



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

Thursday, September 18, 2025

5:00 p.m. - Closed Session

6:00 p.m. - Open Session

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: <https://forms.gle/6LeCAuxL8dgDEZ4s5> 3pm on Wednesday, September 17th. 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 5:30 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 the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

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

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

5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@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 Rudchenko, Assistant Superintendent, Human Resources

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

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

3.c Public Employee Performance Evaluation Pursuant to Government Code 54957

Title: Interim Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

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, Fernandeno 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. OATH OF OFFICE

- 8.a Administration of the Oath of Office for Student Board Members
Armond Aghakhanian, President, Board of Education, will administer the Oath of Office to Student Board Members, Hyak Smbatyan, representing Monterey High School, Haily Hoang, representing John Burroughs High School, and Natalie Garibyan, representing Burbank High School, who will serve as Student Board Members for the 2025-2026 school year.

9. PRESENTATIONS / RECOGNITIONS

- 9.a Recognition of Elementary Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores
Robyn Anders, Director of Instructional Technology & Accountability, will recognize elementary students with perfect California Assessment of Student Performance and Progress (CAASPP) Scores from the 2024-2025 school year.
- 9.b Recognition of a 2024-2025 Los Angeles County Teacher of the Year, Teri Vargas
Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education recognize Teri Vargas as a 2024-2025 Los Angeles County Teacher of the Year, as presented.
[Recognition of a 2024-2025 Los Angeles Teacher of the Year, Teri Vargas.pdf](#)

10. REPORTS FROM THE BOARD AND STAFF

- 10.a Student Representatives
Hyak Smbatyan, Monterey High School, Haily Hoang, John Burroughs High School, and Natalie Garibyan, Burbank High School, will report on activities at their respective schools.
- 10.b Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)
Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.
- 10.c Reports from the Superintendent
Oscar Macias, Interim Superintendent, will report on items of interest to the Board of Education and the community.

11. REQUESTS TO ADDRESS THE BOARD

- 11.a Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on items on the agenda and on any subject within its jurisdiction 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 total may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.
- 11.b Superintendent's Comments
Oscar Macias, Interim Superintendent, will respond to public comment.
- 11.c Board Members' Responses

Board Members will respond to public comment.

12. REPORTS TO THE BOARD

12.a Report on 2024-2025 Academic Performance

Robyn Anders, Director of Instructional Technology and Accountability, Rebecca Harris, Director of Elementary Education and DEI, and Julie Markussen, Director of Secondary Education and DEI, will report to the Board of Education on 2024-2025 Academic Performance, as presented.

[Board Report on Academic Performance 24-25 9 18 25.pdf](#)

12.b Enrollment Update

Narineh Barzegar, Director of Student Services, will report on the District's current and projected enrollment numbers as presented.

[Board Report 9.18.25 - Enrollment Update.pdf](#)

12.c Update on the Changes Implemented Based on the Fiscal Crisis & Management Assistance Team (FCMAT) Study Recommendations

Mariam Abdelhamid, Assistant Superintendent of Business Services, will report to the Board of Education on the changes implemented based on the Fiscal Crisis & Management Assistance Team (FCMAT) study recommendations, as presented.

[FCMAT Action Plan Update 091825.pdf](#)

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 5 -Proclaiming September 15 - October 15 as the Burbank Unified School District's Hispanic Heritage Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 5 - Proclaiming September 15, 2025, to October 15, 2025, as the Burbank Unified School District's Hispanic Heritage Month, as presented.

[Hispanic Heritage Month Resolution 5 9 18 25.pdf](#)

13.b Adoption of Resolution 6 - Proclaiming September as Burbank Unified School District's Deaf Awareness Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 6 Proclaiming the month of September 2025 as Burbank Unified School District's Deaf Awareness Month, as presented.

[Deaf awareness Resolution 6 9 18 25.pdf](#)

13.c Resolution 7 - Declaring the Intent to Fill Board Seat Vacancy by Provisional Appointment

Oscar Macias, Interim Superintendent, recommends that the Board of Education Adopt Resolution 7, Declaring the intent to fill board seat vacancy by provisional appointment, effective within the 60-day requirement, as presented.

[Resolution 7.pdf](#)

13.d Approval of Board Policy and Administrative Regulation 5131.8 Mobile Communication Devices

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 5131.8 Mobile Communication Devices, as presented.

[Board Policy 5131.8 Mobile Communication Devices 9 18 25.pdf](#)

13.e Approval of Revised Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements, as presented.

[Board Policy High School Graduation Requirements 9 18 25.pdf](#)

13.f Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the Professional Services Agreement between the Burbank Unified School District and Quadient Leasing, to provide a rental agreement for a postage meter to assist in mail, effective April 19, 2022 through April 17, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Ratification of Agreement for Professional Services \(Human Resources\).pdf](#)

13.g Approval of List of Selected Firms for On-Call Mechanical, Electrical, and Plumbing (MEP) Services for the ABC Bond Program and Other District Projects

Administrative Services, recommends that the Board of Education approve the award of the firms listed in Exhibit A to provide on-call Mechanical, Electrical, and Plumbing services for the ABC Bond Program and other projects throughout the District, as presented.

[Approval On-Call MEP 091825.pdf](#)

13.h Approval of Amended Teacher Assignments for the 2025-2026 School Year per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the amended Teacher Assignments for 2025-2026, as described per Education Codes 44258.3(a), 44258.7 (b), (c) & (d), 44263 and 44865, as presented.

[Approval of Amended Teacher Assignments 2025-2026.pdf](#)

13.i Amendment of Professional Services Agreement, Greg Powell dba Architecture Plus Inc., DSA Certification, Various Sites (Bond Fund)

The Administrative Services Department recommends that the Board of Education amend the Professional Services Agreement between Burbank Unified School District and Greg Powell dba Architecture Plus Inc., for DSA Certification at Various Sites, not to exceed \$49,840 (21.3-00000.0-91008-85000-6282-752-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: The original agreement was amended to remove the Roosevelt project that was closed prior to these services and to correct the total number of PM hours which was listed as 126 but should have read 96 after the removal of Roosevelt. The corrections were made and the total was decreased by \$7,680 for a revised total of \$49,840, which includes \$7,000 for reimbursables.

[Amend_Greg Powell_architect plus_various sites_Bond.pdf](#)

13.j Approval of Grant Award and Agreement with The Chuck Lorre Family Foundation (TCLFF)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Chuck Lorre Family Foundation Expansion of the Young Sheldon

Grant in the amount of \$1,073,250, effective September 19, 2025 through June 30, 2028, as presented.

[The Chuck Lorre FF Grants 2025 Young Sheldon Initiative 9 18 25.pdf](#)

- 13.k Adoption of School Facilities (Bond) Oversight Committee Amended Bylaws (SFOC)
Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt the School Facilities (Bond) Oversight Committee Amended Bylaws, as presented.

[Bylaws Governing the Measure ABC- 9-18-25.pdf](#)

- 13.l Recommendations for the Selection of Members to the School Facilities Oversight Committee (SFOC) for Measure ABC Bond
Oscar Macias, Interim Superintendent, will facilitate the recommendation of potential members and alternates for the Measure ABC Bond School Facilities Oversight Committee (SFOC) and the identification of the group that each of these members would represent, as presented.

[SFOC Measure ABC Selection w redacted 9-18-25.pdf](#)

14. CONSENT AGENDA

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

- 14.a Approval of Minutes

[Minutes 6.20.24 UNOFFICIAL AM.pdf](#)

- 14.b Approval of Minutes

[Minutes 7.25.24 UNOFFICIAL AM.pdf](#)

- 14.c Approval of Minutes

[Minutes 8.1.24 UNOFFICIAL AM.pdf](#)

- 14.d Approval of Minutes

[Minutes 8.15.24 UNOFFICIAL AM.pdf](#)

- 14.e Approval of Minutes

[Minutes 9.5.24 UNOFFICIAL AM.pdf](#)

- 14.f Approval of Minutes

[Minutes 9.19.24 UNOFFICIAL AM.pdf](#)

- 14.g Approval of Minutes

[Minutes 10.3.24 UNOFFICIAL AM.pdf](#)

- 14.h Approval of Minutes

[Minutes 10.17.24 UNOFFICIAL AM.pdf](#)

- 14.i Approval of Minutes

[Minutes 11.7.24 UNOFFICIAL AM.pdf](#)

- 14.j Approval of Warrants

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that

the Board of Education approve commercial warrants in the total amount of \$10,033,950.22, issued August 1, 2025 through August 31, 2025, as presented.
[Approval of Warrants.pdf](#)

14.k Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through August 25, 2025, as presented.

