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	\$20.00
22002548	UME FEDERAL CREDIT UNION	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	\$156.32
22002549	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	\$81.60
22002550	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	MC KINLEY ELEMENTARY	010	\$68.37
22002551	DIXON SMARTSCHOOLHOUSE LLC	PROFESSIONAL SERVICES; CUSTODIAL SERVICES REVIEW; BOARD APPROVED 2/3/22	FISCAL SERVICES	010	\$12,000.00
22002552	LABYRINTH LEARNING	BOOKS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$1,407.67
22002553	MARENEM INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	\$126.26
22002554	MULTI-HEALTH SYSTEMS	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$102.00
22002555	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	\$188.37
22002556	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$250.00
22002557	CPM EDUCATIONAL PROGRAM	ADOPTED TEXTBOOKS; LOTTERY-INSTRUCTIONAL MATERIALS FUNDS; BOARD APPROVED 4/21/16	INSTRUCTIONAL SERVICES	010	\$317.84
22002558	PROJECT LEAD THE WAY INC	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	\$3,188.43
22002559	ADCO ROOFING	LEAK REPAIRS AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$4,984.00

Fiscal Year: 2022

BOARD DETAIL REPORT

Printed between 01/25/2022 & 02/07/2022					
PO Number	Vendor	Description	Site	Fund	Total Amount
22002560	ADCO ROOFING	LEAK REPAIR AT ROOSEVELT ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENACE FUNDS	FACILITIES SERVICES	010	\$14,985.00
22002561	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	\$178.18
22002562	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	\$251.95
22002563	AMAZON CAPITAL SERVICES	AUDIO SUPPLIES	EDISON ELEMENTARY	010	\$459.52
22002564	AMAZON CAPITAL SERVICES	ART SUPPLIES	PROVIDENCIA ELEMENTARY	010	\$29.18
22002565	AMAZON CAPITAL SERVICES	INSTRUCTIONAL EQUIPMENT; GIFT FUNDS	DISNEY ELEMENTARY	010	\$53.97
22002566	AMAZON CAPITAL SERVICES	ART SUPPLIES	MONTEREY HIGH SCHOOL	010	\$135.51
22002567	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO OFFICE MANAGER FOR FACILITIES SUPPLIES; ADULT EDUCATION GENERAL APPORTIONMENT AND BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$110.13
22002568	SINGER, JANE	REIMBURSEMENT TO TEACHER FOR STUDENT REWARDS; MAA FUNDS	MUIR MIDDLE SCHOOL	010	\$66.15
22002569	HALLIGAN, JENNIFER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	\$80.91
22002570	HACKER, JAN	REIMBURSEMENT TO TEACHER FOR OFFICE EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	\$73.29
22002571	GOPHER SPORT	PHYSICAL EDUCATION SUPPLIES	WASHINGTON ELEMENTARY	010	\$621.70
22002572	SLIM JPA C/O LAS VIRGENES USD	SEPARATION AGREEMENT; BOARD APPROVED 12/21/17	FISCAL SERVICES	010	\$9,519.71
22002573	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	\$244.91
22002574	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLY; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	\$31.84
22002575	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM FURNITURE	INDEPENDENT LEARNING ACADEMY (ILA)	010	\$7,115.54
22002576	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$455.94
22002577	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	\$374.77
22002578	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	\$702.12
22002579	PLAY THERAPY SUPPLY LLC	CLASSROOM SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	\$66.11
22002580	MYBINDING, LLC	OFFICE SUPPLIES	MONTEREY HIGH SCHOOL	010	\$185.62
22002581	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES	JEFFERSON ELEMENTARY	010	\$122.34
22002582	UME FEDERAL CREDIT UNION	PPE SUPPLIES; ESSER FUNDS	WAREHOUSE	010	\$868.22
22002583	COLBI TECHNOLOGIES INC	SOFTWARE SERVICES AGREEMENT; BOND FUNDS; BOARD APPROVED 6/17/21 & 1/20/22	FACILITIES SERVICES	213	\$1,000.00

Fiscal Year: 2022

BOARD DETAIL REPORT

Printed between 01/25/2022 & 02/07/2022					
PO Number	Vendor	Description	Site	Fund	Total Amount
22002583	COLBI TECHNOLOGIES INC	SOFTWARE SERVICES AGREEMENT; BOND FUNDS; BOARD APPROVED 6/17/21 & 1/20/22	FACILITIES SERVICES	400	\$4,000.00
22002584	RELIABLE FLOOR COVERING, INC	2122-012 FURNISH AND INSTALL FLOORING AT DISNEY ES MODULAR BUILDING; VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PIGGYBACK BID 608; BOND FUNDS; BOARD APPROVED 1/20/22	FACILITIES SERVICES	213	\$65,642.00
22002585	ACADEMIC THERAPY PUBLICATIONS / HIGH NOON BOOKS	TESTING MATERIALS	SPECIAL EDUCATION	010	\$349.27
PO Count:			204	Total:	\$1,960,878.40

BOARD DETAIL REPORT

Printed between 01/25/2022 & 02/07/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	185	\$913,609.44
110	Adult Education Fund	9	\$7,636.02
120	Child Development Fund	1	\$2,271.15
213	Building Fund - 3rd Issuance	9	\$1,031,475.87
400	Special Res./for Cap. Outlay	1	\$4,000.00
670	Self Insurance Fund	1	\$1,885.92
		Total:	\$1,960,878.40

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
7209694	7209725	20409625	20409651
7210493	7210499	20410890	20410925
		202202090052428	202202090052429

2/10/22 - 2/11/22	\$	30,462.77	2/9/22 - 2/10/22	\$	685,677.41
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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: March 3, 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: March 3, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	Megan McNulty	Dance Instruction	3/19/2022	\$4,160	01.0-90201.0-11100-10000-5810-2028700
Edison Elementary	Ashley Erikson	Mrs. Erickson will teach gardening to our first grade classes as part of our Art Wheel	3/7/2022– 4/4/2022	\$ 640	01.0-90201.0-11100-10000-5810-2028700
Magnolia Park School	Susan Dalian	Artist in Residency Workshops	5/16/2022	\$2,800	01.0-65000.0-57601-11100-5810-5171000
McKinley Elementary	Wild Wonders	On site Field Trip for TK/Kinder	4/18/2022	\$ 575	01.0-90201.0-11100-10000-5810-2098200
McKinley Elementary	Lewis Events	5 th grade Colonial America experience	5/10/2022	\$1,270	01.0-90201.0-11100-10000-5810-2098200
McKinley Elementary	Mobile Ed Productions	Forces and Motion on site field trip for 3 rd and 4 th grade	5/12/2022	\$1,095	01.0-90201.0-11100-10000-5810-2098200
McKinley Elementary	Sustainable Inner Power DBA Challenge Island Irvine	On site field trip for 2 nd grade	4/20/2022	\$1,500	01.0-90201.0-11100-10000-5810-2098200
McKinley Elementary	Travel Tidepools	1 st Grade On site field trip	4/12/2022	\$1,495	01.0-90201.0-11100-10000-5810-2098200
Miller Elementary	Garri Dance Studio	Dance Classes	3/7/2022– 4/22/2022	\$4,500	01.0-90201.0-11100-10000-5810-2108700
Muir Middle School	Top Youth Speakers/Jessie Funk	Motivational Speaker	2/15/2022	\$3,000	01.0-90201.0-11100-10000-5810-3228000

Muir Middle School	Rob Holladay	Educational Speaker	4/21/2022	\$2,500	01.0-90904.0-11100-10000-5810-3228100
Providencia Elementary	Garri Dance Studio	6 weeks of dance instruction for all students	3/28/2022– 5/6/2022	\$4,500	01.0-90201.0-11000-10000-5810-2138200
Roosevelt Elementary	Kyle's Cartoon Platoon	Provide two (2) 48 minute interactive draw along art assemblies teaching California State Standards for Visual Arts	4/5/2022	\$ 897	01.0-90201.0-11100-10000-5810-2148200
Washington Elementary	Rocketology, LLC Professor Egghead Science Academy	All 5 th grade students will be provided a two day in-person Science Camp with 5 Science Professors	5/4/2022– 5/5/2022	\$5,500	01.0-90201.0-11100-10000-5810-2168800
Emerson Elementary	Solophie Olson	3-1 Dance Workshop	3/11/2022– 5/31/2022	\$10,500	01.0-90201.0-17011-10000-5810-2038700

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 March, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Megan McNulty hereinafter referred to as "Consultant."

Payee's Name Megan McNulty Daytime Phone Number [REDACTED]

Email Address [REDACTED]@gmail.com

Mailing Address [REDACTED]

Sponsoring Administrator Laura Flosi

Board Approval Date March 3, 2022

Account String 010-90201-0-11100-10000-5810-202-8700

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 65.00 per hour ☒ / per day ☐ / per session ☐ for a total not to exceed \$4160.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 19, 2022 and terminating on May 13, 2022.
3. Payment Terms: to be paid upon completion of services
4. Consultant will provide the following services:

Megan will provide dance instruction for all students in TK-5 to prepare for our school wide spring dance.

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

[Signature]
Consultant

Megan McNulty
Megan McNulty

2/11/22
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

Megan McNulty

Megan grew up dancing on the stage of the McCarter Theatre with the Princeton Ballet. She trained under the American Repertory Ballet's Junior Company, before attending the University of Virginia, where she graduated with her Master of Teaching in Special Education and her BA in Theatre. Megan has taught dance to all ages, from New York to Virginia to California. In addition, she has worked as a professional choreographer and Dance Captain, with favorite shows including West Side Story, Footloose, and Carousel, to name a few. Megan has run a successful tutoring business for the past 18 years in NYC and LA, currently serves as an Instructor for The Professional Program at UCLA, under the School of TFT, and is a studio director/teacher/coach at Warner Loughlin Studios in Hollywood. Megan lives in Burbank with her husband, Coast Guard Officer Stuart Ambrose, their daughter, Mack, and their son, Huck.

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 March, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ashley Erikson hereinafter referred to as "Consultant."

Payee's Name Ashley Erikson Daytime Phone Number 818 632-6888

Email Address [REDACTED]@yahoo.com

Mailing Address [REDACTED] CA 91505

Sponsoring Administrator Laura Flosi

Board Approval Date March 3, 2022

Account String 01.0-90201.0-11100-10000-5810-202-8700

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 640.00 per hour ☐ per day ☐ per session ☒ for a total not to exceed \$ 640.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 7 and terminating on April 4, 2022.
3. Payment Terms: To be paid in full upon completion of services
4. Consultant will provide the following services:

Ms. Erikson will provide gardening instruction to all first grade classes as part of the Edison Art Wheel rotation.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title

Date

Consultant

Ashley Erikson
Date

2/4/22
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 Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

ASHLEY ERIKSON

SOCIAL MEDIA & GRAPHIC DESIGN PROFESSIONAL

- Passion for connecting community members with local businesses both in person and via social media
- 10 years of experience working in the social and digital marketing and event planning fields
- Track record of using creativity to develop programs that drive attendance and community togetherness
- Use eye for design, photography and graphics to create engaging digital content for posts and flyers
- Independent worker, quick learner and skilled at balancing multiple tasks to meet organizational goals

SOCIAL MEDIA ACCOMPLISHMENTS

Instagram

- @zeustheblindowl: 39.5K followers
- @lola_the_sloth: 14.6K followers
- @wildlifelearningcenter: 11.1K followers
- @magnoliaparkburbank: 3.4K followers
- @romancingthebean: 3K followers
- @theashleyerikson: 2.5K followers

Facebook

- Wildlife Learning Center: 13.3K followers
- Magnolia Park Burbank: 6.9K followers
- Romancing the Bean: 2.1K followers
- Magnolia Park Mamas (Group): 4K members
- Burbank Mommies (Group): 2K members
- Burbank Mompreneurs (Group): 800 members

PROFESSIONAL EXPERIENCE

Owner – Amerikson Creative, formerly Ashley Erikson Media – Burbank, CA 05/2012 – Present

- Designed and built over 60 websites using Wix for restaurants, food trucks, events, brick and mortar stores, e-commerce sites, and service-based businesses
- Maintains an Etsy store to sell a yearly social media content calendar with over 300 sales
- Manage and maintain social media accounts daily by creating quality content for businesses
- Facilitate social media workshops for classes of 20-30 people and provide one-on-one consulting for business owners
- Design custom logos, flyers, business cards, and printable marketing material to transform and enhance business' web presence and revitalize branding
- Write custom creative content for websites, menus, brochures, and press releases leading to clearer business operations and communications
- Work with large organizations to evaluate, analyze and provide feedback on how to optimize social and digital presence in order to grow event attendance

President and Founder – Magnolia Park Merchants Association – Burbank, CA 04/2014 – 04/2019

Marketing and Event Planner – Magnolia Park Merchants Association – Burbank, CA 04/2019 – Present

- Led monthly meetings for merchants and frequently met with city planners, city manager, public works, community development, city council, and other city departments to communicate needs of the district.
- Transformed a struggling business district into a thriving shopping destination utilizing digital marketing tools to inform community members about services and products offered by local businesses
- Plan, organize and implement monthly and annual large-scale events to generate business for eclectic and unique stores, cafes and restaurants
- Grew event attendance from a few thousand patrons to more than 30,000 within 5 years
- Oversaw organization committees, including Holiday in the Park Event and Fundraising Committees
- Designed and revised multiple organization websites, including a Members Directory and event website

- Procured and created content for multiple platforms, including: Facebook, Instagram and Twitter
- Created and designed print material, including: marketing flyers, business cards, ID cards, association invitations, and store posters

Staff Writer/Ad Designer – MyBurbank.com – Burbank, CA 12/2018 – Present

- Write articles and design advertisements for school and community events, politics, family friendly activities and business features
- Created and produced the myBurbank's Best Contest- designed logo, store window decal, and certificates.

Gardening Instructor (Volunteer) – Bret Harte Elementary– Burbank, CA 12/2019 – Present

- Write science curriculum and activities for first grade gardening rotation on garden creatures
- Teach first grade students through hands on science learning, story telling, and art.

Marketing Manager – Wildlife Learning Center – Sylmar, CA 02/2016 – 03/2020

- Oversaw and maintained all social media accounts (Instagram, Facebook, Twitter)
- Created, planned and executed unique events to drive foot traffic increasing monthly profit by \$3K-4K
- Successfully grew business Instagram from 3K to 15.5K followers; initiated and maintained public figure pages for the two most popular animals at the sanctuary, growing pages to 43.3K and 20K followers
- Collaborated with employees and owners to revise center website and internet presence resulting in better communication and internal operations

Instructor – Burbank Parks & Recreation, Stough Canyon Nature Center 01/2016 – 08/2016

- Taught a Wildlife Explorer Nature class for children to develop curiosity and excitement for the outdoors

EDUCATION

Bachelor of Arts Degree in English, Option: Writing 12/2010
California State University, Northridge

In Progress: Bachelor of Science Degree in Zoology currently enrolled
Oregon State University

COMMUNITY INVOLVEMENT

Board of Directors – Wildlife Learning Foundation – Sylmar, CA	08/2015 – Present
President – Bret Harte Elementary School PTA – Burbank, CA	06/2019 – 05/2021
Historian – Luther Burbank Middle School – Burbank, CA	06/2020 – 05/2021
Auditor – Bret Harte Elementary School PTA – Burbank, CA	06/2021- Present
VP of Membership – Luther Burbank Middle School – Burbank, CA	06/2021 – Present
MOMS Night Out Coordinator, MOMS Club of Burbank, West – Burbank, CA	06/2018 – 06/2019
Founder & President – Magnolia Park Merchants Association – Burbank, CA	04/2014 – 04/2019
Founder/Administrator to Facebook Groups	
Burbank Mommies	2018-Present
Burbank Mompreneurs	2014-Present
Magnolia Park Mamas	2012-2018
Event Committee Member/Sponsor – Los Angeles Environmental Education Fair	

PTA Volunteer Chair/Committee Positions - Red Ribbon Week, STEAM Wheel, Communications, Website, Read Across America, Nominations Committee, Bylaws Committee, DEI Committee, Honorary Service Awards Committee, Holiday Basket Drive, Sustainability Committee, Room Rep.

AWARDS & RECOGNITION

Received Bret Hart PTA Honorary Service Award, 03/2020
Featured on Good Day LA and NBC in piece about Reader's Digest top 10 places to live in the US, 2019
Photography Showcase – Displayed photographs at the Grand Opening of Luna Vine Wine Bar, 2014

PUBLICATIONS

"The Old Man in the Sea" poem published in The Northridge Review, Fall 2011
"GWB" poem published in The Northridge Review, Fall 2011
"Nectar of the Gods" poem published in The Northridge Review, Spring 2011
Tolucan Times Full Page Feature "One-on-One with Burbank Marketing Maven Ashley Erikson AKA 'Miss Magnolia' Vol. 74 No. 24, May 23, 2018

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 10 of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Susan Dalian hereinafter referred to as "Consultant."