[2025-2026 PURCHASE ORDER REPORT.pdf](#)

14.l Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement between Burbank Unified School District and Leo Rosenblum & Associates dba LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 19, 2025 through June 30, 2026, not to exceed \$3,000 (01.0-00000.0-00000-72000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Board Memo - LRA 25.26 signed.pdf](#)

14.m Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective September 19, 2025 through June 30, 2026, not to exceed \$180,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

[Board Memo - Amergis 25.26 signed.pdf](#)

14.n Approval of Personnel Report Number 25-26-06

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 26 inclusive, as presented.

[Personnel Report 25-26-06.pdf](#)

14.o Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

[Approval of Instructional Consultants 091825.pdf](#)

14.p Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

[Ratification of Agreement for Inst Consultant Svcs 091825.pdf](#)

14.q Ratification of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratifies the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide ASL interpreters for parents during conferences, hearings, meetings and events on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed \$2,000 (01.0-00000.0-00000-72000-5810-745000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Board Memo - Sign Up 25.26 signed.pdf](#)

14.r Approval of 2024-2025 Arts & Music in Schools, Prop 28 Annual Report

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Peggy Flynn, Coordinator for Arts and CTE programs, recommend approval of the 2024-2025 Arts and Music in Schools Funding Annual Report , as presented.

[Approval of 2024-2025 Arts & Music in Schools Prop 28 Annual Report 091825.pdf](#)

14.s Approval of Additional Budget - Unrestricted General Fund Carryover

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve budget additions to the 2025-26 approved budget for the Unrestricted General Fund Carryover, as presented.

[Additional Budget - Unrestricted General Fund Carryover.pdf](#)

14.t Approval of Additive Change Order No.2, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

The Administrative Services Department recommends that the Board of Education approve additive change order No.2 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed \$3,404,639.87 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD “ AR3314, as presented.

Note: The \$45,859.20 increase, bringing the not to exceed to \$3,404,639.87, is to add the furnish and install of Spectrum Aquatics Xcellerator dual post platforms (racing platforms) required to meet competition guidelines and aquatic standards that were not included in the original design and specifications for the Aquatic Pool contract with Hart Build Design.

[ADD CO2_Hart_BHS Pool_Capital Outlay.pdf](#)

14.u Approval of Notice of Completion, Commercial Door of Los Angeles County Inc., Furnish and Install Two (2) New Roll-up Doors, Staff Parking Lot, Joaquin Miller Elementary School (Routine Restricted Maintenance)

The Administrative Services Department recommends that the Board of Education accept the following as completed: Furnish and Install Two (2) New Roll-up Doors in the Staff Parking Lot at Joaquin Miller Elementary School, PO #25004453 not to exceed \$34,403.42 (01.0-81500-0-00000-81100-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[NOC_CommercialDoor_Miller_RRM.pdf](#)

14.v Approval of Notice of Completion, Genesis Floor Covering Inc., Remove and Replace Epoxy Floor in Kitchen and Serving Areas, John Burroughs High School (Fund 13 “ Cafeteria Fund)

The Administrative Services Department recommends that the Board of Education accept the following as completed: Remove and Replace Epoxy Floor in Kitchen and Serving Areas at

John Burroughs High School, PO #25002174, not to exceed \$96,051 (13.0-53100.0-00000-37000-5631-7490000) Fund 13 “ Cafeteria Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[NOC_Genesis_JBHS_Fund 13 FS.pdf](#)

15. REPORTS FROM BOARD MEMBERS

15.a Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

16. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

PREPARED BY: Lauren Trammell, Executive Assistant of Human Resources Services

SUBMITTED BY: Lauren Trammell, Executive Assistant of Human Resources Services

DATE: September 18, 2025

SUBJECT: Recognition of a 2024-2025 Los Angeles County Teacher of the Year, Teri Vargas

Background

The Los Angeles County Office of Education (LACOE) has proudly served as the sponsoring organization of the Los Angeles County Teachers of the Year Program. The program is the largest of its kind in California and is recognized nationally as the longest-running and most respected honors competition for public school teachers.

Discussion/Issues

From a highly competitive pool of 69 educators representing 65 school districts, 16 outstanding teachers were selected as Los Angeles County Teachers of the Year. We are proud to announce that **Teri Vargas**, an English Language Development teacher at **Dolores Huerta Middle School**, has been honored with this prestigious recognition.

Teri underwent a rigorous selection process that included submitting essays, lesson plans, and participating in an in-depth interview. With over **33 years of dedicated service**, Teri exemplifies passion, perseverance, and an unwavering commitment to meeting the diverse needs of her students. Her recognition reflects not only her excellence in teaching but also the strength and dedication of educators within Burbank Unified School District.

Fiscal Impact

None

Recommendation

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education recognize Teri Vargas as a 2024-2025 Los Angeles County Teacher of the Year, as presented.

**Burbank Unified School District
Instructional Services
REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Robyn Anders, Director of Instructional Technology and Accountability
Rebecca Harris, Director of Elementary Education and DEI
Julie Markussen, Director of Secondary Education and DEI

SUBMITTED BY: Laura Erisman, Administrative Assistant

DATE: September 18, 2025

SUBJECT: Report on 2024-2025 Academic Performance

Background:

Academic Performance remains the highest priority for the Burbank Unified School District (BUSD). Performance data is analyzed regularly by district leadership, school sites, grade level teams, and subject-alike teams across the district. Annual results from state assessments are presented to the board and academic affairs committee to assist with discussions around planning and budgeting for the school year. Additionally, local data, including growth monitoring benchmarks, grade distributions, and the need for credit recovery programs, are essential to the discussion of academic performance. Lastly, multiple metrics are used to measure growth towards BUSD goals in the Local Control and Accountability Plan (LCAP). The information presented in this report is a broad preview of how BUSD is progressing towards our district goals.

District Wide Goals for 2022-2023:

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

Discussion/Issues:

Monitoring and Addressing Student Progress/Growth

Elementary

Local assessments are used to closely monitor student progress and address specific gaps in student learning. This along with CAASPP Scores gives us both a formative and summative understanding of how our students are performing at grade level standards. Additionally, interventions are provided through LCAP funding for Response to Intervention planning time, small group instruction, after-school sessions, and RTI teaching staff to provide additional academic support. Teachers meet in grade level teams to digest data and inform instructional practices.

Secondary

As students prepare for graduation and college/career readiness, grade data and on-track monitoring are essential to supporting students with their post-graduation plans. BUSD closely monitors course completion to plan and prepare effective credit recovery programs as well as opportunities for grade

improvement. A-G completion has been a primary focus for BUSD the past couple of years as we have identified specific opportunities for growth through professional development, collaboration, and programs aimed to increase the number of students prepared for college.

Fiscal Impact:

None

Recommendation:

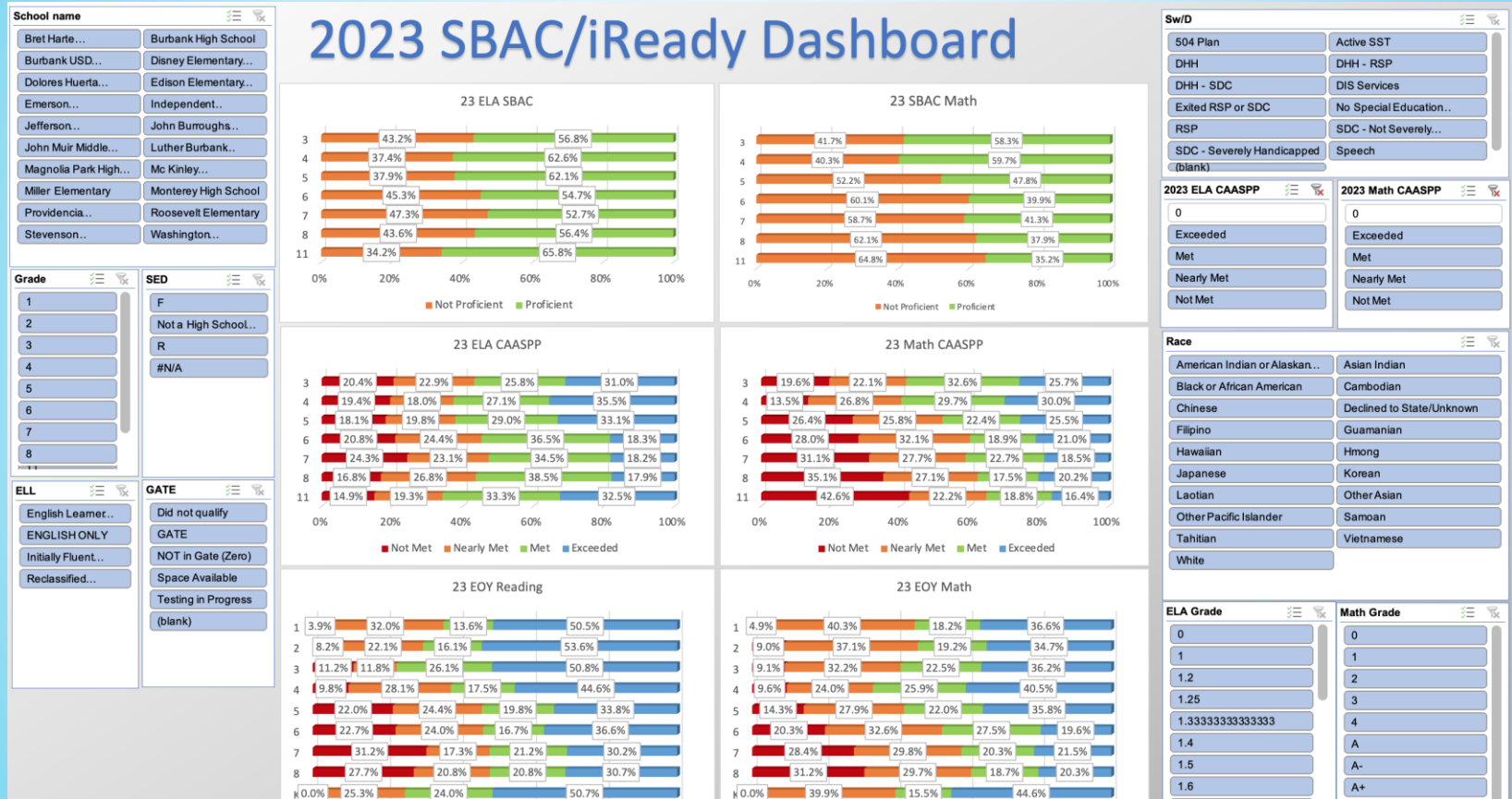
Robyn Anders, Director of Instructional Technology and Accountability, Rebecca Harris, Director of Elementary Education and DEI, and Julie Markussen, Director of Secondary Education and DEI will report to the Board of Education on 2024-2025 Academic Performance, as presented.

2024-2025 ACADEMIC PERFORMANCE UPDATE

September 18, 2025



DATA ANALYSIS PROTOCOL DASHBOARDS





4RS DATA ANALYSIS PROTOCOL

1. Research

(Student Performance)

Multiple Measures

(Local & State Assessments)

Disaggregated Data

4. Respond

(Optimizing Results)

Prioritize Equity

Actionable Items

Systemic Investments of
time, effort, resources



2. Recall

(Learning Conditions)

Teaching Practices

Programs

Initiatives

3. Reflect

(Possible reasons for outcomes)

Instructional Systems

Additional Data
Connections

Organizational
Beliefs/Values



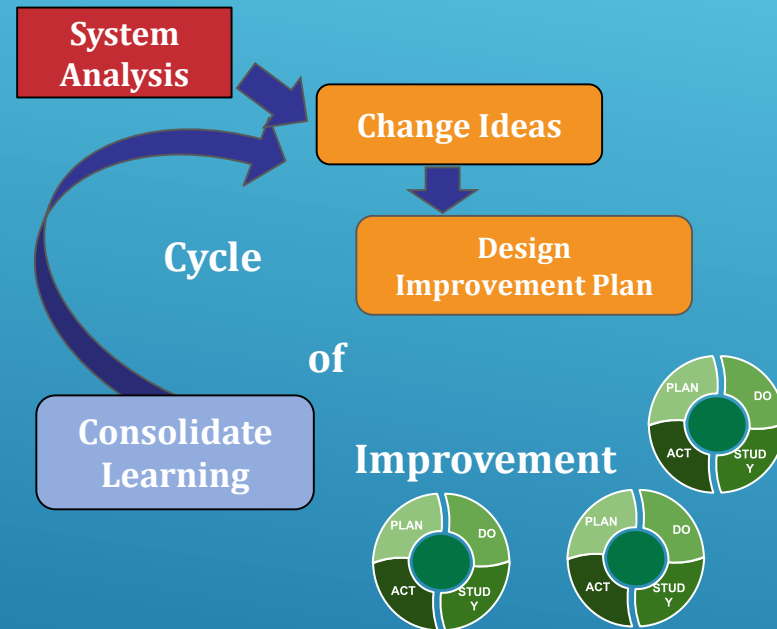
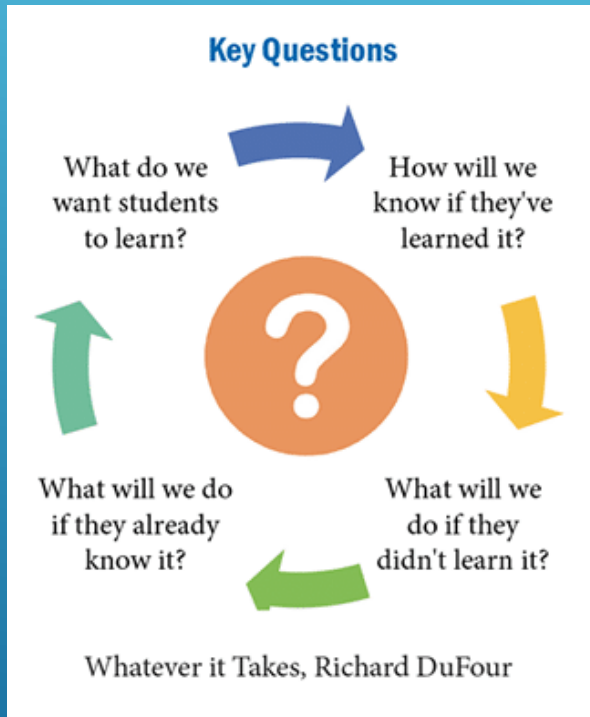
STORY BOARDS

- ▶ Data Headlines
 - ▶ Area of Focus (Ex. Problems of Practice)
 - ▶ Analysis of Data
 - ▶ Additional Insights
 - ▶ Action Steps/Statement

https://docs.google.com/presentation/d/10ZwMkolV4kTA2lzpJCHNqKe8Y_7qTm1-LQ4OUUyHdUI/edit?usp=sharing