Payee's Name Susan Dalian Daytime Phone Number [REDACTED]

Email Address [REDACTED]@gmail.com

Mailing Address [REDACTED] CA 91030

Sponsoring Administrator David Guyer

Board Approval Date March 3, 2022

Account String 010-65000-0-57601-11100-5810-517-1000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 2800.00 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed \$ 2800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 7, 2022 and terminating on May 16, 2022.
3. Payment Terms: One payment upon completion
4. Consultant will provide the following services:

Susan Dalian will teach theatre arts to the students at Magnolia Park.

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

Burbank Unified School District of Los Angeles County

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


BUSD Authorized Signature/Title

2/10/22
Date


Consultant

Susan Dalian
Date

2/10/22

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

Revised 06/19

Susan Dalian – actress, director, writer, instructor



SUSAN DALIAN has over 30 years of experience in theater, film and television. She started her studies in theater arts at Baltimore School for the Arts graduating in 1986. Upon graduating she attended Boston University's Acting Training Program and graduated in 1990 with a BFA. She spent three years acting in San Francisco in stage plays with such companies as *San Francisco Shakespeare Festival*, *CA Shakespeare Festival*, *Marin Theater Company*, and *American Conservatory Theater*. In 1994 she moved to Los Angeles where for 17 years she acted in several films and television shows, some of which include *The Brothers*, *Undisputed*, *The Kid*, *90210*, *What I Like About You*, *The Hughleys*, *Star Trek: Voyager* and the as the voice of "Haku" in the popular anime series *Naruto*. Susan has also performed on stage at such prestigious regional theaters as *South Coast Repertory*, *Indiana Repertory Theatre* (in West Coast premiere plays by Pulitzer Prize winning playwrights Lynn Nottage and Tracy Letts), *American Conservatory Theater*, *Berkeley Repertory Theatre*, *CA Shakespeare Festival*, *Shakespeare Santa Cruz*, *The Actors' Gang* (directed in a play by Academy Award winning actor Tim Robbins), and *Los Angeles Women's Shakespeare Company*. In 2005, she co-wrote and starred in the play *Ambrosia* at the 2005 New York Fringe Festival. From 2014 -2019 she was Resident Director of Sierra Classic Theater in Mammoth Lakes, CA where she directed: *Macbeth*, *As You Like It*, *Outside Mullingar*, *The Merchant of Venice*, *The Two Gentlemen of Verona*, *A Midsummer Night's Dream*, *The Real Housewives of Tusktown* (an original script that she co-wrote) and a staged reading of *Rapture*, *Blister*, *Burn*. With Mammoth Lakes Repertory Theatre she directed *The Importance of Being Earnest*, and *Art Dog* and appeared in the plays *Blithe Spirit* and *The Crucible*. In the past three years she has directed several plays and staged readings at Santa Cruz Shakespeare, La Mama Experimental (NY), The Hollywood Fringe, MeetCute, The Inkwell Theater, AMMO Theatre Company, IAMA Theatre Company, and LA Writer's Center and currently with Echo Theater Company.

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 10th of February, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Wild Wonders hereinafter referred to as "Consultant."

Payee's Name Wild Wonders Daytime Phone Number 760-630-9230

Email Address wildwonders@att.net

Mailing Address 5712 Via Montellano, Bonsall, CA 92003

Sponsoring Administrator Liz Costella

Board Approval Date 3/3/22

Account String 010-90201-0-11100-10000-5810-209-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 575.00 per hour ☐/ per day ☐/ per session ☒ for a total not to exceed \$ 575.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/4/22 and terminating on 5/26/22.
3. Payment Terms: Payment due in full by 4/18/22
4. Consultant will provide the following services:

Interactive wildlife education following TK/Kinder science standards

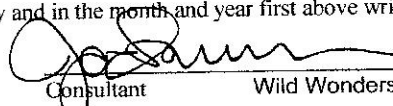
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood 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

Wild Wonders

2/10/22

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

Founder and Executive Director

Jackie Navarro started Wild Wonders in 1991. Her personal mission is to excite the public and foster a desire to preserve and learn about wildlife and the important role they play in the planet we share. To that end, she has grown Wild Wonders into an internationally recognized conservation education center.

She has appeared with many well known celebrities in the animal world (e.g. Jack Hanna, Jeff Corwin, Steve Irwin), and shared the animal ambassadors with hundreds of thousands of people through appearances on programs such as Ellen, Oprah, The Tonight Show, and Animal Planet.

Jackie has a degree in Biology from Cal Poly, has been to 6 of the 7 continents, and has been leading conservation focused wildlife tours for over 14 years.



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 16th of February, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Lewis Events hereinafter referred to as "Consultant."

Payee's Name Lewis Events Daytime Phone Number 626-536-8091

Email Address christy@lewisevents.com

Mailing Address 1026 W Abigail Dr. Park City, UT 84036

Sponsoring Administrator Liz Costella

Board Approval Date 3/3/22

Account String 010-90201-0-11100-10000-5810-209-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 1270 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed \$ 1270.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/4/22 and terminating on 5/26/22.
3. Payment Terms: \$635 due at signing. Remaining balance of \$635 due by 5/10/22
4. Consultant will provide the following services:

Day in the life of Colonial America Presentation and hands on experience for all 5th grade classes
"Agreement Colonial History Day McKinley 5-22"

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title

Date

Christy Lewis

Consultant

Lewis Events

Date

2/16/22

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



CLIENT AGREEMENT

This Agreement made February 11, 2022, between McKinley Elementary,
(hereinafter referred to as Client) and Lewis Events.

Contact: Liz Costella
Phone:
Email: LizCostella@burbankusd.org
Address: 349 W Valencia Ave, Burbank, CA 91506
Office phone (818) 558-5477
Directions to enter campus:

Event: **5th Grade Colonial History Event**
Date: May 10, 2022, Tuesday
Guests: TBD
Times & Activities - See Detail Sheet

Needs from client:

- 1-2 adult volunteers to assist at each of the rotations. Please have them arrive ½ hour before start of activities to receive training.
- Assembly: Need 1 tables, microphone and cd player or Ipod plug in and speakers. Lewis Events will supply music. Following show, if possible, bring sound system to activity area, so students can enjoy music during the rotations.
- Table and chair needs listed on Detail Sheet. Please have a chair at each station for volunteer. Activities where table/chairs are needed can also be done at lunch tables or in a room.
- Suggest to have a bag with students name on it, if they are doing activities where they will be taking an item with them.

Services: See descriptions on Proposal and Detail Sheet

History Show & Activities

All activity equipment and materials, set-up & take-down, transportation
Volunteer instruction & event management
1-2 parent volunteers for each rotation area to be supplied by school



Payment

Total as itemized on Detail Sheet \$ 1,270
50% Deposit due at time of signing \$ 635

If Client cancels due to Covid-19 pandemic related, a \$250 Administrative fee is non-refundable

Option to pay Balance in Full upon signing
Balance due COD \$ 635
Additional Activities can be added prior to event \$
Lewis Events can only guarantee availability once Agreement is signed and received.

Please make check payable to "Lewis Events" and mail to PO Box below. Or
you may use Zelle or Paypal with
email (Christy@LewisEvents.com) or phone number (626-536-8091)

Access time for set up: 2 hours prior to start of event
Access time for take down: 2 hours following event

Contingency Plan for inclement weather: In case the forecast is more than 30% chance rain for the event day, as long as the activities can be placed under cover or inside, we can maintain the same event date, otherwise we will find a postponement date that works for both parties.

Cancellation Policy: In case of Client cancellation following the signing of Agreement, Deposit shall be forfeited in order to cover Lewis Events estimated cost and losses. In case of cancellation within 7 days of event, all funds are non-refundable. However, Lewis Events will make its best effort to credit unused funds toward a future event.

In the case of cancelation due to Covid-19 pandemic related, a \$250 Administrative fee is non-refundable.

As an option to canceling an event and Client losing their deposit, Lewis Events will offer a live virtual performance for the reduced price of \$595 with optional additional demonstrations available. More information upon request.

Weather/Uncontrollable Incidents: There are certain incidents which are beyond the control of Lewis Events, such as extreme weather, natural disasters, riots, strikes, etc. Lewis Events will make every effort to fulfill this contract. In case one of the above or like incidents should occur, Client may reschedule event. If the event cannot be rescheduled, Client will be refunded any monies paid to Lewis Events. Lewis Events will not be responsible or liable to Client for any "consequential damages" and client's sole remedy against Lewis Events, in the event of a non-fulfillment of this Agreement, is to obtain a proportional refund.

Client agrees to take responsibility for event attendees and any person Lewis Events has not directly hired. Client agrees to compensate Lewis Events for repair/replacement cost for damage to items or missing items (i.e. props and equipment), which have been supplied by Lewis Events as a result of event attendees.

Client

Lewis Events, Christy Lewis

Signature, Date

Signature, Date

Please sign and return one by email. Or if the district provides a contract to be signed, this Agreement will be noted under Attachments, and included in what is agreed upon by both parties.

1026 W Abigail Dr, Park City, UT 84036
christy@lewisevents.com

Theme Parties

Los Angeles
Christy's cell(626) 536-8091

Entertainment

Salt Lake City
Jay's cell (626)794-7371

Corporate Events



INVOICE
(date of event)

Date

Client:

Copy/Paste:
Contact Info
Services

Payment section

We are delighted to provide you with your event needs and
look forward to continuing our relationship with you.

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 10th of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Mobile Ed Productions, Inc hereinafter referred to as "Consultant."

Payee's Name Mobile Ed Productions Inc Daytime Phone Number 800-433-7459

Email Address cindyk@mobileedproductions.com

Mailing Address 26018 West Seven Mile Road

Sponsoring Administrator Liz Salazar-Costella

Board Approval Date 3/3/22

Account String 010-90201-0-11100-10000-5810-209-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 1095.00 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed \$ 1095.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/4/22 and terminating on 5/26/22.
3. Payment Terms: \$547.50 due 3/9/22. Remaining balance due within 30 days of 5/12/2022
4. Consultant will provide the following services:

Will provide demonstrations and hands on activities showing the laws of motion, gravity, energy etc. based on 3rd and 4th grade standards

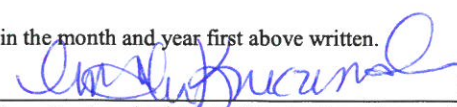
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title

Date



Consultant

Mobile Ed Productions, Inc

2/10/22

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

Now Offering VIRTUAL Assembly Programs as well as in-person programs! Check back often, new programs are added regularly!

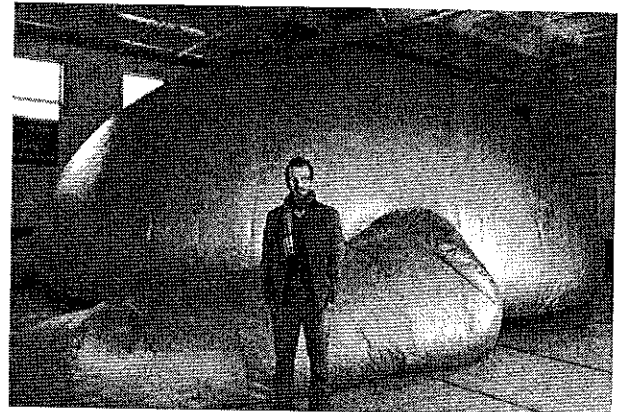
Why Schedule With Mobile Ed Productions?

Trust the leader in educational entertainment since 1979

Experience

Worried about the quality of an unknown presentation? Let us put your fears to rest. Mobile Ed Productions has been around since 1979 making us one of the oldest companies in the country producing educational assembly programs. Mobile Ed virtually invented science assemblies, and many of the other performers on the market today learned to do assemblies by watching us! With a thirty-five-year track record of satisfied schools, there is no reason to worry. You will love our programs!

- Over 40 years in the school assembly business
- Thousands and thousands of satisfied, happy customers in more than forty states



The Programs

Mobile Ed Productions offers over 30 entirely different educational assembly programs, covering many different aspects of curriculum content and based on State Standards. With that kind of variety, it makes shopping for your assembly needs easy. In effect, we provide "one-stop" shopping! We all have busy schedules today; why waste time tracking down different performers and companies when Mobile Ed can deliver for you on all levels?

- Over 30 different educational programs to choose from
- Educational, curriculum-based programs covering many fields and topics
- State-of-the-art equipment including 3D printing, digital planetarium projection, and high-end robotics
- Common Core-aligned content designed to augment current classroom discussion
- Adjustable content and formats for different needs and occasions

Easy to Work With

We have a fully-staffed office open during regular business hours in each time zone. Do you get tired of tracking down individual performers and waiting for them to return your call? You don't need to! Let our professional consultants answer your questions on your terms, on your schedule, and when you want!

CHANGE OF ARRANGEMENTS NOTICE

McKinley Elementary School
Attention: Maria Uribe
349 West Valencia Avenue
Burbank CA 91506

February 10, 2022
Contract # 131977

This is a
Change of Arrangements Notice
for the assembly program scheduled for your venue.

The Arrangements That Changed Are:

Program Title
Performance Date
Performance Time 8:45 AM
Number of Assemblies
Program Cost

The Current Arrangements Are:

Program Title Forces and Motion
Performance Date May 12, 2022
Performance Time 9:00 AM
Number of Assemblies 4
Program Cost \$1095.00
Balance Due \$1095.00

Notes Which Affect This Change:

NEW PERFORMANCE TIME

If these current arrangements are not correct, please call me TOLL FREE at 1-800-433-7459.

Cindy Kruczynski

Cindy Kruczynski
Regional Manager

Sign and
Return **X**

Maria Uribe

Authorized Representative for: McKinley Elementary School

Visit our website www.mobileedproductions.com

Contract # 131977 **District:** Burbank USD
Program: FORCES AND MOTION
Date: THURSDAY, MAY 12, 2022
Start Time: 8:30 AM **End Time:** 2:30 PM **Assemblies:** 4

Final payment due by date of show.
Please do not pay the performer directly.

Billing Address: Maria Uribe McKinley Elementary School 349 West Valencia Avenue Burbank CA 91506	Program to be held at: McKinley Elementary School 349 West Valencia Avenue Burbank CA 91506 Attention: Maria Uribe
--	--

Sign and Return this Contract Agreement and Deposit to our office by: Wednesday, March 9, 2022

Include Contract # 131977 on your payment for it to be properly applied.

Program Cost: \$1,095.00

Add'l Session Fee:

Grand Total: \$1,095.00

Deposit: \$547.50

Send money via PayPal to:
info@mobileedproductions.com



Payments Received

Amount Date Received Notes

Balance: \$1,095.00

School Contact Information: Please notify us of any

Client*: Maria Uribe

Title*:

Alternate*: Liz Costella

Title*: Principal

School Phone*: (818) 558-5477

Client Phone*: (818) 729-2000

Alt. Phone*: (818) 845-5825

Email*: mariajimenez-uribe@burbankusd.org

Email*: lizcostella@burbankusd.org

*Required Field

Performance Requirements: Initial each of the following conditions and responsibilities:

- ☐ Performer will arrive approximately 30-60 minutes prior to the performance time.
- ☐ Recording of the performance in any manner, for any reason, is prohibited without prior written permission.
- ☐ Please, no cell phone, food, drink or other distractions present during the program.
- ☐ Adult supervision for each program is required.
- ☐ Performance time is 40-45 minutes.
- ☐ Additional assemblies will have an additional charge.
- ☐ Lunch and breaks required when 3 or more sessions are scheduled.
- ☐ Two 6-8 foot tables.
- ☐ One electrical outlet

Special Performer Instructions:

Bring Vaccination card 4th grade.

- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240. Do not pay the performer directly.
- Cancellations 0-30 days prior to the performance date will have a cancellation fee of 50% of the performance cost.
- Accounts not paid within 30 days of the performance date are subject to a 2% monthly finance charge.

Cindy Kruczynski

Cindy Kruczynski

For Mobile Ed Productions, Inc.

cindyk@mobileedproductions.com

Customer Code 818MCKIN

Karen/KL23/Forces

Sign and
Return **X**

Maria Uribe

Authorized Representative for: McKinley Elementary School

Contract Number: 131977

Date Issued 2/7/2022 6:23:50

26018 West Seven Mile Road
Redford, Michigan 48240
(800) 433-7459 - Toll Free
(313) 533-4455 - Office
(313) 533-8445 - Fax

Invoice Date: 2/9/2022

Contract #: 131977

Purchase Order #:

Billing Address:

Client Name Maria Uribe

Venue McKinley Elementary School

Address 349 West Valencia Avenue

City, State Zip Burbank CA 91506

Venue Phone (818) 558-5477

Payment Terms

A DEPOSIT OF \$547.50 IS DUE ON March 9, 2022

*Balances not paid within 30 days of the performance date are subject to a late fee.

See contract for more information.

Do not pay the performer directly.

Contract Number	Program Title	Performance Date	Show Time	# of Sessions	Show Price	Add. Fees
131977	Forces and Motion	5/12/2022	8:30 AM	4	\$1,095.00	

Payment History

Amount Date Note

Show Price Total: \$1,095.00

Payments Rec'd: \$0.00

Balance Due: \$1,095.00

Special Notes and Instructions

Make all checks payable to:
Mobile Ed Productions, Inc.