PLC CYCLES OF IMPROVEMENT

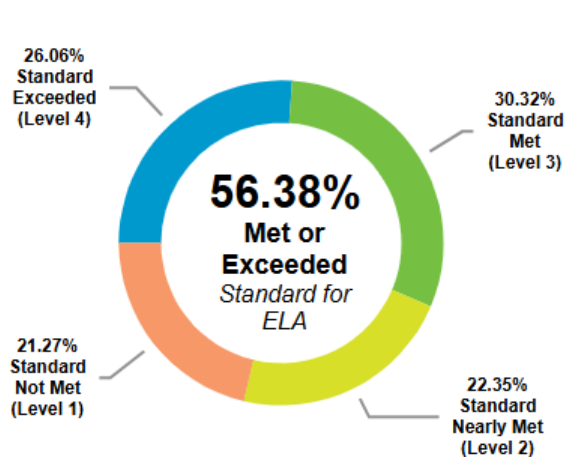


2023-2024 CAASPP RESULTS (DISTRICTWIDE)



ELA

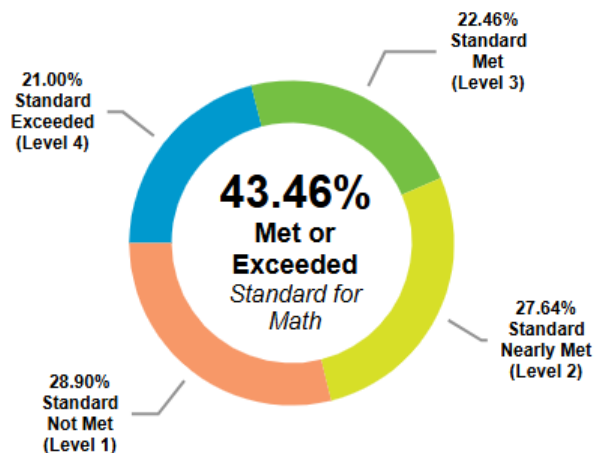
Percent of students within each achievement level



[VIEW ELA DETAILED TEST RESULTS](#)

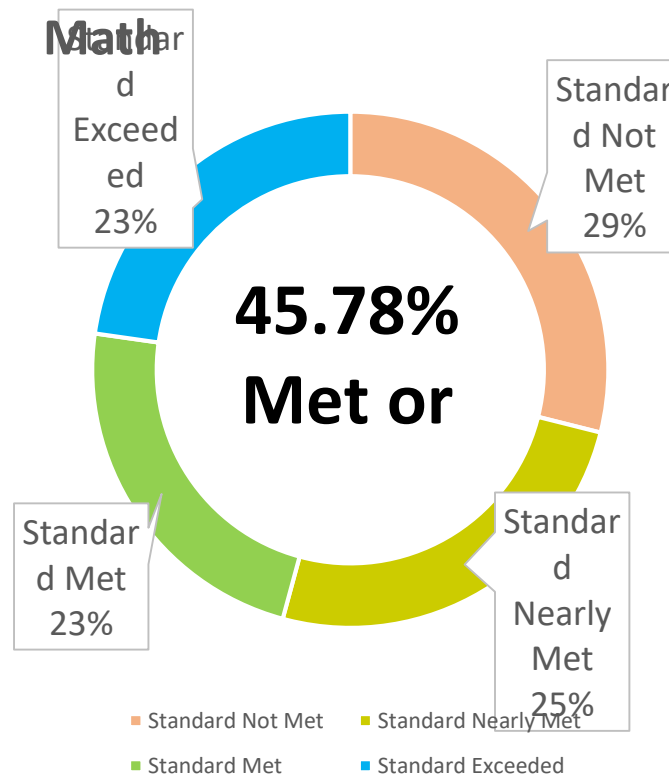
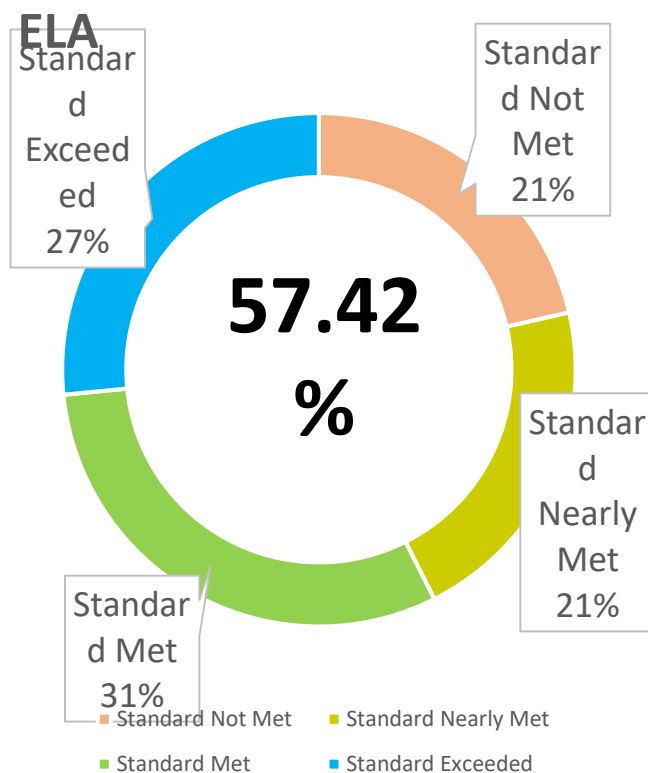
Mathematics

Percent of students within each achievement level



[VIEW MATH DETAILED TEST RESULTS](#)

2024-2025 CAASPP RESULTS (DISTRICTWIDE)



ELEMENTARY ACADEMICS



ELEMENTARY INSTRUCTIONAL PROGRAMS

- ▶ Language Arts: Benchmark Advance
- ▶ Writing: Step up to Writing (3-5)
- ▶ Mathematics: Houghton Mifflin Go Math
- ▶ Science: FOSS California Science
- ▶ History Social-Science: Social Studies Alive!
- ▶ SEL: Second Step

ELEMENTARY INSTRUCTIONAL INITIATIVES

- ▶ Language Arts: Early Literacy Screener
- ▶ Mathematics: Math Screener
- ▶ Arts: certificated music teachers in grades TK-5 and additional Prop 28/donation funded programs
- ▶ Physical Education: certificated teachers in grades 3-5
- ▶ STEAM Labs funded by Young Sheldon Grant

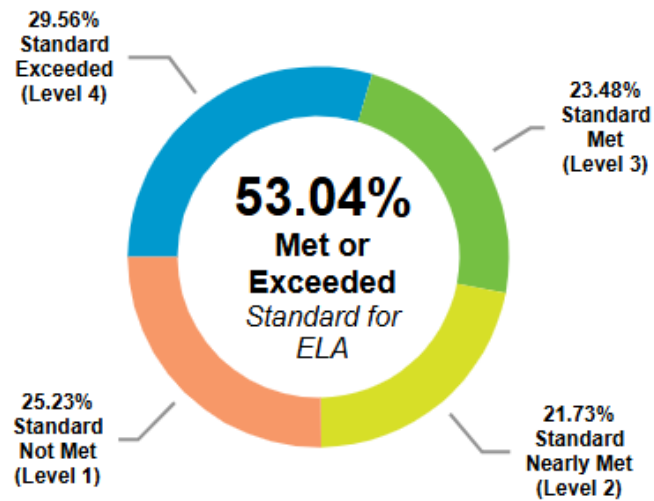
ELEMENTARY DATA

END-OF-YEAR (EOY)



ELA

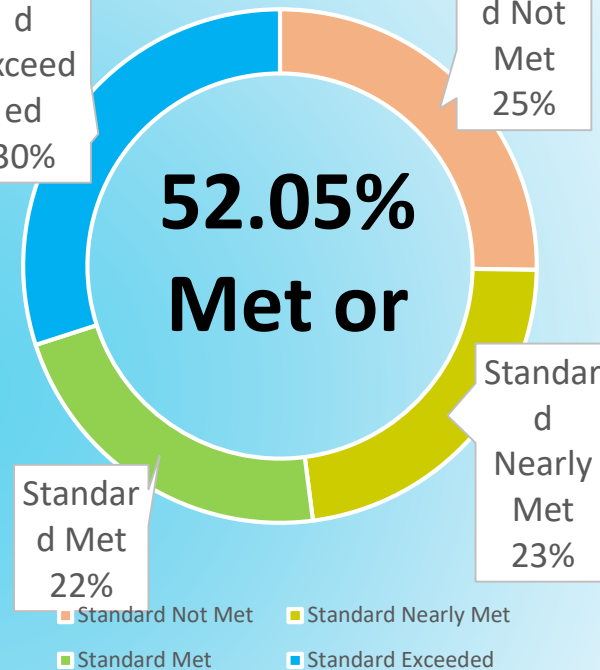
Percent of students within each achievement level