INVOICE SENT

Send money via PayPal to:
info@mobileedproductions.com



Write Contract Number on your check for it to be properly applied

Detach and return this slip with your payment.

mobile ed
productions, inc.

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459

Contract Number: 131977

Balance Due: \$1,095.00

If you have any questions concerning this invoice, contact
Mobile Ed Productions, Inc. at 800-433-7459.

FEIN 38-2463141

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 10th of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Challenge Island Irvine hereinafter referred to as "Consultant."

Payee's Name Challenge Island Irvine Daytime Phone Number 714-594-5510

Email Address kchieffo@challenge-island.com

Mailing Address 3 Vercelli, Irvine, CA 92620

Sponsoring Administrator Liz Costella

Board Approval Date 3/3/2022

Account String 010-90201-0-11100-10000-5810-209-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 1500.00 per hour ☐/ per day ☐/ per session ☒ for a total not to exceed \$ 1500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/4/2022 and terminating on 5/26/22.
3. Payment Terms: \$250 due by 3/6/22. Remaining balance due by 4/20/22
4. Consultant will provide the following services:

Will provide STEAM/STEM Activities based on 2nd grade science standards

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

K Chieffo

Consultant

Challenge Island Irvine

Date

2/10/22

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



LOCATIONS

WHY CHALLENGE ISLAND?

PROGRAMS

PARENT LOGIN

OWN A FRANCHISE

CONTACT



About Challenge Island

Learn the Story Behind the World's
#1 STEAM Program

GET IN TOUCH



Our Results Show in Our Awards

[VIEW ALL AWARDS →](#)



Our Story

20 years ago, our founder, Sharon Duke Estroff, was at the height of her Dr. Jekyll and Mrs. Hyde phase. By day, she was a cool-as-a-cucumber second grade teacher with a classroom full of happy, thriving students (she was even voted Best Teacher in Atlanta by a major Atlanta newspaper). But by night (and most definitely by weekends), Sharon was a stressed-out mom who could barely muster the energy to help her four young children with their homework.

Sharon knew it was time for a career change, but as an educator born into a family of educators, she couldn't imagine straying too far from the schoolyard. So, she took Challenge Island®, a STEAM program she'd created for her second graders, and began offering it as an afterschool enrichment class in nearby schools. Challenge Island was a hometown hit and before long, Sharon had created a successful business that she could run around her family's busy schedule.

Sharon Duke Estroff had a hunch that there would be a demand for Challenge Island in other markets too. Her hunch was right. Today, Challenge Island is the #1 STEAM Franchise in the world! We have nearly 150 locations worldwide and partner with 10,000 schools and community organizations across the globe. We even have a bestselling Challenge Island STEAM book series. Most importantly, Challenge Island has touched and enriched the lives over nearly 5 million children.



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 10th of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Traveling Tidepools hereinafter referred to as "Consultant."

Payee's Name Traveling Tidepools Daytime Phone Number 951-444-7711

Email Address info@travelingtidepools.com

Mailing Address 41611 Date Street Suite B, Murrieta CA 92562

Sponsoring Administrator Liz Costella

Board Approval Date 3/3/22

Account String 010-90201-0-11100-10000-5810-209-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 1495.00 per hour ☐/ per day ☐/ per session ☒ for a total not to exceed \$1495.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/4/22 and terminating on 5/26/22.
3. Payment Terms: \$747.50 due ASAP. Remaining balance of \$747.50 due by 4/5/22
4. Consultant will provide the following services:

A mobile tide pool experience offering a fun and educational opportunity to interact with real sea life while presenting facts and info focusing on 1st grade science standards

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

Joy E Paul

Consultant

Traveling Tidepools

2/17/22

Date

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

Revised 06/19

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 15th day of February 2022 by and between the Burbank Unified School District, hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name: Garri Dance Studio - Megan Baade Daytime Phone Number: 818-636-5014 Email Address: megan.baade@gmail.com

Mailing Address: 3715 W. Magnolia Blvd, Burbank, CA 91505

Sponsoring Administrator: Judy Hession, Principal at Miller Elementary School

Board Approval: Thursday, March 3, 2022

Account Code: 01.0-90201.0-11100-10000-5810-2108700 - Team Jaguar Fundraising Committee

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$375 per hour ☐ / per day X/ for 6 weeks = 12 instructional days for a total not to exceed \$4,500.00. **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 3/7/2022 and terminating on 4/22/2022.
3. Payment Terms: Upon completion of the dance sessions
4. Consultant will provide the following services:

To provide 6 - dance classes to one TK and five Kindergarten classrooms for 30 minutes per session for a total of 36 sessions for 150 students and to provide 6 - dance classes to five Grade 1 classrooms for 30 minutes per session for a total of 30 sessions for 125 students. Garri Dance Studio will record dances to send home to parents on the final week.

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

Burbank Unified School District of Los Angeles County

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

Fiscal Services Administrator

Date

Megan Baade
Consultant

2/16/22
Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Revised 08/10

Garri Dance Studio - Bio

Garri Dance Studio, located in Burbank, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer who worked as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'Connor. Now in their seventh decade, Garri Dance Studio has provided opportunities for students of all ages to participate in quality performing arts classes. GDS has earned the Burbank's "Best Dance Studio" Award continuously since 2007 according to the Burbank Leader Reader's Choice Poll.

GDS is an enrollment studio, running on an academic calendar with a year end, fully costumed stage performance every June. Dance, music and musical theatre lessons are offered for all ages and levels, toddler through adult, beginners to advanced students. Dance classes include ballet, tap, jazz, hip hop, musical theatre, hip hop, contemporary & mommy and me. Piano, voice and guitar lessons are also offered. Teaching staff is made up of a diverse group of choreographers and dance educators with a wide range of experience from professional dance company members to industry professionals.

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies both in person and virtual, as well as Professional Development Workshops for BUSD Staff. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost \$8,000 per year, and growing.

Garri Dance Studio is conveniently located in the heart of the beautiful Magnolia Park District in Burbank. Thoughtfully designed and renovated to better suit the needs of its growing student base, the studio offers three dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings, ballet barres and mirrors.

To learn more about Garri Dance Studio or schedule a free trial lesson, please contact 818-846-4390 or email officestaff@GarriDance.com

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9th of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and **Josh Shipp Productions dba Top Youth**, hereinafter referred to as "Consultant."

Payee's Name Top Youth Speakers Daytime Phone Number 800-799-1460 x1

Email Address brandon@topyouthspeakers.com

Mailing Address PO Box 852, Morgan Hill, CA 95038

Sponsoring Administrator Dr. G. Miller, Principal, JMMS

Board Approval Date March 3, 2022

Account String 01.0-90201.0-11100-10000-5810-322-8000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 3,000 per hour ☐ / per day ☒ / per session ☐ for a total not to exceed \$ 3,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 21, 2022 and terminating on April 21, 2022.
3. Payment Terms: \$1,500 now and \$1,500 on April 21, 2022
4. Consultant will provide the following services:

Three 45-minute presentations to audiences of 500 students each on Thursday, April 21, 2022

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]
BUSD Authorized Signature/Title

2/16/22
Date

[Signature] 2/9/22
Consultant **Josh Shipp Productions** Date

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

Revised 06/19

JESSIE FUNK BIO

Please do not use this as Jessie's speaker introduction
(here's her speaker introduction)

Jessie Funk holds a leadership certification from the University of Notre Dame, is a certified life coach, holds a B.S. Degree in Psychology, as well as a Masters in social work. Jessie is a former leadership facilitator for Franklin Covey and has also been a professional youth speaker for 18 years, speaking to over one million teens in high schools and leadership conferences all over the country.

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

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

She also just began a life-long dream of pursuing a doctorate degree- focusing her dissertation on resilience and critical thinking skills. Jessie is a mother to two teenagers and knows firsthand how complex and wonderful the raising of kids can be!

For more information visit: TopYouthSpeakers.com

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 16 of February, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Rob Holladay hereinafter referred to as "Consultant."

Payee's Name ROB HOLLADAY Daytime Phone Number 214 / 674 - 0722

Email Address robb@robholladay.com

Mailing Address 4237 Comanche Dr, Carrollton TX 75010

Sponsoring Administrator Dr. G Miller, Principal @ JOHN MUIR MIDDLE SCHOOL

Board Approval Date March 3, 2022

Account String 01-0-909040-11100-10000-5810-322-8100

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 2,500.00 per hour ☐ / per day ☒ / per session ☐ for a total not to exceed \$ \$2,500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 21, 2022 and terminating on April 21, 2022.
3. Payment Terms: First installment due March 10, 2022 / Final installment due upon date of service, April 21, 2022
4. Consultant will provide the following services:

Motivational Speaker / 3 presentations on vaping, smoking, tobacco use
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.

Dr. G Miller 2/16/22
BUSD Authorized Signature/Title Date

Rob Holladay 2/15/2022
Consultant Rob Holladay 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

ROBB HOLLADAY

funny speaker... really

Featured on TV, radio, newspapers and the like, Robb Holladay is an internationally in demand teen expert and youth motivational speaker who presents to hundreds of thousands from coast to coast around the US and Canada.

Witty by nature, caring at heart: for youth speaker Robb Holladay, this is merely the tip of the iceberg. Robb's funny yet powerful style and message speak to students at their own level, helping them to understand the true potential they hold.



Robb recognizes the monotonous cycle that students can undoubtedly fall into while in high school. By the age of 21, the youth motivational speaker had already presented to thousands upon thousands of students, appeared as a guest on international radio and television, and had gained positive recognition around the globe for his compelling message.

Featured on TV, radio, newspapers and the like, Robb Holladay is an internationally in demand teen expert and youth motivational speaker who presents to hundreds of thousands from coast to coast around the US and Canada.

Robb understands that students today need to be reached in new and innovative ways. From cell phones to Twitter updates, Facebook to YouTube, teens have both grown up in and created a culture that has redefined what it means to connect. Robb understands. He has dedicated his life to connecting with and empowering students everywhere. On any given day, he can be found not only speaking on stages around North America, but also answering questions as a highly sought-after teen help advocate. For Robb, it's not about talking at students; it's about connecting with them where they are.

When listening to Robb, your students will find themselves laughing and actively participating from start to finish, all while learning valuable lessons along the way.

Today, Robb resides in Dallas, TX amongst friends and family who inspire him daily.

ROBB HOLLADAY**Robb Holladay**
Educational Speaker4237 Comanche Dr • Carrollton, TX 75010 • <https://www.highvoltagegetalks.com>
T: (214) 674-0722 • F: • E: robb@robbholladay.com**PERFORMANCE AGREEMENT**

(1) This is an Agreement between Robb Holladay ("Service"), and

Name: Greg Miller ("Client")**Company:** John Muir MS**Address:** 1111 N Kenneth Road , Burbank, CA 91504**Telephone:** (818) 558-5320**Email/Web:** gregmiller@burbankusd.org

(2) Service will provide Client with services at the following date, time, and location ("Event"):

Date & Time: Apr 21, 2022 - Thursday, 8:00am to 11:15am**Venue:** 1111 N Kenneth Road , Burbank, CA

(3) At the above Event, Service will provide the following services:

ALL FEES PRICED IN USD.

*Item**Rate***Vaping & Tobacco Awareness for Teens****\$2,500.00**Vaping & Tobacco Awareness for Teens
Health & Wellness Conference3 Vaping Presentations for Teens
8:15am to 11:15am*Notes:***Total: \$2,500.00**

(4) Client agrees to pay Service a total of \$2,500.00. Please make all checks payable to "Rob Holladay".

(5) This Agreement is subject to the Terms and Conditions on the following page.

IMPORTANT - TERMS & CONDITIONS

TERM

The Agreement shall be effective upon receipt by Service of approval of this Agreement. This Agreement shall remain in effect through the completion of the services.

PAYMENT POLICY

Payment is to be made on DAY OF PROGRAM. Please contact us ASAP if payment cannot be made as requested.

TIME REQUIREMENT POLICY

For maximum impact and success of program, the time requirement for the presentation is 55 mins. Contact our office immediately if this time requirement is an issue.

AUDIO/VISUAL/SEATING REQUIREMENTS

1. Video Projector
2. Projector Screen - Large
3. Wireless Microphone
4. Auditorium is the preferred venue. Gymnasium is allowable ONLY if students are seated on ONE side.

GENERAL

These requirements are important to the success of your Program.

1. Audio or video taping of the presentation is NOT allowed unless written agreement has been granted in advance by ROB HOLLADAY.

Photographs are permitted and encouraged.

2. Additional presentation requested of SPEAKER outside the terms of this Agreement is subject to additional fee consideration per hour – as stated by SPEAKER at the time of ORGANIZATION'S request.

CANCELLATION POLICY

3. If agreement is canceled by ORGANIZATION and the date is not resold, the following percentages of the fee will be owed and non-refundable depending on when notification is given: 60 days or less prior to scheduled engagement = 100% of speaking fee will be owed SPEAKER; 90 days or more ROB HOLLADAY will do his best to reschedule to the satisfaction of both SPEAKER and ORGANIZATION. If no other date can be secured to the satisfaction of both parties, no fee will be due.

5. If SPEAKER cancels due to unforeseen personal emergency or airline / weather complications, ROB HOLLADAY will make his best effort to reschedule to the satisfaction of the ORGANIZATION. If an alternate date cannot be arranged to the satisfaction of both ORGANIZATION and SPEAKER, no fee will be due speaker.

As agreed

Rob Holladay
Robb Holladay

Dec 14, 2021
Date

Greg Miller
John Muir MS

Date

ID: 1732

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 March, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance hereinafter referred to as "Consultant."

Payee's Name MB Dance dba Garri Dance Studio Daytime Phone Number 818-846-4390

Email Address megan.baade@gmail.com

Mailing Address 3715 West Magnolia Blvd. Burbank, CA 91505

Sponsoring Administrator Jennifer Culbertson

Board Approval Date March 3, 2022

Account String Providencia PTA 01.0-90201.0-11000-10000-5810-2138200

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 4,500 per hour ☐/ per day ☐/ per session ☐ for a total not to exceed \$4,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3-28-22 and terminating on 5-6-22
3. Payment Terms: one payment upon completion from Providencia PTA
4. Consultant will provide the following services:

6 weeks of school-wide (TK-5th grade) dance instruction

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

Megan Baade
Consultant Garri Dance

2/8/22
Date

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

Revised 06/19

GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 4th day of February 2022, by and between Garri Dance Studio and Providencia Elementary School.

Providencia Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Providencia Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Providencia Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Providencia Elementary School with the following professional services (the "Services"):
 - a.) Six weeks of Dance Instruction for all Providencia Elementary School Students TK-5th with emphasis on the California State Dance/VAPA Standards.
 - b.) School-wide performance for students will be held on May 6, 2022. GDS will also record performance dances to send home to parents.
 - c.) Up to three Providencia Elementary School students will be awarded GDS Scholarships (total donation value \$1,128.00) to be applied toward four months of group dance class tuition.
2. **Term.** Garri Dance Studio shall commence providing the Services on March 28, 2022, and shall terminate on May 6, 2022 (the "Term"). Classes will meet two days per week for six weeks (days of week to be determined).
3. **Payment.** In consideration of the Services provided pursuant to this Agreement, Providencia Elementary School shall pay Garri Dance Studio \$4,500.00 due upon completion of program.
4. **Indemnification.** Providencia Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.
5. **Intellectual Property and Copyright.** All intellectual property, including, but not limited to, choreography, copy, art, photographs, designs, text, or documentation created as part of Garri Dance Studio's provision of Services shall remain the intellectual property of Garri Dance Studio.

6. **Non-competition.** Employees and/or contractors of Garri Dance Studio shall not have any individual contractual relationship with Providencia Elementary School. This non-competition obligation will survive the expiration of this agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no representations, inducements, or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of both parties. This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

Providencia Elementary School

Principal Print Name:

Signature: _____

Date: _____

Garri Dance Studio Representative

Megan Baade Print Name:

Signature:

Date: _____

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2nd of February, 20 22 by and between the Burbank Unified School District, hereinafter referred to as "District", and Kyle's Cartoon Platoon hereinafter referred to as "Consultant."

Payee's Name Kyle's Cartoon Platoon Daytime Phone Number [REDACTED]

Email Address kyle@drawalong.tv

Mailing Address [REDACTED] CA 92129

Sponsoring Administrator Matthew Osmond, Principal

Board Approval Date March 3, 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 THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ 897.00 per hour ☐ per day ☒ per session ☐ for a total not to exceed \$ 897.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 5, 2022 and terminating on April 5, 2022.
3. Payment Terms: Upon completion of final assembly
4. Consultant will provide the following services:

Two (2) 48 minute interactive draw along art assemblies teaching California State Standards for Visual Arts. Assemblies set to begin at 8:45 a.m. & 10:15 a.m. **VIRTUAL PROGRAMS. CONSULTANT WILL NOT BE ON CAMPUS.**

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.