ELA

Standard Exceeded
30%

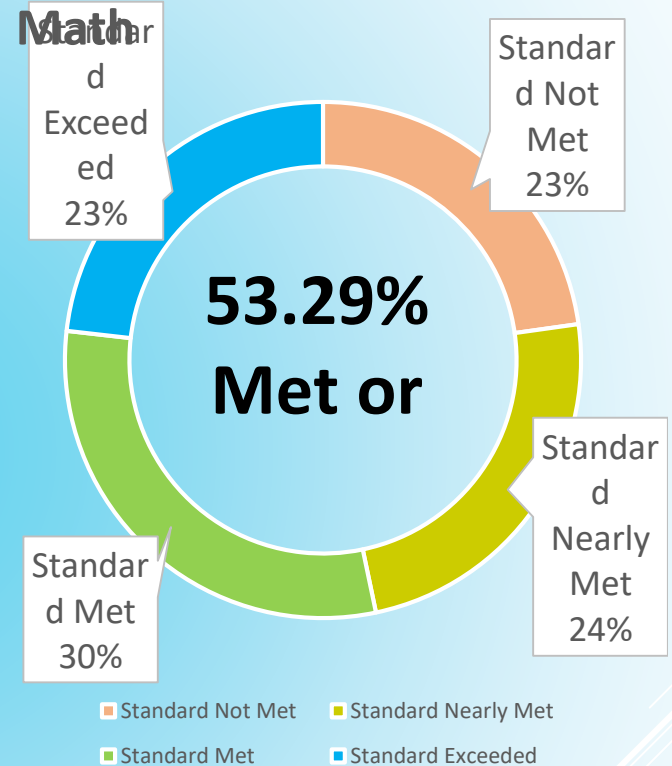
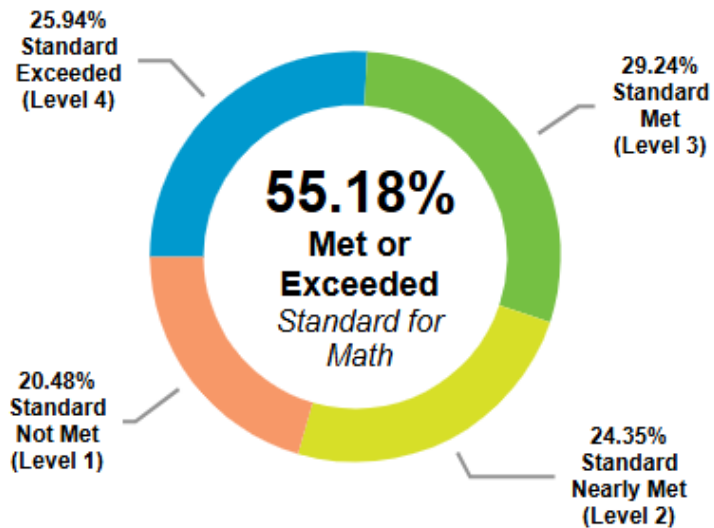
Standard Not Met
25%



3rd Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

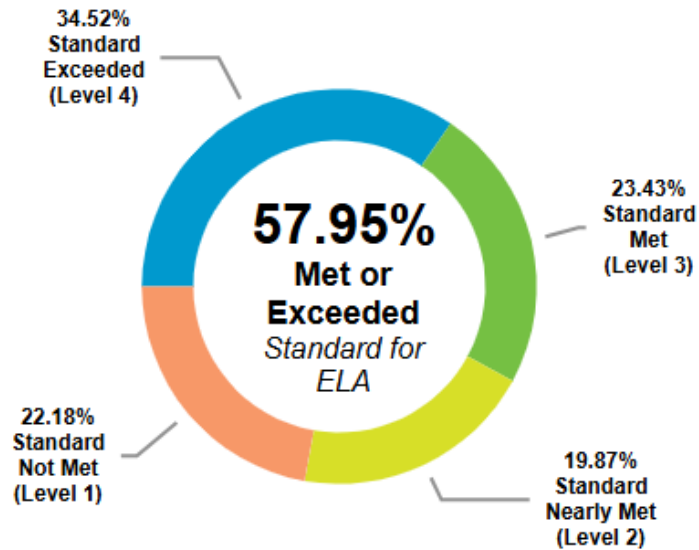
Percent of students within each achievement level



3rd Grade CAASPP MATH (23-24 vs. 24-25)

ELA

Percent of students within each achievement level



ELA

Standard Exceeded
32%

Standard Not Met
24%

**55.96%
Met or**

Standard Nearly Met
20%

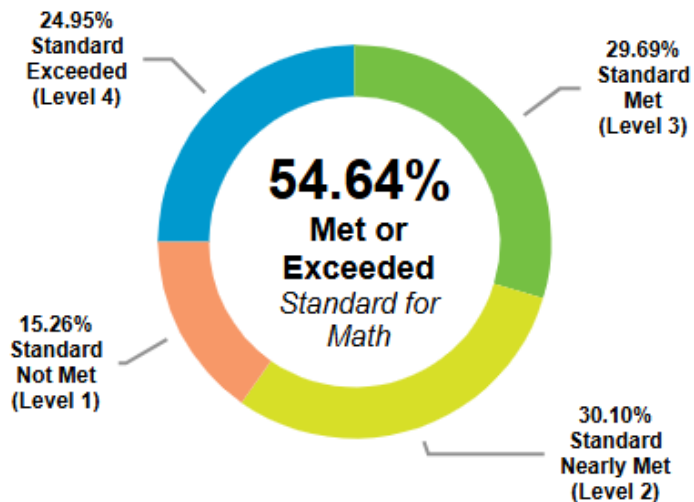
Standard Met
24%

Standard Not Met
Standard Met
Standard Nearly Met
Standard Exceeded

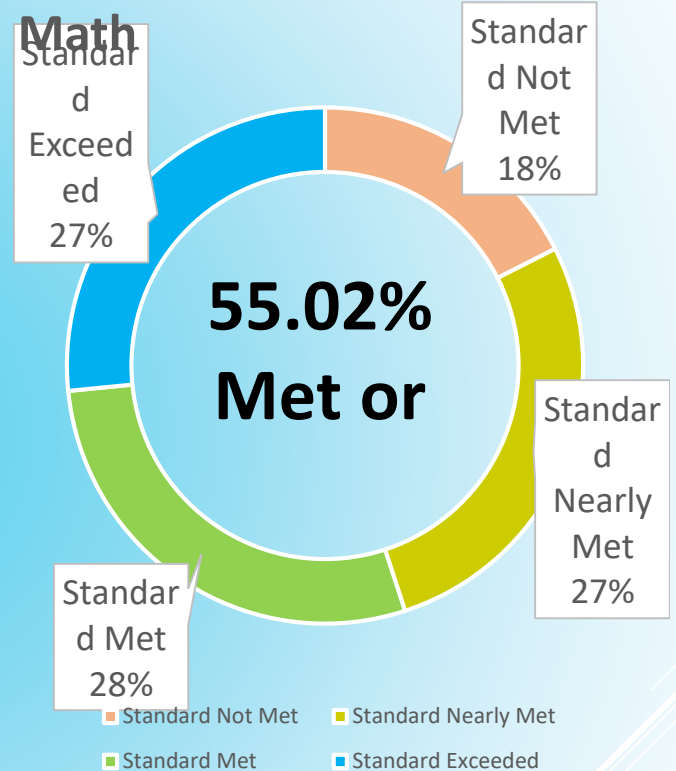
4th Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