Feb 2 2022

BUSD Authorized Signature/Title

Date

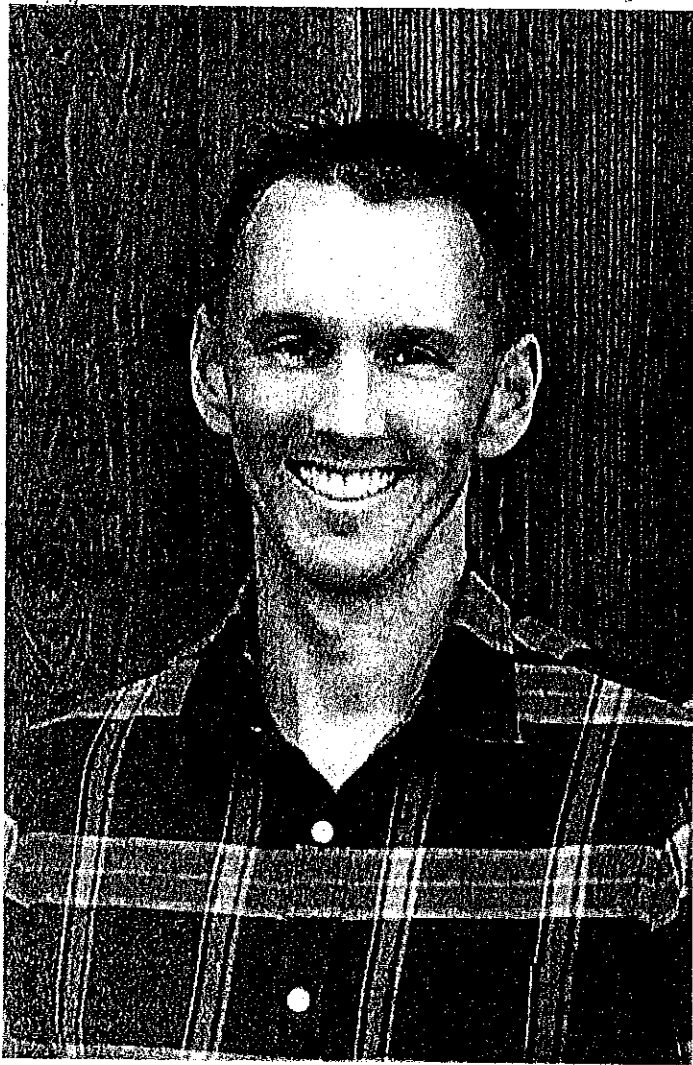
Consultant

Kyle's Cartoon Platoon

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



Hi - I'm Kyle Tiernan, a 31-year old **Renegade Art Teacher** out of San Diego, California. I help elementary schools and PTA's give their students **quality arts education** without breaking the budget through a one of a kind, highly educational, and 100% interactive **school assembly program**. Since 2004 I've worked with upwards of 1-Million Kindergarten through 6th grade students and have developed several unique "master level" group teaching techniques, including the one that amazes teachers the most, the strategy of Preemptive Interruptions.

Elementary School Arts Education



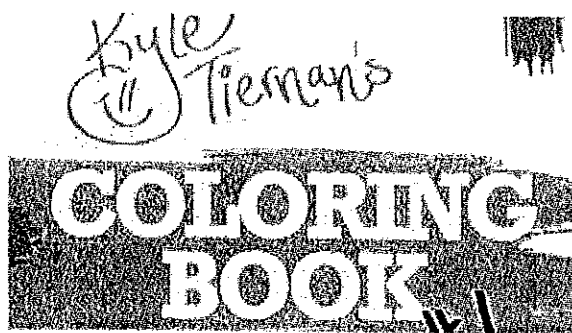
Interactive School Assemblies

The cornerstone of what I offer, this 48-minute assembly program teaches K-6 students and staff fail-safe, step-by-step, construction approach to drawing while introducing and reinforcing State Standards for Visual Arts along with cross curricular benefits of Common Core Math Standards. Finally, you can send your kids home from school with a story to tell and pictures to prove it. Learn more about the school assemblies...



PTA Family Art Nights

The follow up to the morning school assemblies, these hour long "standing room only" Family Nights give PTA's a chance to easily increase parent involvement as families are invited back to school for more drawing and art fun. Experience totally different drawing lessons from the assemblies, participate in a free raffle for Kyle's original artwork, and do it all without any extra work on your PTA's part.



Kyle Tiernan's Coloring Book

As seen during the school assemblies (and typically available only at the PTA Family Night) this coloring book is packed solid with 50 of Kyle's original drawings ready for your crayons, colored pencils, and markers to fill the pages with your own creative color schemes.



Your K-6 Students n' Staff Will Complete 3 Refrigerator-Ready Pictures During This Amazing Draw Along School Assembly

(It's Loaded With Visual Arts Standards and Common Core

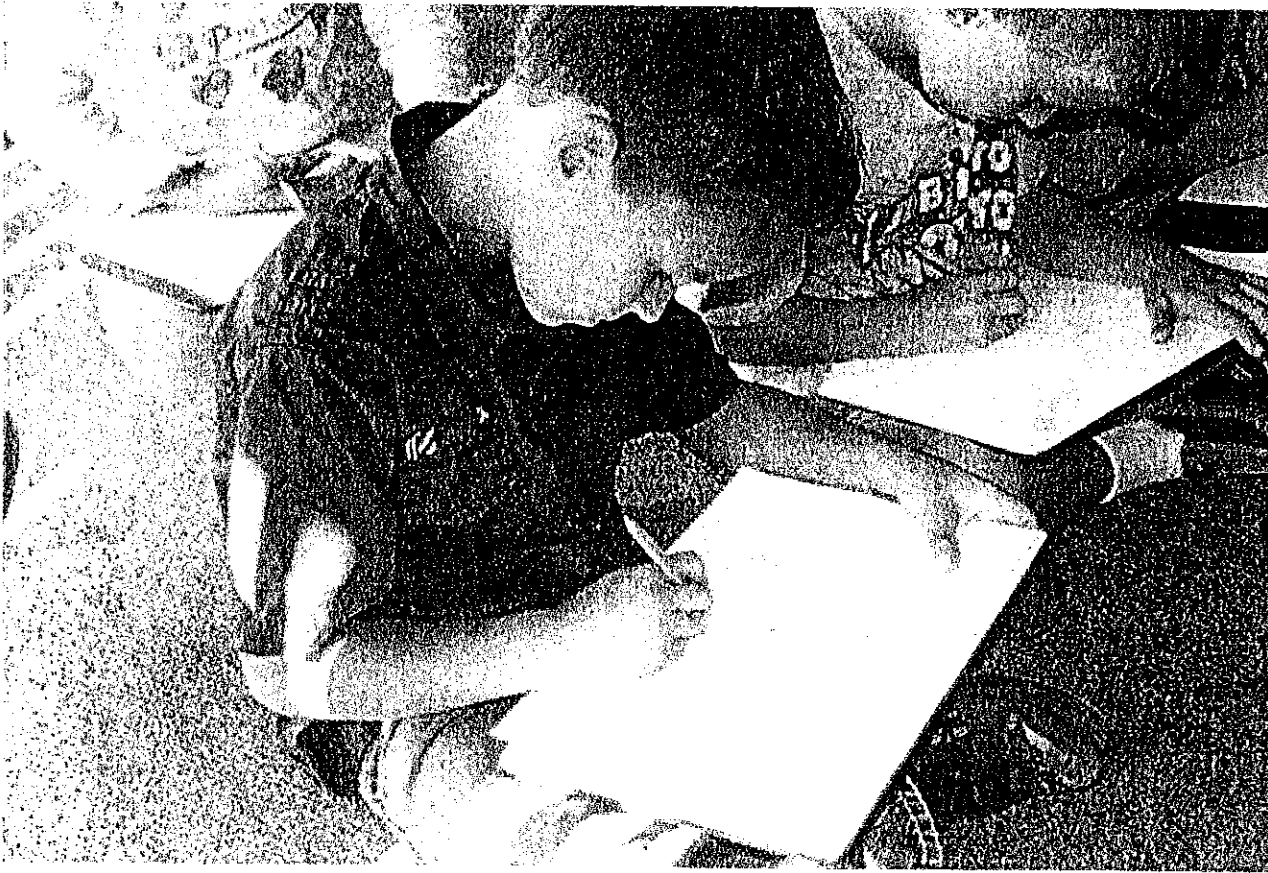
Hello!

My name is Kyle Tiernan and since 2004, my draw along elementary school assemblies have become the go-to solution for schools and PTAs looking for the most educational and entertaining and interactive assembly programs for their students.

Teachers, Principals, and parents love how the kids actively participate during this assembly instead of just sitting and watching. They are blown away by the visual results they see immediately at the end of the shows, proof classroom time has been wisely used for educational purposes.

And most importantly they appreciate the unmatched boost to their student's self confidence this unique assembly brings.

Here's how this interactive works along Art Assembly Week!



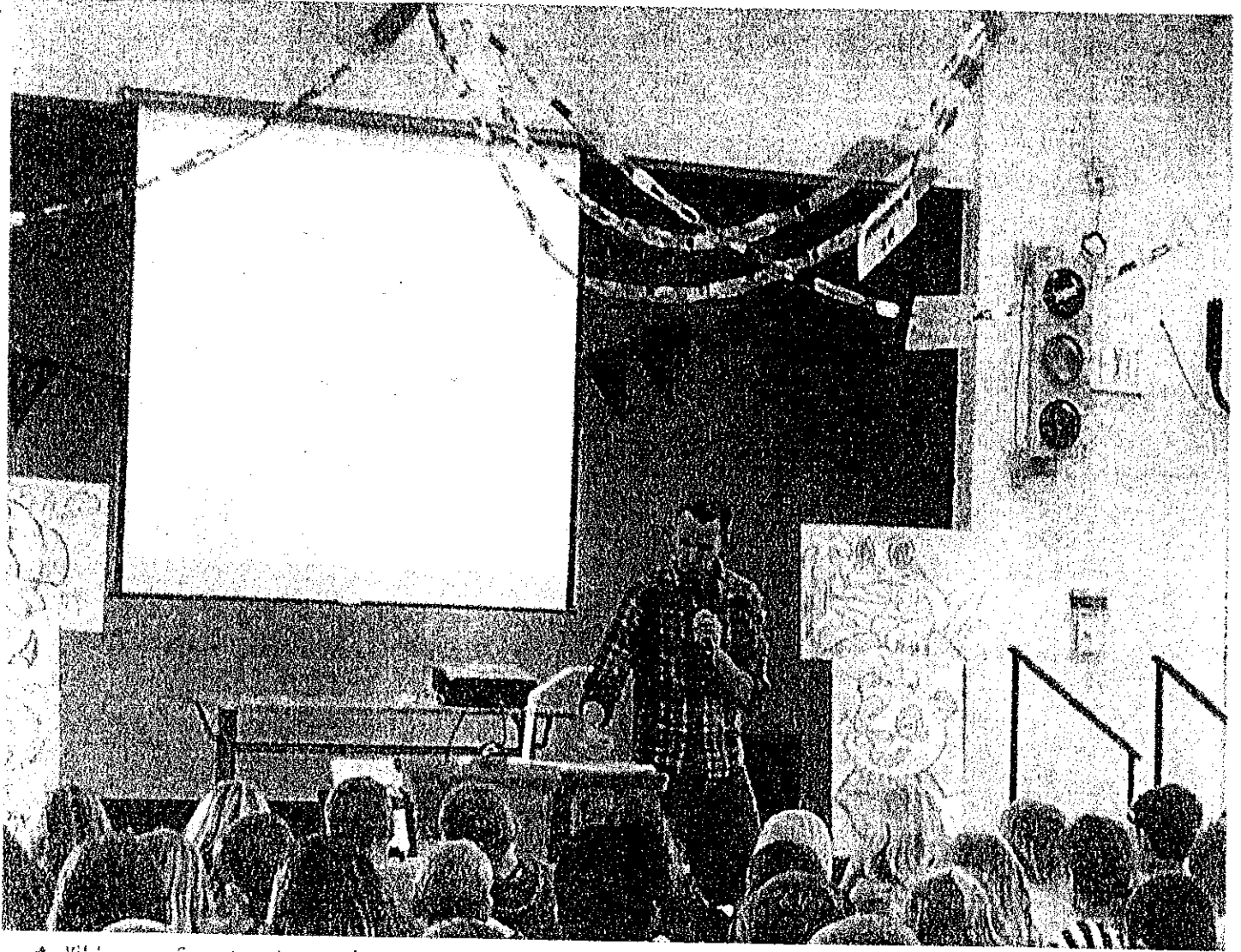
★ Your kids arrive to the MP Room, cafeteria, or auditorium with a pencil, 3 sheets of blank white paper, and a book or binder to use as a lap desk as they sit on the floor. Yes, even the Kindergarteners!

(Long before your assembly date, you'll get a complete simple logistical formula to make this work without a hiccup — as it has for thousands of K-6 schools before. It will work for yours, too.)



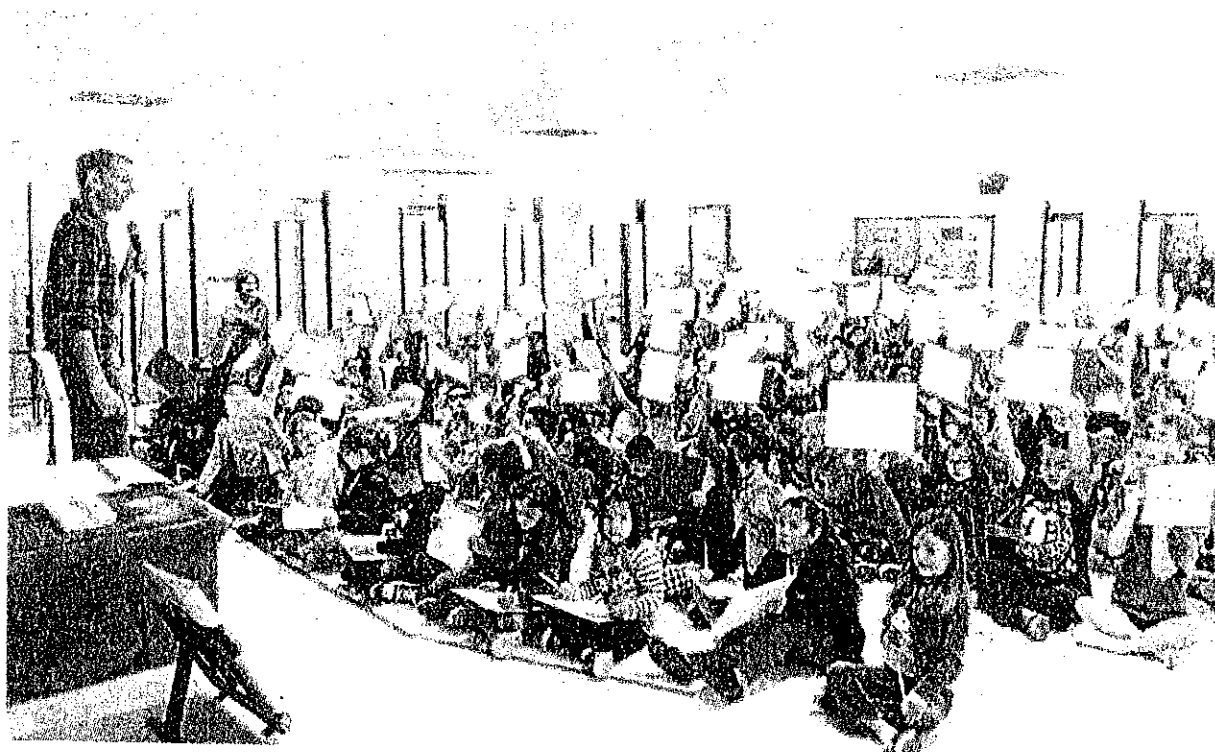
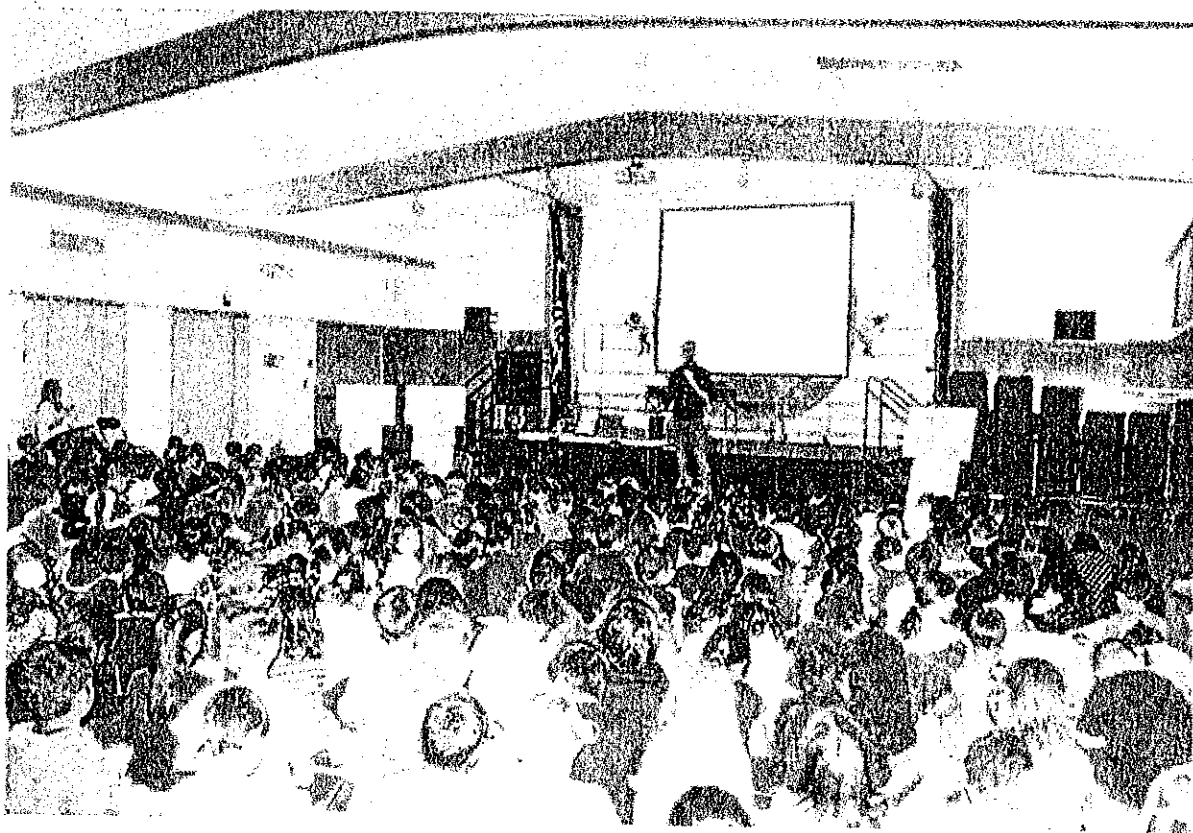
★ Using these supplies, your students are going to be kinesthetically involved the entire time and this active participation is key to making the information really stick!