Percent of students within each achievement level



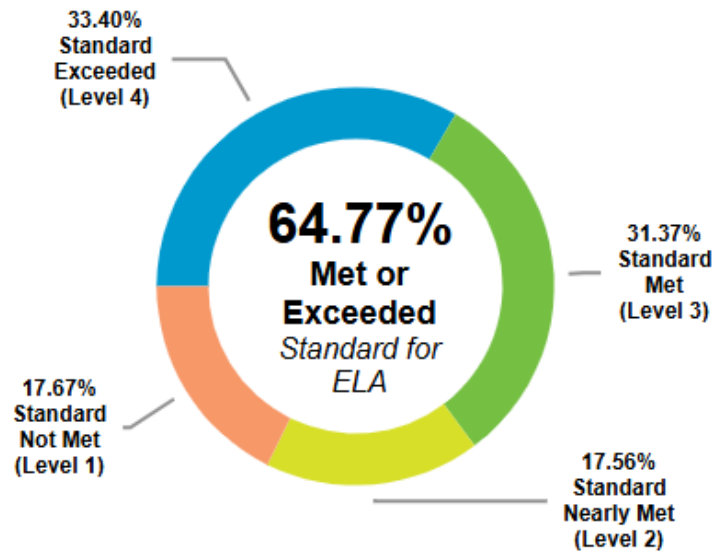
Math



4th Grade CAASPP MATH (23-24 vs. 24-25)

ELA

Percent of students within each achievement level



ELA

Standard Exceeded
31%

Standard Not Met
19%

**62.67%
Met or**

Standard Nearly Met
18%

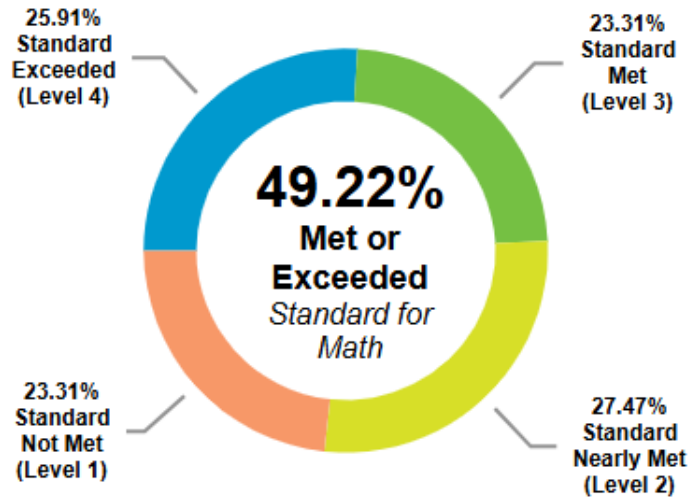
Standard Met
32%

Standard Not Met
Standard Met
Standard Nearly Met
Standard Exceeded

5th Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

Percent of students within each achievement level



Math

Standard Exceeded 29%

Standard Not Met 23%

**51.17%
Met or**

Standard Nearly Met 26%

Standard Met 22%

Standard Not Met
Standard Met
Standard Nearly Met
Standard Exceeded

5th Grade CAASPP MATH (23-24 vs. 24-25)

SECONDARY INSTRUCTIONAL INITIATIVES

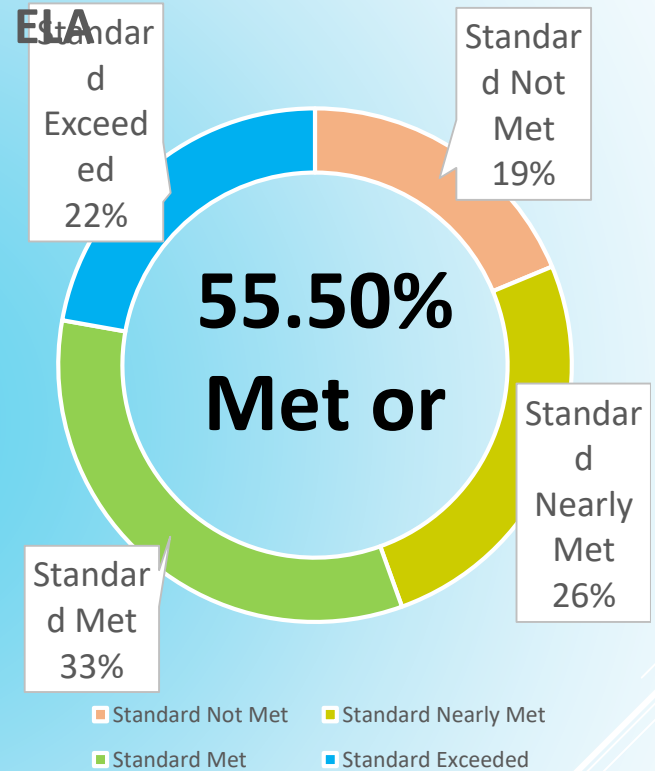
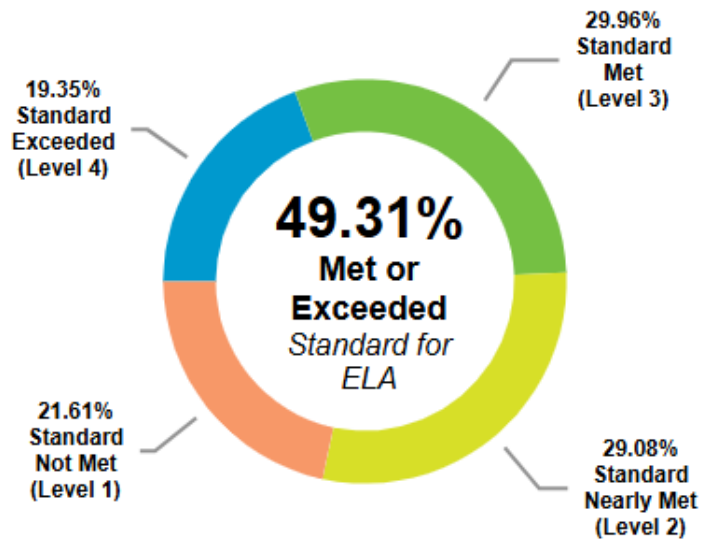
- ▶ New AP Textbook Adoptions (Lottery Funds)
- ▶ New Courses/Curriculum coming to Secondary:
 - ▶ Ethnic Studies
 - ▶ Financial Literacy
- ▶ Year 2 Partnership with California Colleges Guidance Initiative (CCGI)
- ▶ Year 2 English-Language Arts Collaboration with California Education Partners
- ▶ Continuation of Math Collaborative

MIDDLE SCHOOL DATA END-OF-YEAR (EOY)



ELA

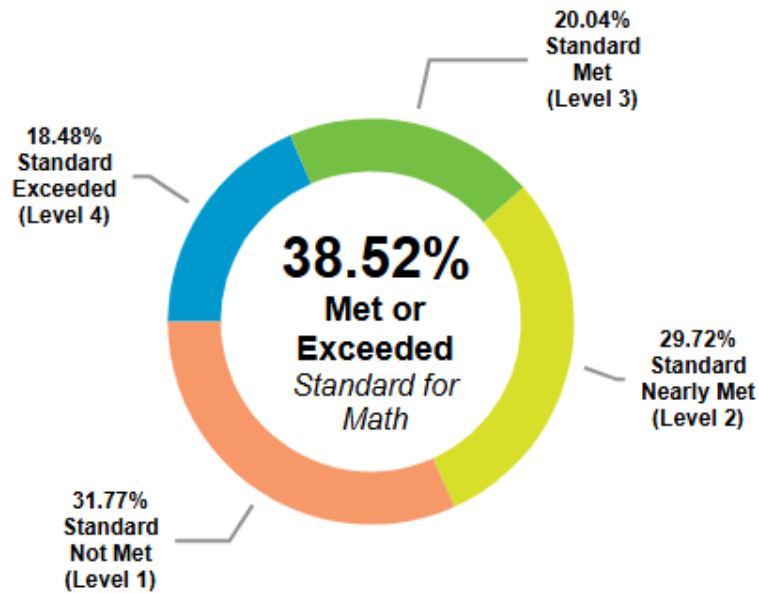
Percent of students within each achievement level