Also because of this involvement, your teachers are going to be able to peacefully participate during the assembly as well *instead of policing the crowd as they have to in every other typical assembly.*



★ I'll be up front using a document projector and large screen, leading your children through a series of three step-by-step whimsical, fun, age and grade appropriate drawing lessons.

This approach allows me to work with any size group, and rest assured... I'll be using some mega-effective group teaching strategies to insure everyone will be able to successfully complete the drawings!



★ While we're drawing your children will learn dozens of specific tips, tricks and techniques they apply immediately to their drawings and can take back to the classroom and use later on.

In fact, each lesson covers at least 8 and often 10-14 California Visual Arts Standards and even a few... Common Core Math Standards!

We cover a LOT of content in this assembly – and teachers routinely praise the extensive use of geometric shapes, 3D forms and other math vocabulary during the shows. They say it gives the kids a new *cross-curricular perspective* of how math and geometry relate to The Arts. (After all, art is an extension of math and science!)

The real magic of this assembly is seen afterwards when your kids go home, with a handful of three refrigerator-ready pictures they drew and a feeling of artistic accomplishment in their smiles as they show n' tell their moms and dads...

Kindergarten Success



Kindergarten Success

Kindergarten
Boards

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 3rd of March, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and **Professor Egghead Science Academy** hereinafter referred to as "Consultant."

Payee's Name Rocketology, LLC DBA Professor Egghead Science Academy Daytime Phone Number (818) 856-3786

Email Address Nick@professoregghead.com

Mailing Address 5636 San Fernando Road Suite 101, Glendale, CA 91202

Sponsoring Administrator Brandi Young, Principal

Board Approval Date March 3, 2022

Account String 010-90201-0-11100-10000-5810-216-8800-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ _____ per hour ☐ / per day ☐ / per session ☐ for a total not to exceed \$5,500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/4/22 and terminating on 5/5/22.
3. Payment Terms: Consultant will be paid after services are complete.
4. Consultant will provide the following services:

Two-day on campus Outdoor Science Camp for all 5th grade students. 5 Professors will be on campus to support the 6-hour a day hands-on Science experiences.

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 _____

Nick Fraher

Consultant Professor Egghead Science Academy Date 2/9/22

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

Revised 06/19



OUR CURRICULUM

Success starts with science. You want success for your child, and careers in science pay more than almost any other field. Unfortunately, most schools don't adequately prepare students for futures in STEM.

We believe a good science education should be universally accessible

Our curriculum teaches students all grades K-3 Science Standards

We've helped over 50,000 kids in over 250 schools learn science.

See below to learn more about how our curriculum provides reliable, hassle free fun with learning guaranteed.

MEET THE TEAM

THE KEYS TO LEARNING

The key to our specialized curriculum is that it's designed to engage students in a short period of time while still leaving them with a concrete understanding of important scientific concepts and ideas.

In this fast-paced world of high-speed Internet connections and rapid uploading, we offer classes

where we can rapidly upload information straight into students' minds (well, maybe not literally...but...wait, maybe someday!).

WE HELP KIDS BE:

Problem Solvers

Innovators

Self-Reliant

Logical Thinkers

SEE OUR PROGRAMS

A HANDS ON APPROACH

Kinesthetic Learning is a learning style in which learning takes place by kids physically doing something, rather than listening to a lecture or reading from a book. People refer to us as "do-ers", and we feel we have earned the name.

THE 80/20 RULE

Kids must be actively doing and experiment, designing an machine or actually building it for 80% of the time.

The other 20% is filled with demonstration and procedures designed to get kids used to the scientific

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 15th of February, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

S.Olson Entertainment Inc./SODE School of Performing Arts

Payee's Name M. Sophie G Olson (S.Olson Entertainment Inc.) Daytime Phone Number [REDACTED]

Email Address [REDACTED]@gmail.com

Mailing Address [REDACTED] CA 90065

Sponsoring Administrator Miriam Wazirkajoyan

Board Approval Date March 3, 2022

Account String 010-90201-0-17011-10000-5810-203-8700-0000

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$ \$150 per hour ☒ / per day ☐ / per session ☐ for a total not to exceed \$ \$10,500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/11/2022 and terminating on 5/31/2022.
3. Payment Terms: 2 payments - 4/15/2022 \$5,250 and 5/26/2022 \$5,250
4. Consultant will provide the following services: American Musical Workshop dance instruction for kids TK-5th grade.

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

M

Consultant

2/15/2022

Date

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

Revised 06/19

Sophie fell in love with dance as a toddler and quickly became obsessed with everything dance related. Dance schools were few and far between, growing up in her small French-Canadian farm town in Ontario. However, Sophie was going to be a dancer no matter what, so she pirouetted her way across cow pastures and outdoor hockey games until she moved to the big city and finally received a proper dance education. Her childhood dreams eventually came true and after a twenty-year career as a professional dancer, she discovered her true love of dance wasn't dance at all, it was choreography. So, she packed away her sequin leotards and shiny dance tights and began building a career in choreography with the same unbreakable force, hair gel has when it slicks back a dancer's bun. Favorite Film and TV credits include; *Bless the Harts* for Fox, directed by Emily Spivey. *New Girl* Interactive Media for FOX, directed by Jay Leher. *New Girl* Pilot for Fox, directed by Jake Kasden, *So You Think You Can Dance* commercial for FOX, directed by Marcus Rabov. *Ghost Girls* web series, directed by Jeremy Konner. Choreographer for reality show *Total Pop Stars*, produced by Deborah Gibson. A commercial for *Scrubblovers*, directed by Phil Price. Favorite music video choreography; Wheeler Walker Jr., Army-Navy, Yael Meyer and a 60's inspired video triad for *She and Him*, directed by Peyton Reed. Favorite Theater/Concert Dance; *Romeo and Juliet* choreography workshop for *A Noise Within* directed by Damaso Rodriguez. *Raiding the Rock Vault* (pilot) produced by David Kershenbaum. Bodies of work presented by *Ignite Dance Festival*, *Gold West College*, *Ruble Castle Midsummer Celebration*, *Loomis Day Festival* and an eleven-year tenure as artistic director and choreographer of her own contemporary-hop dance company; *Sophie Olson Dance Explosion*.



CONTACT

sophie@sophieolson.com



FOLLOW



**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: March 3, 2022

SUBJECT: Ratification of Agreement for Non-Instructional Consultant Services

Background:

Consultant services are occasionally required on a temporary basis for specific services. Under Education Code 35160 and Government Code 53060 the District may contract for such services where a consultant is specially trained, experienced and/or competent to provide these specific services. The District will pursue professional assistance for fiscal services.

Discussion/Issues:

Lina Sola was the Director of Fiscal Services at Burbank Unified School District for 15 years prior to her retirement in 2018.

Ms. Sola will work under the direction of Debbie Kukta, Assistant Superintendent of Administrative Services to provide support in the area of budget development, accounting, cash management, multiyear financial planning, and other needs in the Fiscal Services Department.

Fiscal Impact:

\$75 per hour at 5 hours per month including mileage per the IRS rate at the time expense incurred not to exceed \$2,500.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the non-instructional consultant agreement for special services, effective March 1, 2022 through June 30, 2022, not to exceed \$2,500 (01.0-00000-0-00000-72000-5850-7471000), 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 _____ of _____, 20____ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Payee's Name _____ Daytime Phone Number _____

Email Address _____

Mailing Address _____

Sponsoring Administrator _____

Board Approval Date _____

Account String _____

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

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

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

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.

Debbie Kukta, Assistant Superintendent

Date

Consultant

Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase 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
Department of Student Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Stacy Cashman, Director, Student Services

PREPARED BY: Stacy Cashman, Director, Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary, Student Services

DATE: March 3, 2022

SUBJECT: Approval of Amended Contract with Los Angeles County Office of Education for Positive Behavior Interventions and Support (PBIS) Consulting and Training Services

Background:

Since 2016, Burbank Unified School District's Board of Education has supported Positive Behavior Intervention and Support (PBIS), in an effort to "Establish and maintain a District-wide culture based on positive social and emotional interactions; with consistent behavioral expectations for all."

District-Wide Goals for 2021-2022:

2. Students will be physically, emotionally and mentally healthy.

Discussion/Issues:

The District's overall plan for PBIS implementation involves school teams attending training in collaboration with the Los Angeles County Office of Education (LACOE) PBIS staff. This 'Train-the-Trainers' model, engages a small cohort of school personnel who apply a collaborative approach to train and implement PBIS at their respective school sites. LACOE also provides ongoing technical assistance to the District to guide support, metrics, and progress monitoring of PBIS at the respective school sites. During the 2020-2021 school year, PBIS training was reduced and limited due to fiscal reductions and the pandemic. For the 2021-2022 school year, LACOE and Student Services planned a year of custom training in Trauma-Informed practices along with implementation plans for students and staff. The focus for the 21-22 school year is Trauma-Informed Practices and Tier II interventions. "Becoming a trauma-informed school requires a layered approach (PBIS) to create an environment with clear behavior expectations for everyone, open communication, and sensitivity to the feelings and emotions of others." Trauma-informed schools integrate this approach in all areas including services like mental health services and counseling, threat assessment, student behavior, diversity and inclusion, and bullying and cyberbullying. From <https://www.edutopia.org/article/trauma-informed-practices-benefit-all-students>

PBIS Trainings were held on June 15, 2021 and September 22, 2021. A parent night to help with Home to School Transition for parents and students was held on August 11, 2021 and was well attended with several hundred participants. A parent night on Trauma-informed practices was also held on October 19, 2022 and many parents asked for a Part II which is scheduled for April 13, 2022.

Unfortunately, the November and January training dates for site teams had to be postponed due to the pandemic and the lack of substitutes and time. LACOE has agreed to amend our existing contract and add the three training dates to June, August and October of 2022 without additional costs.

Fiscal Impact:

The total cost of the LACOE contracted services for the PBIS program training and implementation in 2021-2022 is \$131,500.00 for the district for 4 full days of training, the use of LACOE PBIS materials and online modules and technical supports, and 3 parent educational meetings, as well as substitutes for teachers on training days.

This amended contract will now extend to October 2022.

The funding source for the program will be the Local Control Accountability Plan (LCAP) Supplemental Grant and COVID funding.

Recommendation:

Stacy Cashman, Director of Student Services recommends that the Board of Education approve the Amended Agreement between the Burbank Unified School District and the Los Angeles County Office of Education #C20842:21:22 to provide training materials and online programming for the District's PBIS program, effective March 3, 2022 through October 30, 2022. The contract extends the timeline through October for no additional charge. The same total of \$131,500.00 to be paid out of District COVID funding - 01.0-74250.0-00000-21400-5810-7429000, that authority to sign the agreement be exercised according to BUSD – AR 3314, 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: March 3, 2022

SUBJECT: Ratification of the Sub-Agreement Between Burbank Unified School District and Pasadena Area Community College District – CTE Pathway

Background:

The Burbank Unified School District was awarded a K-12 Strong Workforce Grant for Career Technical Education. The grant supports our work with Los Angeles Valley College to encourage district students to take advantage of career pathways and dual enrollment opportunities. It will fund parent information nights, student advisement and material supplies (including licensing) to support the career pathways in the Medical, Engineering and Business Academies. This grant cannot supplant any existing funding. The emphasis is to create career technical education pathways that lead to certificates at the community college. The dual enrollment classes are transferable and students receive both high school and college credit.

District-Wide Goals for 2021-2022:

1.3 Increase opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.

Discussion/Issues:

The fiscal agent for the grant is Pasadena Area Community College District. This sub-agreement is to approve the disbursement of the funds of the recently awarded next round K12 Strong Workforce Program grant.

Fiscal Impact:

The Burbank Unified School District was awarded \$231,833.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Pasadena Area Community College District, effective January 1, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**GRANT SUB-AGREEMENT BETWEEN
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND
BURBANK UNIFIED SCHOOL DISTRICT**

LA-22 Burbank USD: CTE Pathway Expansion

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 1st day of January, 2022, between Pasadena Area Community College District (hereinafter “PACCD”) and **Burbank Unified School District** (hereinafter “SUBCONTRACTOR”). PACCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, PACCD was selected to serve as the Fiscal Agent for the **K12 Strong Workforce Program Pathway Improvement – Round 4 2021/2022 funds** for Los Angeles County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, hereinafter “Prime Sponsor,” to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, PACCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from **January 1, 2022** through **June 30, 2024 (30 Months)**.

3. **Total Cost**

The total cost to PACCD for performance of this Agreement shall not exceed **\$231,833.00**.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or PACCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of **70%** and a progress payment of **30%**. Payment is contingent upon approval by the PRIME SPONSOR. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via email to Salvatrice Cummo scummo@pasadena.edu, and **copy Denise Vidrio (dmvidrio@pasadena.edu)** in the email. The subject line of the invoice should be as follows: **"INVOICE K12SWP PI ROUND 4 2021/2022 BURBANK UNIFIED SCHOOL DISTRICT"**

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. PACCD will provide report requirements and instructions to the SUBCONTRACTOR.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to PACCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of PACCD, nor shall its employees be entitled to any personnel benefits of PACCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to PACCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that PACCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of PACCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of PACCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and

inclusion of sufficient funds for the services hereunder in the budget approved by the PACCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, PACCD shall provide SUBCONTRACTOR with written notification of such determination, and PACCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by PACCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, PACCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of PACCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

PACCD: Primary Contact:

Pasadena Area Community College District
Salvatrice Cummo, Executive Director, Economic Workforce Development
1570 E Colorado Blvd, C241
Pasadena, CA 91106-2003
(626) 585-7693; scummo@pasadena.edu

Fiscal Representative:

Pasadena Area Community College District
Jessie F. Wang, Interim Executive Director, Financial Planning & Budgeting
1570 E Colorado Blvd, C241
Pasadena, CA 91106-2003
(626) 585-3094, jfwang@pasadena.edu

SUBCONTRACTOR:

Primary Contact:

Name: Sharon Cuseo
Title: _____
Address: 1900 West Olive Avenue
Burbank, CA 91506
Phone: (818) 729-4455
Email: sharoncuseo@burbankusd.org

Fiscal Representative:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Part 54.5 Strong Workforce Program Section 88827), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, PACCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between PACCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

PASAENA AREA COMMUNITY
COLLEGE DISTRICT

BURBANK UNIFIED SCHOOL
DISTRICT

By: _____
Name: Candace Jones

Interim Assistant Superintendent/Vice President
of Business and Administrative Services
Title: _____
Date: _____

By: _____
Name: _____

Title: _____
Date: _____

Board Approval Date: Feb 16, 2022

Employer/Taxpayer Identification Number (EIN)

**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: March 3, 2022

SUBJECT: Ratification of the Sub-Agreement Between Burbank Unified School District and Pasadena Area Community College District - Digital Media

Background:

The Burbank Unified School District was awarded a K-12 Strong Workforce Grant for Career Technical Education. The grant supports our work with Glendale Community College to encourage district students to take advantage of career pathways and dual enrollment opportunities. It will fund parent information nights, student advisement and material supplies (including licensing) to support the career pathways in the Digital Media Academy. This grant cannot supplant any existing funding. The emphasis is to create career technical education pathways that lead to certificates at the community college. The dual enrollment classes are transferable and students receive both high school and college credit.

District-Wide Goals for 2021-2022:

1.3 Increase opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.

Discussion/Issues:

The fiscal agent for the grant is Pasadena Area Community College District. This sub-agreement is to approve the disbursement of the funds of the recently awarded next round K12 Strong Workforce Program grant.

Fiscal Impact:

The Burbank Unified School District was awarded \$208,649.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Pasadena Area Community College District, effective January 1, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**GRANT SUB-AGREEMENT BETWEEN
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND
BURBANK UNIFIED SCHOOL DISTRICT**

LA-22 Burbank USD: Digital Media Expansion

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 1st day of January, 2022, between Pasadena Area Community College District (hereinafter “PACCD”) and **Burbank Unified School District** (hereinafter “SUBCONTRACTOR”). PACCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, PACCD was selected to serve as the Fiscal Agent for the **K12 Strong Workforce Program Pathway Improvement – Round 4 2021/2022 funds** for Los Angeles County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, hereinafter “Prime Sponsor,” to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, PACCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from **January 1, 2022** through **June 30, 2024 (30 Months)**.

3. **Total Cost**

The total cost to PACCD for performance of this Agreement shall not exceed **\$208,649.00**.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or PACCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of **70%** and a progress payment of **30%**. Payment is contingent upon approval by the PRIME SPONSOR. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via email to Salvatrice Cummo scummo@pasadena.edu, and **copy Denise Vidrio (dmvidrio@pasadena.edu)** in the email. The subject line of the invoice should be as follows: **"INVOICE K12SWP PI ROUND 4 2021/2022 BURBANK UNIFIED SCHOOL DISTRICT"**

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. PACCD will provide report requirements and instructions to the SUBCONTRACTOR.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to PACCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of PACCD, nor shall its employees be entitled to any personnel benefits of PACCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to PACCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that PACCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of PACCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of PACCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and

inclusion of sufficient funds for the services hereunder in the budget approved by the PACCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, PACCD shall provide SUBCONTRACTOR with written notification of such determination, and PACCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by PACCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, PACCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of PACCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

PACCD: Primary Contact:

Pasadena Area Community College District
Salvatrice Cummo, Executive Director, Economic Workforce Development
1570 E Colorado Blvd, C241
Pasadena, CA 91106-2003
(626) 585-7693; scummo@pasadena.edu

Fiscal Representative:

Pasadena Area Community College District
Jessie F. Wang, Interim Executive Director, Financial Planning & Budgeting
1570 E Colorado Blvd, C241
Pasadena, CA 91106-2003
(626) 585-3094, jfwang@pasadena.edu

SUBCONTRACTOR:

Primary Contact:

Name: Sharon Cuseo
Title: _____
Address: 1900 West Olive Avenue
Burbank, CA 91506
Phone: _____
Email: sharoncuseo@burbankusd.org

Fiscal Representative:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Part 54.5 Strong Workforce Program Section 88827), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, PACCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between PACCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

PASAENA AREA COMMUNITY
COLLEGE DISTRICT

BURBANK UNIFIED SCHOOL
DISTRICT

By: _____
Name: Candace Jones

Interim Assistant Superintendent/Vice President
of Business and Administrative Services
Title: _____
Date: _____

Board Approval Date: Feb 16, 2022

By: _____
Name: _____

Title: _____
Date: _____

Employer/Taxpayer Identification Number (EIN)

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, Senior Administrative Secretary

DATE: March 3, 2022

SUBJECT: Approval of Agreement-- Mount Saint Mary's University

Background

The purpose of the Student Affiliation Agreement with Mount Saint Mary's University is to provide students with field experience through practice in schools and classes. Qualified students will receive field experience for student teaching from staff who is qualified to provide teaching and clinical supervision.

Pursuant to the provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution.

Discussion/Issues

This program builds a relationship with Mount Saint Mary's University, which expands the pool of qualified teachers. The District will provide support through field experience for students of the University who are qualified for such assignments.

Fiscal Impact

None

Recommendation

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Mount Saint Mary's University to provide student teaching experience, effective March 4, 2022 and shall be for a period of five years from the date of this agreement unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

SUPERVISED TEACHERS AGREEMENT

THIS AGREEMENT is made and entered into this 4 day of March 2022, between **Mount Saint Mary's University - Los Angeles** 10 Chester Place, Los Angeles, CA 90007, hereinafter called the **UNIVERSITY**, and the **Burbank Unified School District**, 1900 W. Olive Avenue, Burbank, CA 91506, hereinafter called the **DISTRICT**.

WITNESSETH

WHEREAS, the governing board of a school district may enter into agreements with a University or University approved by the Commission on Teacher Credentialing as a teacher education institution (Ed. Code Section 44227), to provide supervised teaching experience and to provide supervised field experience as may be called for in the requirements of the various authorized credentials for public school service;

WHEREAS, any such agreement may provide for the payment in money or in service for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

I. Special Provisions

- A. The term of this agreement shall be for a period of five years from the date of this agreement unless terminated by either party on advance written notice to the other a minimum of 60 days prior to the end of a semester.
- B. The University will pay the District cooperating teachers according to the following schedule:

For each student teacher who spends a semester at a school, the cooperating teacher will receive a stipend of \$300 for working with the student teacher (For each half semester the cooperating teacher will receive \$150).

Within a reasonable time following the close of each semester of the University, the cooperating teacher shall submit a W-9 form to the University as required for direct payment of the stipend, at the rate provided herein, for all supervised teaching provided by the cooperating teacher under and in accordance with this agreement during said semester. The University will pay the stipend promptly upon receipt of the document from the cooperating teacher.

- C. 'Supervised teaching' as used in herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of permanent or probationary employees of the District holding valid credentials, issued by the California Commission on Teacher Credentialing, other than emergency or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the supervised teaching is provided.
- D. The District shall provide teaching experience through supervised teaching in schools and classes of the District for students of the University who possess a valid certificate of clearance and are assigned by the University to supervised teaching in schools or classes of the District.
- E. Such supervised teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.
- F. The District may, for good cause, refuse to accept for supervised teaching any student of the University assigned to supervised teaching in the District. Upon request of the District, made for good cause, the University shall terminate the assignment of any student of the University to supervised teaching of the District.
- G. The number of semester units of supervised teaching to be provided for each student of the University assigned to supervised teaching under this agreement shall be determined by the University.
- H. An assignment of a student of the University to supervised teaching in schools or classes of the District shall be at the discretion of the University, but a student may be given more than one assignment by the University with prior approval of the District, to supervised teaching in such schools or classes.
- I. An assignment of a student of the University to supervised teaching in the District shall be deemed to be effective for the purpose of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given him or her by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.
- J. Absences of a student from assigned supervised teaching shall not be counted as absences in computing the semester units of supervised teaching provided the student by the district.
- K. It is understood that the District shall not be obligated to accept assignments of training students beyond the ability for the District to effectively provide services pursuant to this agreement.
- L. In the event the assignment of a student of the University to supervised teaching is terminated by the University for any reason, the District shall receive payment on account of such student as though there had been no termination of the assignment, except that if such

assignment is terminated before one half of the term of the assignment has elapsed, the District shall receive payment for one half of the assignment only.

- M. If a student is assigned by the University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.
- N. The performance in the classroom or synchronous online performance of student teachers may be audio and/or video recorded. The District shall assist student teachers to obtain related executed release forms from mentor teachers and students.
- O. The District will ensure that the student teacher will be treated by the District as part of its professional staff and will be expected to adhere to all healthy/COVID protocols of the District as deemed necessary.

II. Arbitration

Any controversy or claim arising out of or relating to this Agreement or breach hereof will be settled by arbitration in accordance with the rules of the American Arbitration Association as administered by Endispute/JAMS; an arbitrator's award may be confirmed by a court with jurisdiction to enter judgment thereon.

III. Assignment

Neither this Agreement nor any duties or obligations herein may be assigned by either party without the prior, written consent of the other.

IV. Contract Alterations & Integration

No alteration or variation in terms of the Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

V. Fingerprinting and TB Clearance

The University shall comply with the requirements of California Education Code Section 45125.1, and perform the following acts:

- A. Require all current and subsequent students of University who may enter a school site during the time that pupils are present to submit their fingerprints in a manner authorized by the California Department of Justice (the "CDOJ");
- B. Prohibit students of University from coming into contact with pupils until the CDOJ has ascertained that the student has not been convicted of a felony as defined in California Education Code Section 45122.1;

- C. Certify in writing to the District that neither University nor any of University's students who may enter a school site during the time that pupils are present have been convicted of a felony as defined in California Education Code Section 45122.1 and provide such certification to the District administrator for this contract; and
- D. Provide a list of the names of University's students who may have contact with pupils to the District administrator for this contract. This list shall be updated for student changes and shall list students by appropriate school site.
- E. The District may require the University and its students who may have contact with pupils to submit to additional background checks at the District's sole and absolute discretion.

University certifies that all University's students providing services to pupils are adequately screened so as to prevent the assignment of student teachers who may pose a threat to the safety and welfare of pupils and that such student teachers shall provide evidence of freedom from tuberculosis before starting service at the school site.

VI. Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, University shall comply with any State or federal law applicable to University's performance under this Contract.

VII. Indemnification

The University shall indemnify, defend, and hold harmless the District and its departments, agents, officers, and employees from any and all claims or sums which the District or any of its departments, agents, officers, or employees may be obligated to pay by reason of any liability of any kind imposed upon them, including damages to property or injury or death of persons, arising out of the performance of services rendered by supervised teachers or caused by any error, omission, or act of the supervised teachers or of any other for whose acts the supervised teachers are legally liable. Said sums shall include, in the event of legal action, court costs, expenses of litigation, and reasonable attorney's fees.

The District shall indemnify and hold harmless the University, its servants, agents, and employees, and any students acting as such, from any and all claims or sums which the University or any of its departments, agents, officers, students, or employees may be obligated to pay by reason of any liability, damage, expense, cause of action, suits, claims, or judgments arising from injury to person(s) or personal property or otherwise imposed upon them which arises out of the act, failure to act, or negligence of the District, its servants, agents, or employees, in connection with or arising out of the activity which is the subject of this agreement. Said sums shall include, in the event of legal action, court costs, expenses of litigation, and reasonable attorney's fees.

VIII. Independent Contractor

The District and University have not formed an agency, employment or partnership relationship. District represents, and University recognizes, that the District does not provide any benefits or rights arising under disability or unemployment insurance, workers' compensation, medical insurance, sick leave or any other employment benefits to supervised teachers.

IX. Insurance

During the term of this Agreement, the University shall provide such workers' compensation for the performance of its employees and students under this Agreement as may be required under California law.

All students and faculty assigned to the District will be required to carry general liability coverage and professional liability coverage in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 aggregate covering all acts and activities undertaken pursuant to this Agreement as a condition of participation in the Program at the District. Evidence of such insurance shall be supplied to the District prior to commencement of the clinical rotation at the District, upon renewal of such insurance, and/or upon request by the District.

The University will assume any and all obligations imposed by the Workers' Compensation Law of the State of California insofar as a member of its faculty may sustain injury or disability by reason of accident or occupational disease arising out of, or in the course of, instruction by a member of the faculty, whether on or off the District premises.

X. Notices

All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office postage prepaid and registered. Notices to the University and District shall be addressed to the attention of:

University	District
Mount Saint Mary's University	Burbank Unified School District
10 Chester Place	1900 W. Olive Avenue
Los Angeles, CA 90007	Burbank, CA 91506
Carol Johnston, Education Dept. Chair	Representative, Title

XI. Severability

The provisions of this Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Agreement.

XII. Termination

Either party may terminate this agreement upon sixty (60) days written notice to the other party for any reason whatsoever, without fault.

XIII. Waiver

No waiver of a breach of any provision of this agreement by the District or University shall constitute a waiver of any breach of such provision. Failure of the District or University to enforce at any time, or from time to time, any provisions of this Agreement shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

Notwithstanding anything herein contained to the contrary, this agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized offices the day and year first herein before written.

Mount Saint Mary's University

Burbank Unified School District

Carol Johnston, Ph.D.
Education Department Chair

Representative
Title

Robert Perrins, PhD
Provost and Academic VP

Date

Date

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, Senior Administrative Secretary

DATE: March 3, 2022

SUBJECT: Approval of Agreement– American University

Background

The purpose of the Student Affiliation Agreement with American University is to provide students with field experience through practice in schools and classes. Qualified students will receive field experience for student teaching from staff who is qualified to provide teaching and clinical supervision.

Pursuant to the provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution.

Discussion/Issues

This program builds a relationship with American University, which expands the pool of qualified teachers. The District will provide support through field experience for students of the University who are qualified for such assignments.

Fiscal Impact

None

Recommendation

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and American University to provide student teaching experience, effective March 4, 2022 and shall be for a period of five years from the date of this agreement unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
AMERICAN UNIVERSITY

AND

(School/District)

NOW intending to be legally bound, American University (hereinafter referred to as the "UNIVERSITY"), a Congressionally chartered institution of higher education with principal offices at 4400 Massachusetts Avenue, NW, Washington, DC 20016, and (SCHOOL / SCHOOL DISTRICT) with principal offices at STREET ADDRESS, CITY, STATE, ZIP CODE (hereinafter referred to as "SCHOOL BOARD") have caused their duly authorized representative to execute this Memorandum of Agreement as of the last date of signature written below.

WITNESSETH

WHEREAS, the UNIVERSITY desires to provide qualified students in good standing enrolled in the University's School of Education program (hereinafter referred to individually as "STUDENT" and collectively as "STUDENTS") with the opportunity to experience student teacher training; and

WHEREAS, the SCHOOL BOARD has the expertise to provide such student teacher training;

NOW, THEREFORE, for and in consideration of the foregoing and the mutual promises contained herein, the parties agree as follows:

I. PURPOSE:

The purpose of this MOU is to guide and direct the parties regarding their working relationship to provide high quality learning experiences for STUDENTS of the UNIVERSITY while at the same time enhancing the resources available to the SCHOOL BOARD for the provision of educating their students.

II. RESPONSIBILITIES OF THE PARTIES:

A. Scope of Assignment

1. The SCHOOL BOARD agrees to accept STUDENTS from the UNIVERSITY for student teacher/internship placements under the terms and conditions outlined in this MOU.
2. The SCHOOL BOARD shall designate a staff member who is acceptable to the UNIVERSITY, to serve as a liaison between the

SCHOOL BOARD and the UNIVERSITY. The UNIVERSITY shall designate a staff member who is acceptable to the SCHOOL BOARD, to serve as a liaison between the UNIVERSITY and the SCHOOL BOARD.

3. The SCHOOL BOARD and the UNIVERSITY shall inform one another of changes in academic curriculum, and changes in availability of learning opportunities.

4. The parties agree that the withdrawal of a STUDENT from an assignment may be requested by the SCHOOL BOARD or the UNIVERSITY at any time. The party making such a withdrawal shall notify the other party in writing.

5. The parties acknowledge that as part of the STUDENT's clinical supervision and the capstone performance assessments, STUDENTS are required to be recorded during classroom instruction ("Recordings"). The Recordings may include images of classroom students. The parties acknowledge that these Recordings will only be used by the UNIVERSITY for performance assessment and program improvement purposes only. The SCHOOL BOARD is responsible for obtaining any necessary permissions from the parents and/or legal guardians of classroom students that may appear in the Recording. The SCHOOL BOARD will notify STUDENTS of any parent and/or legal guardian that does not want their student in the Recording.

B. Responsibilities of the SCHOOL BOARD

1. The SCHOOL BOARD will communicate the application process and requirements for student teacher/internship placements at the SCHOOL BOARD to the designated liaison of the UNIVERSITY. STUDENTS recommended from the UNIVERSITY for student teacher/internship placements at the SCHOOL BOARD must complete the application process and meet and pass application requirements, including a criminal background history check, in full prior to beginning an assignment at the SCHOOL BOARD.

2. The SCHOOL BOARD will assist the UNIVERSITY in selecting student teacher/internship placements that meet specified requirements for the learning experiences of the STUDENTS.

3. The SCHOOL BOARD shall provide either a cooperating teacher or site supervisor who will supervise STUDENT activities during student teaching/intern placements.

4. The SCHOOL BOARD shall provide all reasonable information

requested by the UNIVERSITY on a STUDENT'S work performance. If there are any STUDENT evaluations, they will be completed and returned according to any reasonable schedule agreed to by the SCHOOL BOARD and the UNIVERSITY.

5. The SCHOOL BOARD will have sole authority and control over all aspects of student services. The SCHOOL BOARD will be responsible for and retain control over the organization, and operation of its programs.