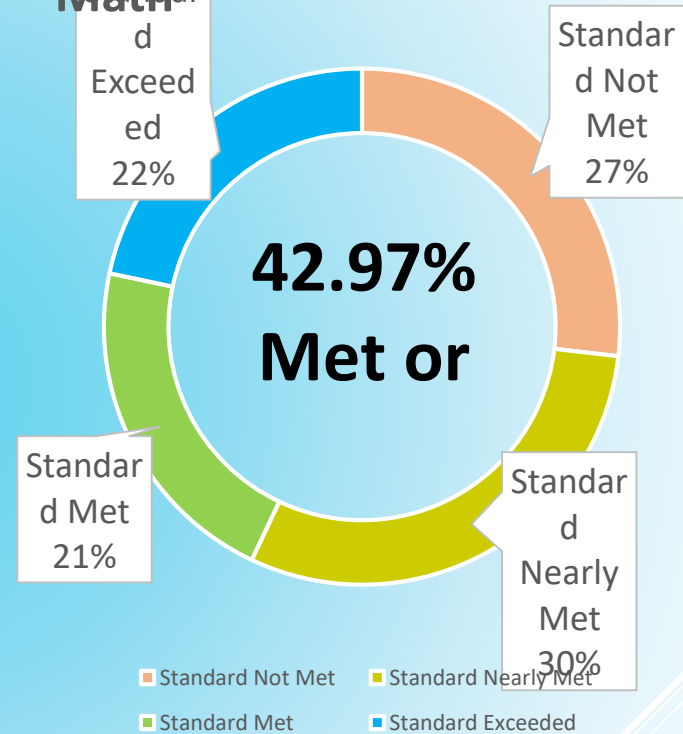
6th Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

Percent of students within each achievement level



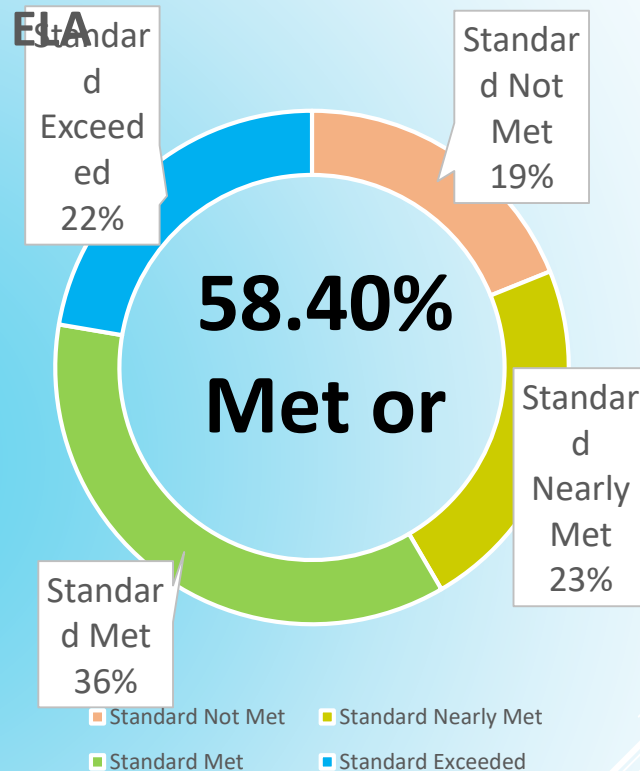
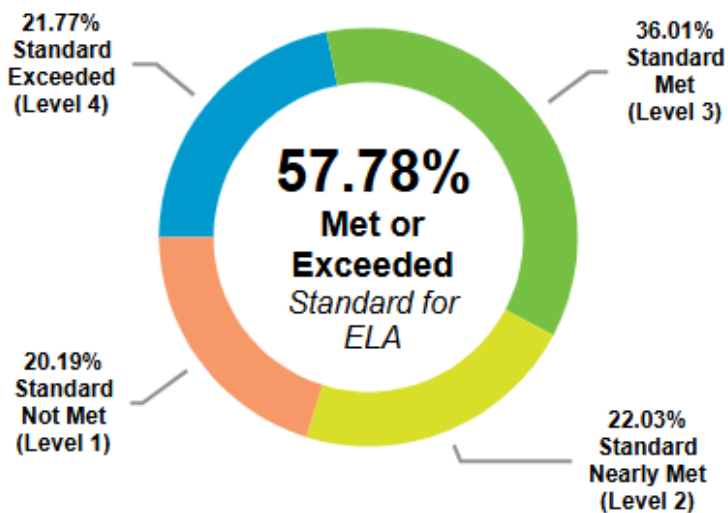
Math



6th Grade CAASPP MATH (23-24 vs. 24-25)

ELA

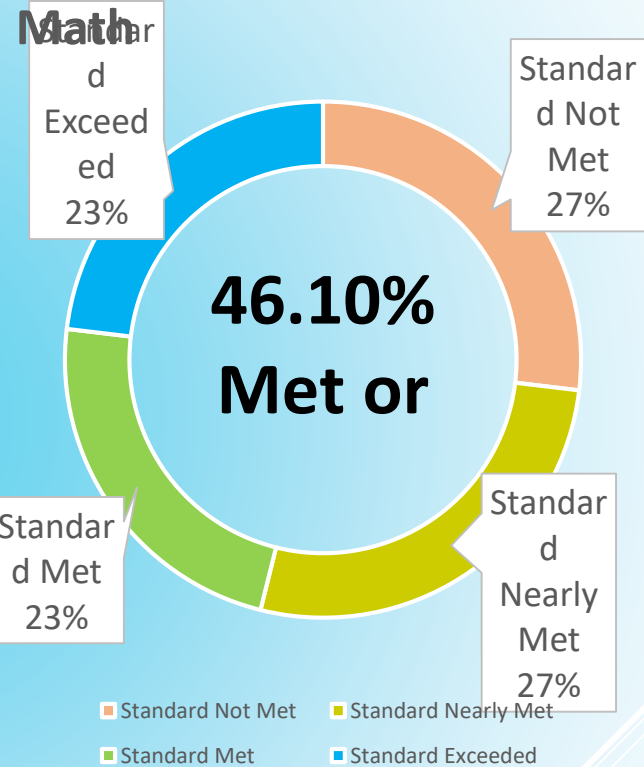
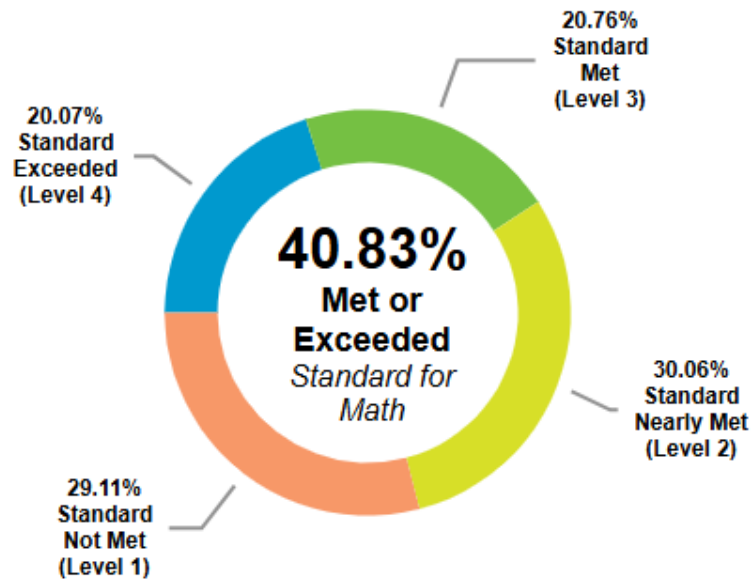
Percent of students within each achievement level