6. The SCHOOL BOARD shall require STUDENTS admitted to the SCHOOL BOARD for student teaching/internship placement to adhere to all applicable policies and regulations for the the SCHOOL BOARD.

C. Responsibilities of the UNIVERSITY

1. The UNIVERSITY shall recommend STUDENTS who have the appropriate educational background and skills consistent with the contemplated educational experience offered by the SCHOOL BOARD.

2. The UNIVERSITY will inform STUDENTS of the application process and requirements for student teacher placement at the SCHOOL BOARD, including Burbank USD requires all student teachers to have the Covid 19 Vaccination.

3. The UNIVERSITY shall assume full responsibility for its STUDENTS' Academics while attending the University. The UNIVERSITY shall be responsible for the administration of its academic program, including but not limited to the curriculum content, and the requirements of matriculation, grading and graduation at the UNIVERSITY.

4. Subject to any restrictions set forth under applicable law regarding the confidentiality of a student's educational records, the UNIVERSITY shall provide the SCHOOL BOARD any information as the SCHOOL BOARD may reasonably request regarding STUDENTS' qualifications for STUDENTS recommended by the UNIVERSITY for assignment to the SCHOOL BOARD. Such information shall be provided prior to the assignment of a STUDENT to the SCHOOL BOARD or otherwise upon the SCHOOL BOARD'S request. Transfer of information from the SCHOOL BOARD to the UNIVERSITY and from the UNIVERSITY to the SCHOOL BOARD from a STUDENT'S education records shall only be made with the STUDENT'S written consent and in accordance with all applicable law regarding the confidentiality of a student's education records, including the Family Educational Rights and Privacy Act ("FERPA").

III. TERM AND TERMINATION:

A. The term of this MOU shall be five years from the date of execution by the SCHOOL BOARD and the UNIVERSITY, and can be terminated in accordance with B. below.

B. This MOU may be terminated by either party at any time upon not less than thirty (30) days prior written notice to the other party; provided that any STUDENT from the UNIVERSITY who is currently participating in a student teacher/internship placement at the SCHOOL BOARD when notice of termination is given will be permitted to complete his or her placement as previously scheduled. This MOU shall be terminated immediately, and STUDENTS withdrawn from the SCHOOL BOARD; if either party's certification of license to operate is repealed or suspended by any governmental licensing or certifying agency or either party's accreditation is repealed or suspended by any accrediting organization.

IV. LIABILITY:

A. The UNIVERSITY does not assume any responsibility for any liabilities that result from the acts or omissions of the STUDENTS. The SCHOOL BOARD agrees to hold the UNIVERSITY harmless for any actions taken by the STUDENTS.

B. To the extent permitted under applicable law, the SCHOOL BOARD agrees to indemnify and hold harmless the UNIVERSITY against any claims, actions, suits loss, personal injury, death, property damage, or otherwise arising out of any acts or omissions of the SCHOOL BOARD and its agents and employees in the performance of its obligations under this Agreement.

C. Each party will maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this MOU.

D. The parties acknowledge that STUDENTS are considered to be, and shall be treated as, students and trainees who have no expectation of receiving compensation of any kind or future employment either from the SCHOOL BOARD or the UNIVERSITY. STUDENTS are not, employees of the UNIVERSITY or the SCHOOL BOARD; as such, they shall not be entitled to monetary compensation or to employee benefits, including worker's compensation benefits.

V. INDEPENDENT CONTRACTORS:

Each party shall be considered to be an independent party and shall not be construed to be an agent or representative of the other party. Neither party, nor any of its employees, agents or subcontractors, shall be deemed to be employees or agents of the other party. Therefore, neither party nor any of its

employees, agents or subcontractors, shall be entitled to compensation, workers compensation, or employee benefits of the other party by virtue of this MOU.

VI. NOTIFICATION OF CLAIMS:

Each party agrees to notify the other party as soon as possible in writing of any incident, occurrence, or claim arising out of or in connection with this MOU, which could result in a liability or claim of liability to the other party. Further, the notified party shall have the right to investigate said incident or occurrence and the notifying party will cooperate fully in this investigation.

VII. NOTICES:

All notices or other communication provided for this Memorandum of Understanding shall be given to the parties addressed as follows:

SCHOOL BOARD:

Name
Title
School / School District
Street Address
City, State, Zip Code

THE UNIVERSITY:

Caryn Ash
Coordinator of Field Placements
School of Education
American University
Spring Valley Building, 4th Floor
4400 Massachusetts Avenue, NW
Washington, DC 20016

VIII. MEDIA

Each party agrees it will not use the other party's name or programs in any advertising, promotional material, press release, publication, public announcement, or through other media, written or oral, whether to the press without the prior written consent of the other party.

IX. NONDISCRIMINATION:

The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as provisions of the Americans with Disabilities Act.

X. NON-EXCLUSIVITY:

Each party shall have the right to enter into similar MOU with other parties.

XI. GENERAL PROVISIONS:

No waiver, alteration, or modification of the provisions in this Memorandum of Understanding will be binding unless in writing and mutually agreed upon. This Memorandum of Understanding, together with any attachments hereto and any amendment or modification that may hereafter be agreed to by each party in writing, constitutes the entire understanding and agreements, oral or written, relating hereto. The SCHOOL BOARD and the UNIVERSITY will incur no obligations pertaining to this Memorandum of Understanding as a result of any promise, representation, or statement by anyone without the actual authority to do so.

IN WITNESS THEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives on the last signature date specified below.

FOR THE SCHOOL BOARD

Name/Title

Date

FOR AMERICAN UNIVERSITY

Prita Patel
Vice Provost for Academic Administration

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: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: March 3, 2022

SUBJECT: Amendment of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff

Background

Assembly Bill (AB) 1871 was signed by the Governor on September 30, 2008, providing for expanded options to meet the requirements for the Bilingual or English Learner Authorization/CLAD Certificate. The requirements to earn the permits will not change, nor will the scope and content of the authorization statements appearing on the permits. The purpose of the Emergency CLAD and BCLAD Permits is to allow qualified individuals to be employed while completing requirements for the CLAD Certificate or BCLAD authorization by either passing the appropriate California Teacher of English Learners (CTEL) examination and/or the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) examination or by completing a Commission-approved CTET Program at a California college or university and showing progress toward the certificate or authorization with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Assembly Bill (AB) 2302 (Chap. 41, Stats. 2008) authorized local education agencies to use the local assignment option process to assign special education teachers with a Level I or Level II Education Specialist Credential in mild/moderate disabilities to provide special education instructional services to pupils with autism. AB 2160 (AB) (Chap. 134, Stats. 2010) extended the sunset date on this alternate route from August 1, 2011 to October 1, 2013. The purpose of these bills was to provide a local assignment option for employing agencies to temporarily address the shortage of special education teachers that are fully prepared and authorized to provide instruction to students with autism. This limited local assignment option was provided as a temporary measure by the Legislature to allow time for these educators to complete additional preparation in consistent, evidence-based educational services to support this student population. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of two times, authorizing a maximum of three years of service.

Discussion/Issues

At present, BUSD has 8 additional teacher(s) who have not completed the CTEL/CLAD/BCLAD credential requirements and qualify for the Emergency CLAD/BCLAD Permit. The following certificated employees are applying for the Emergency CLAD/BCLAD Permit:

<u>Name</u>	<u>School</u>
Alpert, Madeline	BHS
Cafferty, Julianna	Jefferson
Kenny, Shelby	McKinley
Palermo, Kasey	McKinley
Schwartz, Samantha	Delores Huerta MS
Schwegman, Courtney	Muir MS
Warner, Jackson	Harte
Young, Amber D	McKinley

Financial Implications

There is no cost to the District associated with these requests for 8 Emergency CLAD permits.

Recommendation

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

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Sarah Niemann, Assistant Superintendent, Human Resources

PREPARED BY: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: March 3, 2022

SUBJECT: Approval of Release of Teachers on Temporary Contract

Background:

Pursuant to California Education Code Section 44954, the Board of Education may release temporary teachers serving on a temporary contract prior to serving 75 percent of the number of days the regular schools of the District are maintained, or after serving during one school year if the employee is notified before the end of the school year of the District's decision not to reelect the employee for the next succeeding school year.

Discussion/Issues:

Teachers on temporary contract have been teaching in place of teachers on leave of absence from their regular assignment. Those teachers on leave of absence have the right to return to their positions. Teachers who are on temporary contract are to be released from service having completed their contractual assignment. Should teachers hired on a temporary contract during this school year be needed for the next school year, they may be considered for rehire and afforded their rights under California Education Code Section 44954 for the time served this year, if applicable.

Fiscal Impact:

The District would incur a cost of potentially being overstaffed should the teachers on temporary contract not be released.

Recommendation:

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the release of all teachers on temporary contract prior to the end of the 2021-2022 school year, as presented.

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Ratification of Agreement for Professional Services (Special Education)

Background:

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

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. Due to COVID 19 and the closure of schools, assessments were unable to be completed in the spring of 2021. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed \$40,320.

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 \$40,320 (01.0-65370.0-57602-11100-5850-7449000), effective February 14, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 10th day of February 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: [REDACTED]

Mailing Address: [REDACTED]

Email Address [REDACTED]

Sponsoring Administrator:	<u>Matt Hill</u>	<u>Superintendent</u>	<u></u>	<u>Special Education</u>
	Print Name	Title	Signature	Location

Board Approval: 03/03/2022 Account Code: 01.0-65370.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at \$90 per hour for a total not to exceed \$40,320
2. The term of the Agreement shall be the period commencing on: 02/14/2022 and terminating on: 05/27/2022.
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 for special education students.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.
12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.
13. Communicate within twenty-four hours to 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

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Jose Javier Juarez
Consultant/Company

Jose Javier Juarez
Print Representative Name

Consultant
Title

Signature

Date 02/10/2022

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of the ratification of agreement for professional services is to hire an outside speech and language pathologist (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. Due to COVID 19 and the closure of schools, assessments were unable to be completed in the spring of 2021. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed \$45,240.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide speech and language support and assessments, not to exceed \$45,240 (01.0-65000.0-57602-11901-5850-7440000), effective February 24, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



Burbank Unified School District
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Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 10th day of February 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mille Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator:	<u>Matt Hill</u>	<u>Superintendent</u>	<u></u>	<u>Special Education</u>
	Print Name	Title	Signature	Location

Board Approval: 02/03/2022 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of \$87 per hour, 40 hours per week for 13 weeks at a total not to exceed \$45,240
2. The term of the Agreement shall be the period commencing on: 02/24/2022 and terminating on: 05/27/2022.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a speech and language pathologist for support and assessments for special education students.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.
12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.
13. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.
14. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.
15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Paulette Koss

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC

Consultant/Company

Gary Stromberg

Print Representative Name

Gary Stromberg

Title

owner

Signature

Date

2/10/22

**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: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide a Neuropsychological Educational Evaluation IEE for Special Education Student 960027539, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed \$7,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Eppert, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960027539, not to exceed \$7,000 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



Burbank Unified School District
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www.burbankusd.org

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 3rd day of February 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport, hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport

Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045

Email Address: karenepportphd@gmail.com

Sponsoring Administrator: <u>Matt Hill</u>	<u>Superintendent</u>	<u>Special Education</u>
Print Name	Title	Signature
		Location

Board Approval: 03/03/2022

Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate not to exceed \$7,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/04/2022 and terminating on: 05/26/2022.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Karen Lynn Epport will provide a neuropsychological educational IEE for Student 960027539.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.
12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.
13. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.
14. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.
15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Paulette Koss

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Karen Lynn Eppert

Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Amended Agreement for Professional Services (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students are transported by LA City Cab, LLC. The Special Education Department has a long history of working with this company to provide said services.

Fiscal Impact:

Not to exceed \$250,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2021, through June 30, 2022, not to exceed \$340,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 7, 2021 effective July 1, 2021 through June 30, 2022, not to exceed \$100,000. This amendment adds an additional \$150,000 increasing the total not to exceed \$250,000.

BURBANK UNIFIED SCHOOL DISTRICT
Special Education Student Taxicab Transportation

AGREEMENT

THIS AGREEMENT, made the 7th day of October 2021, in the County of Los Angeles, State of California, by and between Burbank Unified School District, hereinafter called the DISTRICT, and LA City Cab, LLC hereinafter called the CONTRACTOR.

WITNESSETH that the DISTRICT and the CONTRACTOR for the considerations stated herein agree as follows:

1. **Scope of Contract:** The CONTRACTOR shall provide services for special education students of the DISTRICT on an "as needed" basis. No other fares are to be in the taxicab while CONTRACTOR is transporting a District special education student(s), and the driver is to take the most direct routes.
2. **Term of Agreement.** The term of the agreement shall be for the period beginning October 7, 2021 and ending June 30, 2022. It may be renewable thereafter, as provided by law, and shall be written for an amount not to exceed One Hundred Thousand dollars (\$100,000.00).
3. **Permits and Licenses.** The CONTRACTOR, its employees, and its agents shall secure and maintain valid permits and licenses that are required by law for the execution of the Agreement.
4. **Insurance.** The CONTRACTOR shall maintain insurance satisfactory to the DISTRICT as set forth below during the term of the Agreement. Not less than fifteen (15) days before new or renewed coverage is required CONTRACTOR shall furnish Certificates of Insurance for each policy on liability coverage, automobile liability and for Workmen's Compensation coverage. Certificates shall provide that a thirty (30) day prior notice of cancellation will be given to the DISTRICT.

General Liability Insurance shall be maintained to protect the CONTRACTOR and, as an additional insured, the DISTRICT, its Governing Board, its Officer, its Agents, and its employees from any claims for damages for personal injury or death, and from damage to property, which may arise from operations of the CONTRACTOR under this Agreement. Such insurance shall have a minimum combined single limit of Five Million Dollars (\$5,000,000.00).

Workmen's Compensation Insurance shall be maintained as required by law and as will protect the CONTRACTOR from claims that arise from its operation under this Agreement.

The CONTRACTOR shall maintain Sexual Assault Molestation insurance of not less than One Million Dollars (\$1,000,000).

5. **Hold Harmless Agreement.** The CONTRACTOR shall hold harmless and indemnify the DISTRICT, its Governing Board, its Officers, its Agents, and its Employees from every claim or demand that may be made by reason of:
- a. Any injury to person or property sustained by the CONTRACTOR or by any person, employed directly or indirectly by CONTRACTOR upon or in connection with its performance under this Agreement, however caused;
 - b. Any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default, or omission of the CONTRACTOR or of any person, firm or corporation, directly or indirectly employed by it upon or in connection with its performance under this Agreement; and
 - c. Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process or patented or unpatented invention, under this Agreement.
6. **Safety Program.** The CONTRACTOR shall provide regular and continuous formal safety instruction for all operating personnel assigned to this Agreement, who shall be required to attend regularly scheduled safety meeting at least four (4) times per year.
7. **Assignments or Subcontracting.** Contractor shall not assign, transfer, or subcontract any of its rights, burdens, duties, or obligations under this Agreement without DISTRICT'S prior written consent, which consent will not unreasonably be withheld.
- a. CONTRACTORS may subcontract student transportation services only with CONTRACTORS already approved by the DISTRICT and currently doing business with the District.
8. **Independent Contractor.** While engaged in carrying out and complying with the terms and conditions of the Agreement the CONTRACTOR is an independent contractor, and not an officer, agent, or employee of the DISTRICT.
9. **Force Majeure.** CONTRACTOR shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities by the Government, or any other occurrence which is beyond the control of CONTRACTOR, when satisfactory evidence thereof is presented to the DISTRICT.

DISTRICT may cancel all services without any penalties or payment obligations due to an act of God, fire, flood, war, riot, civil disturbance, terrorism, epidemic, pandemic, quarantine, strike, lockout, labor dispute, or facilities by the Government, or any other occurrence which is beyond the control of DISTRICT, when satisfactory evidence thereof is presented to the CONTRACTOR.

10. **Contractor's Personnel.** All personnel assigned to perform under this Agreement shall be subject to continuous approval by the DISTRICT and by the CONTRACTOR. ALL DRIVERS MUST MEET FINGERPRINTING REQUIREMENTS OF EDUCATION CODE SECTION 42125.1, and TB CLEARANCE).
11. **COVID-19 Vaccination/Testing Policy.** CONTRACTOR must provide written confirmation that their employees are vaccinated or undergo weekly testing for Covid-19. DISTRICT does not need the Covid-19 vaccination status of each employee. This requirement is subject to change as directives from the CA Department of Public Health change.
12. **Record Keeping and Accident Reports.** The CONTRACTOR will be required to provide daily or other operational records deemed necessary by the DISTRICT.

All reportable (as defined by law) accidents involving the CONTRACTOR'S equipment or personnel while operating for the DISTRICT, shall be reported to the DISTRICT.

Pupil injuries not involving acceleration, deceleration, or movement of the taxicab may be reported on forms provided by the DISTRICT, as its option.

CONTRACTOR shall have a Safety Plan in place at all times, and CONTRACTOR'S employees shall be familiar with safety plan. Safety plan must meet all Transportation requirements and Section 39831.3 of the Education Code. *CONTRACTOR shall furnish a copy of current policy to DISTRICT prior to contract signing.*

13. **Payments for Services.** On or about the first business day following each service, CONTRACTOR shall submit invoices in the form and number required by the DISTRICT for all services provided for under this Agreement. DISTRICT'S payment for such services will be made within thirty (30) days of receipt of the invoice for such services.
14. **Adjustment of Rates.** The rates established in all schedules for this Agreement shall be subject to adjustment once each year. Rate change request shall be provided in writing, to the DISTRICT by *May 30th* of each year. On *July 1st* in each Agreement year, the rates will be adjusted upward by an amount equal to the rates in effect for the Agreement year ending on *June 30th* of each year, multiplied by the percentage increase, if any, in the Los Angeles / Riverside/ Orange County Consumer Price Index (CPI), all Urban Consumers, for the twelve (12) month period ending *March 30th* of that year.

Notwithstanding anything else in this Agreement to the contrary, in the event any unusual circumstances, such as but not limited to, changes in Federal, State, Local, or other governmental body's statutes, laws, rules, or regulations are enacted/promulgated, the impact of which will materially impact the methods and/or costs of CONTRACTOR in connection with providing the services hereunder to increase at a rate in excess of the percentage change in the Los Angeles / Riverside / Orange County Consumer Price Index, all Urban Consumer (e.g., the Enactment of Mandatory National Health Insurance for

employees), then, in that event, upon written notice to the DISTRICT, the CONTRACTOR may request a renegotiation of this Agreement. Such renegotiation shall include, but not be limited to, the payment schedule, duration of the Agreement, level of service, etc. Any modifications to this Agreement resulting from such renegotiation shall become effective only as of the beginning of the next succeeding school year (beginning July 1st). In the event the CONTRACTOR and the DISTRICT are unable to reach a satisfactory agreement during said negotiations, the CONTRACTOR shall have the right to cancel this Agreement by written notice to the DISTRICT on or before said July 1st, whereupon this Agreement shall be null and void.

If, any time during the term of this Agreement, it is determined that a significant reduction/increase in service is to be instituted due to changes in the school start/end times (bell schedules), mandated reduction/increase in routes, or any other changes which significantly reduce or increase the existing service level(s), the CONTRACTOR and the DISTRICT will agree to negotiate an adjustment to the rate schedules. The term "significant reduction/increase" as used herein is defined as any change of ten percent (10%) or more in the number of routes being operated.

15. **Equipment Requirements.** Regular preventive maintenance, as approved by the Cab Manufacturer, shall be practiced on all buses.

Taxicabs shall be cleaned inside and out as necessary, and repairs to visible body damage, inside or out, shall be made immediately after such damage occurs.

Spare taxicabs of appropriate sizes, and meeting all the above requirements, shall be located by the CONTRACTOR at points close enough to the DISTRICT so they may be substituted for regularly assigned taxicabs, if needed, without delay.

16. **Notices.** Legal Notices shall be delivered to the parties to this Agreement by United States Mail at the address listed below:

DISTRICT:

Burbank Unified School District
1900 W. Olive Ave.
Burbank, California 91506

CONTRACTOR:

LA City Cab, LLC
~~Southland Transit Inc.~~
3650 Rockwell Avenue
El Monte, CA 91731

IN CONSIDERATION of the performance on the part of the CONTRACTOR of the terms of this Agreement, the DISTRICT agrees to pay the CONTRACTOR based on the rates included on **Schedule A** for pupil transportation services rendered for DISTRICT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

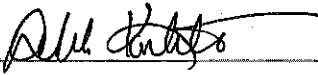
DISTRICT:

Burbank Unified School District
1900 W. Olive Ave.
Burbank, California 91506

CONTRACTOR:

LA City Cab, LLC
~~Southland Transit Inc.~~
3650 Rockwell Avenue
El Monte, CA 91731

By: _____



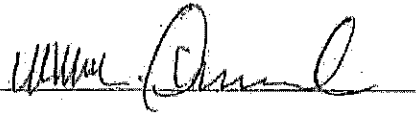
Name: _____

Debbie Kukta

Title: _____

Assistant Superintendent
Administrative Services

By: _____



Name: _____

Nettabai Ahmed

Title: _____

President

Schedule A

Rate Sheet for Burbank Unified School District

\$30.00 for the first five (5) miles

\$3.00 Per additional mile after five miles

No Show Fee – Full Fare

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861
San Diego-Alliant Insurance Services, Inc.
701 B St 6th Fl
San Diego, CA 92101

CONTACT Amy Nelson

NAME:
BLONE

PHONE (A/C, No, Ext):

FAX
A/C No 12

MAIL ADDRESS: Amy.Nelson@alliant.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Everest National Insurance Company

10120

INSURER B: 2

INSURER C:

INSURER OF:

INSURER E :

INSURER F:

INSURED

LA City Cab, LLC
Southland Transit Inc.
3650 Rockwell Ave
El Monte, CA 91731

COVERAGES

CERTIFICATE NUMBER:

...REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL SUBR INSP WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ \$ \$ \$ \$ \$
A		AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		RM1CA00055-211	2/14/2021	2/14/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$ \$
		UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$					EACH OCCURRENCE AGGREGATE	\$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of Coverage

CERTIFICATE HOLDER

Burbank Unified School District
1900 W. Olive Ave
Burbank, CA 91506

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Amy Nelson

**Burbank Unified School District
Special Education Department**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Paulette Koss, Director of Special Education and Psychological Services

PREPARED BY: Paulette Koss, Director of Special Education and Psychological Services

SUBMITTED BY: Sandra Shearer, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide a Psychological-Educational Evaluation IEE, a Speech and Language IEE, Occupational Therapy IEE and Academic Assessment for Special Education Student 960039300, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed \$10,950.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and New Mediscan II, LLC dba Cross Country Education, to provide various Independent Educational Evaluations (IEEs) and attend an IEP meeting for Special Education Student 960039300, not to exceed \$10,950 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 8th day of February 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and New Mediscan II, LLC dba Cross Country Education hereinafter referred to as "Consultant."

Payee's Name: New Mediscan II, LLC dba Cross Country Education Daytime Phone Number: 818-444-8556

Mailing Address: 6551 Park of Commerce Blvd., Boca Raton, FL 33487 Email Address: nbreskin@crosscountry.com

Sponsoring Administrator: <u>Matt Hill</u>	<u>Superintendent</u>	<u>Special Education</u>
Print Name	Title	Signature
		Location

Board Approval: 03/03/2022

Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, a total not to exceed \$10,950 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/04/2022 and terminating on: 12/31/2022.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which New Mediscan II, LLC dba Cross Country Education will provide the following IEEs for Special Education Student 960039300: Speech and Language (\$2,600), Psychological-Educational (\$4,600), Occupational Therapy (\$2,600) and Academic Assessor (\$1,150).
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 New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education 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

New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education, its agents, subcontractors, employees or other representatives referred to in this Agreement, New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education demand.

District shall save and hold New Mediscan II, LLC dba Cross Country Education, harmless from and against and shall indemnify New Mediscan II, LLC dba Cross Country Education 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 New Mediscan II, LLC dba Cross Country Education 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, New Mediscan II, LLC dba Cross Country Education may defend the same and any expenses, including reasonable attorney's fees, which New Mediscan II, LLC dba Cross Country Education may pay or incur in defending said action and the amount of any judgment which New Mediscan II, LLC dba Cross Country Education may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Paulette Koss

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

New Mediscan II, LLC dba

Cross Country Education

Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Facilities, Operations and Construction Technician

DATE: March 3, 2022

SUBJECT: Approval of Additive Change No. 2, United Site Services, 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 and budget information
- 4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).
- 4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.
- 4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:

To accommodate the many contractors who will be working on site, the District installed a fence to block off the work area. The wind knocked the fence down so United Site Services installed posts to secure the fencing. Project is estimated to be completed by August 2022.

Financial Impact:

\$1,462.50 increase for a revised total of \$5,915.47 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No. 2 to the rental agreement between Burbank Unified School District and United Site Services for the Fencing Installation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$5,915.47 (21.3-00000.0-91008-85000-5850-2100000) Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The \$1,462.50 increase, which brings the not to exceed to \$5,915.47, is due to extending the lease agreement for 6.5 more months to accommodate the duration of the project.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Facilities, Operations and Construction Technician

DATE: March 3, 2022

SUBJECT: Ratification of Services from Arc Document Solutions, PlanWell and Bidcaster 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”), 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 and budget information
- 4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).
- 4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.
- 4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

Discussion/Issues:

Over the last 2 years, the District has utilized Arc Document Solutions services to make alterations to the Disney Project plans, send email correspondences to bidders, and provide hosting and document management services.

Fiscal Impact:

\$253.88 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify services between Burbank Unified School District and Arc Document Solutions for PlanWell and Bidcaster Services for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed \$253.88 (21.3-00000.0-91008-85000-5880- 201-0000) Bond Fund, as presented.



ARC Document Solutions, LLC.
345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

INVOICE NO. **10841432**

INVOICE DATE **01/28/21**

WORK ORDER# **R10717**

SOLD TO: Cust# 429531
Burbank Unified School Distict
1900 W. Olive Ave.
Burbank, CA 91506

SHIP TO: Cust# 429531
Burbank Unified School Distict
1900 W. Olive Ave.
Burbank, CA 91506

DUE: at

CONTACT Larry Cross/Burbank Unified School D		PHONE 818.845.3469		PURCHASE ORDER#			SALES REP Bobby Rush			
JOB#		JOB NAME PlanWell & Bidcaster Billing_Jan 2021			BILLER Keith Blevens			LOC 001		
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
8517	Monthly User fee - PW Bid Management	NT	001	1	1		1	EA		20.00
8519	Planwell Data Network	NT	001	1	1		1	EA		20.00
8525	BidCaster - Email	NT	001	50	1		50	EA		12.50
Permanent Modular Classroom Bldg-Sitework_Add 1_Modulars ----- NOTES ----- PlanWell & Bidcaster Billing_Jan 2021 January Billing Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED SCHOOL DISTRICT.

Larry Cross Director of Facilities

(Signature) FEB 11 2022

Account Strings (Date)

For Billing Inquiries, please contact your local branch at 949-660-1150

For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
52.50			52.50		52.50

Invoices undisputed for 45 days are final.
10717

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

AW



ARC Document Solutions, LLC.
345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

INVOICE NO. **10864037**

INVOICE DATE **02/25/21**

WORK ORDER# **R10827**

SOLD TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

SHIP TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

DUE: at

CONTACT Larry Cross/Burbank Unified School D		PHONE 818.845.3469		PURCHASE ORDER#			SALES REP Bobby Rush			
JOB#		JOB NAME PlanWell & Bidcaster Billing_Feb 2021					BILLER Keith Bleavens		LOC 001	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
8517	Monthly User fee - PW Bid Management	NT	001	1	1		1	EA		20.00
8519	Planwell Data Network	NT	001	1	1		1	EA		20.00
8525	BidCaster - Email	NT	001	58	1		58	EA		14.50
	Permanent Modular Classroom									
	Bldg-Sitework_Add 2_Modulars									
8525	BidCaster - Email	NT	001	64	1		64	EA		16.00
	Permanent Modular Classroom									
	Bldg-Sitework_Add 3_Modulars									
8525	BidCaster - Email	NT	001	70	1		70	EA		17.50
	Permanent Modular Classroom									
	Bldg-Sitework_Add 4_Modulars									
----- NOTES ----- PlanWell & Bidcaster Billing_Feb 2021 February Billing Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND
APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED
SCHOOL DISTRICT.

Larry Cross, Director of Facilities

(Signature)

FEB 11 2022

(Date)

Account Strings

For Billing Inquiries, please contact your local branch at 949-660-1150

For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
88.00			88.00		88.00

Invoices undisputed for 45 days are final.
10827

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

AW



ARC Document Solutions, LLC.
345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

INVOICE NO. **11093445**

INVOICE DATE **11/30/21**

WORK ORDER# **R11840**

SOLD TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

SHIP TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

DUE: at

CONTACT Larry Cross/Burbank Unified School D		PHONE 818.845.3469		PURCHASE ORDER#			SALES REP Bobby Rush			
JOB#		JOB NAME PlanWell Billing_Nov 2021			BILLER Keith Blevens			LOC 001		
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
8517	Monthly User fee - PW Bid Management	NT	001	1	1		1	EA		20.00
8519	Planwell Data Network	NT	001	1	1		1	EA		20.00
----- NOTES ----- PlanWell Billing_Nov 2021 November Billing Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND
APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED
SCHOOL DISTRICT.

Larry Cross Director of Facilities

 (Signature)

FEB 11 2022 (Date)

Account Strings

For Billing Inquiries, please contact your local branch at 949-660-1150

For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
40.00			40.00		40.00

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

AW

Invoices undisputed for 45 days are final.
11840



ARC Document Solutions, LLC.
345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

INVOICE NO. **11094084**

INVOICE DATE **11/30/21**

WORK ORDER# **P4517703**

SOLD TO: Cust# 429531
Burbank Unified School Distict
1900 W. Olive Ave.
Burbank, CA 91506

SHIP TO: Cust# 429531
Burbank Unified School Distict
1900 W. Olive Ave.
Burbank, CA 91506

DUE: 11/30/21 at 03:32PM

CONTACT LARRY CROSS - SARAH/Burbank Unified		PHONE 818.845.3469	PURCHASE ORDER#		SALES REP Bobby Rush	
JOB# 2122-011		JOB NAME Alterationsto one Classroom and Toilet Bldg.			BILLER David Raya	
					LOC 501	

OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
8522.1	New Planwell Project	NT	501	1	1		1	EA		25.00
8501	PW DMF/Document MNGT	NT	501	4	1		4	EA		5.50

Please mail payments to our NEW remit address:
PO Box 511580
Los Angeles, CA 90051-8135
Thank you

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED SCHOOL DISTRICT.

Larry Cross, Director of Facilities
(Signature) **FEB 11 2022**
(Date)

Account Strings

For Billing Inquiries, please contact your local branch at (213) 745-3145

For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
30.50			30.50		30.50

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

AW

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Invoices undisputed for 45 days are final.
4517703



ARC Document Solutions, LLC.
345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

INVOICE NO. **11094103**

INVOICE DATE **11/30/21**

WORK ORDER# **P4517655**

SOLD TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

SHIP TO: Cust# 429531
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

DUE: 11/30/21 at 03:16PM

CONTACT LARRY CROSS - SARAH/Burbank Unified		PHONE 818.845.3469	PURCHASE ORDER#		SALES REP Bobby Rush	
JOB# 2122-010		JOB NAME Burbank Permanent Mod Classroom BP 7			BILLER David Raya	
					LOC 501	

OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
8522.1	New Planwell Project	NT	501	1	1		1	EA		25.00
8501	PW DMF/Document MNGT	NT	501	13	1		13	EA		17.88

Please mail payments to our NEW remit address:
PO Box 511580
Los Angeles, CA 90051-8135
Thank you

I HAVE RECEIVED THIS SERVICE AND/OR MERCHANDISE AND APPROVE FOR PAYMENT ON BEHALF OF BURBANK UNIFIED SCHOOL DISTRICT.

Larry Cross, Director of Facilities

 (Signature)

FEB 11 2022 (Date)

Account Strings

For Billing Inquiries, please contact your local branch at (213) 745-3145

For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
42.88			42.88		42.88

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

AW

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Invoices undisputed for 45 days are final.
4517655

**Burbank Unified School District
Technology Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Rick Vonk, Director of Information Technology and Education Support Services

SUBMITTED BY: Lourdes Moya, Administrative Secretary

DATE: March 3, 2022

SUBJECT: Ratification of Renewal of Agreement with Crown Castle Fiber LLC for Highspeed Bandwidth Circuit (General Fund)

Background:

On May 19, 2016, the Board of Education approved a contract with Crown Castle Fiber LLC (formerly Wilcon) for a high-speed bandwidth circuit connecting the District to the CENIC (Corporation for Education Network Initiatives in California) for Internet access. The contract was approved for a 60-month term and expired on June 30, 2021.

District-Wide Goals for 2021-2022:

4. Maintain efficient and effective operations.

Discussion/Issues:

The District competitively bid through the E-Rate process to replace or renew this high-speed circuit in early 2021. On March 4, 2021, the Board of Education approved a contract with AT&T for high-speed bandwidth services. Many issues transitioning to AT&T occurred, and Crown Castle Fiber LLC agreed to extend the contract until the District can transition to AT&T. The District has not been paying AT&T until the District begins using this service. The Crown Castle Fiber LLC contract is temporary, and they agreed to match the costs of the winning bid resulting in cost savings of over \$1,200 per month. Crown Castle Fiber LLC will adjust invoicing from August 1, 2021.

Fiscal Impact:

As needed, monthly bandwidth service fees will be \$883.32 on a month-to-month contract.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Crown Castle Fiber LLC for Highspeed Bandwidth Circuit (General Fund), effective August 1, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.