7th Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

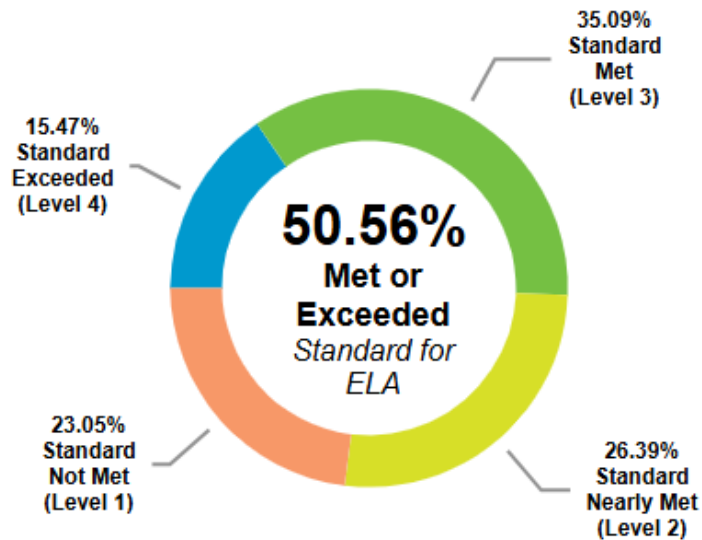
Percent of students within each achievement level



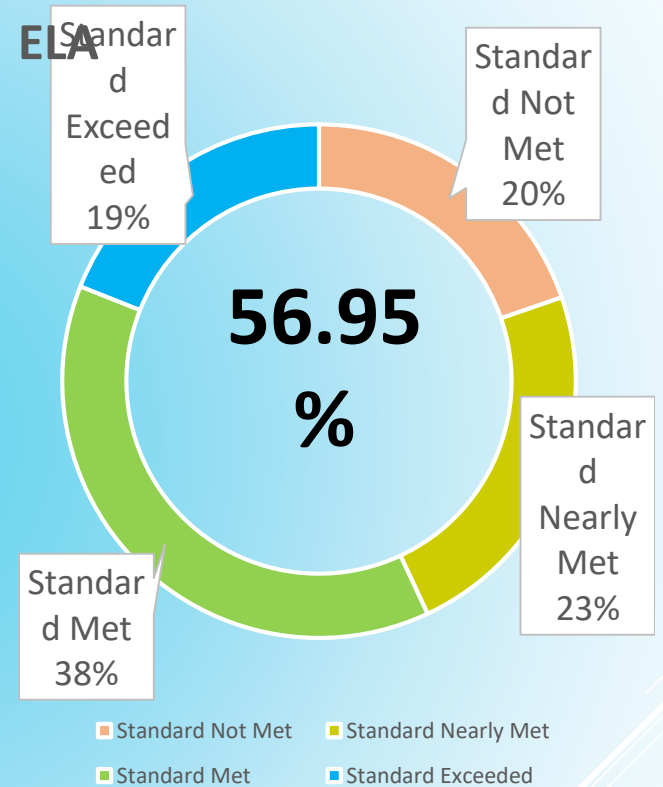
7th Grade CAASPP MATH (23-24 vs. 24-25)

ELA

Percent of students within each achievement level



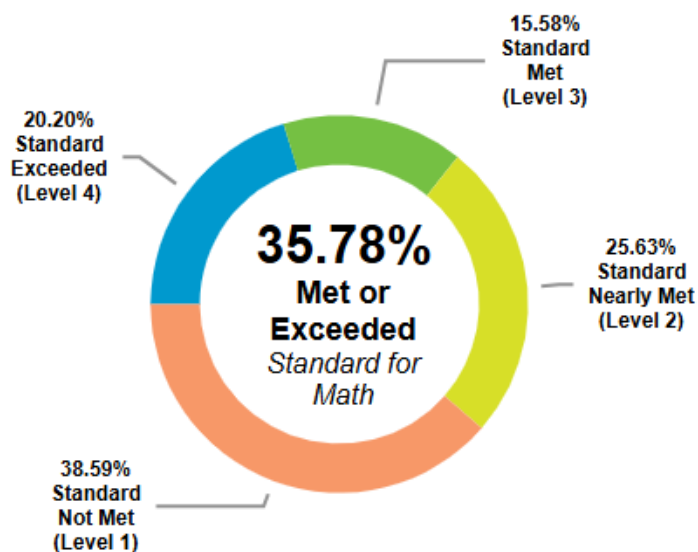
ELA



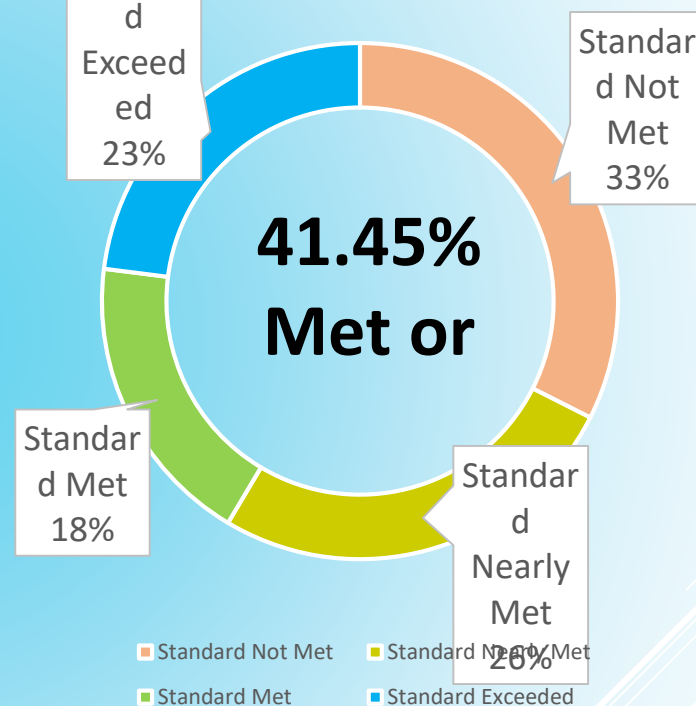
8th Grade CAASPP ELA (23-24 vs. 24-25)

Mathematics

Percent of students within each achievement level



Math



8th Grade CAASPP MATH (23-24 vs. 24-25)



24-25 Grades Distribution Data - Math

Semester 1 Math	A	B	C	D	F
6th Grade	49.5%	25.7%	15.2%	6.0%	3.5%
7th Grade	44.2%	28.1%	16.1%	6.9%	4.7%
8th Grade	44.6%	28.3%	17.2%	8.3%	1.5%
9th Grade	35.3%	26.3%	20.7%	11.3%	6.4%
10th Grade	33.0%	27.6%	22.6%	10.6%	6.2%
11th Grade	23.5%	29.5%	27.9%	11.1%	8.0%
12th Grade	32.9%	25.2%	23.8%	12.2%	5.9%
TOTAL	38.1%	27.4%	20.1%	9.3%	5.1%

Semester2 Math	A	B	C	D	F
6th Grade	42.5%	27.6%	16.7%	8.1%	5.2%
7th Grade	42.9%	25.6%	16.2%	8.6%	6.7%
8th Grade	46.1%	27.6%	15.4%	8.3%	2.7%
9th Grade	30.8%	24.5%	20.3%	11.3%	13.0%
10th Grade	27.4%	27.1%	25.5%	9.6%	10.4%
11th Grade	22.9%	29.0%	27.8%	9.8%	10.5%
12th Grade	31.4%	26.9%	29.3%	9.6%	2.8%
TOTAL	35.3%	26.8%	20.8%	9.3%	7.8%



24-25 Grade Distribution Data - ELA

Semester 1 English	A	B	C	D	F
6th Grade	43.4%	32.9%	15.2%	5.1%	3.4%
7th Grade	47.9%	26.5%	16.5%	6.3%	2.8%
8th Grade	51.3%	21.5%	12.8%	8.0%	6.4%
9th Grade	39.2%	32.3%	16.7%	7.4%	4.5%
10th Grade	38.8%	34.2%	19.0%	4.4%	3.5%
11th Grade	35.7%	38.2%	18.1%	5.2%	2.9%
12th Grade	41.6%	35.0%	16.9%	5.4%	1.1%
TOTAL	42.5%	31.5%	16.5%	6.0%	3.5%

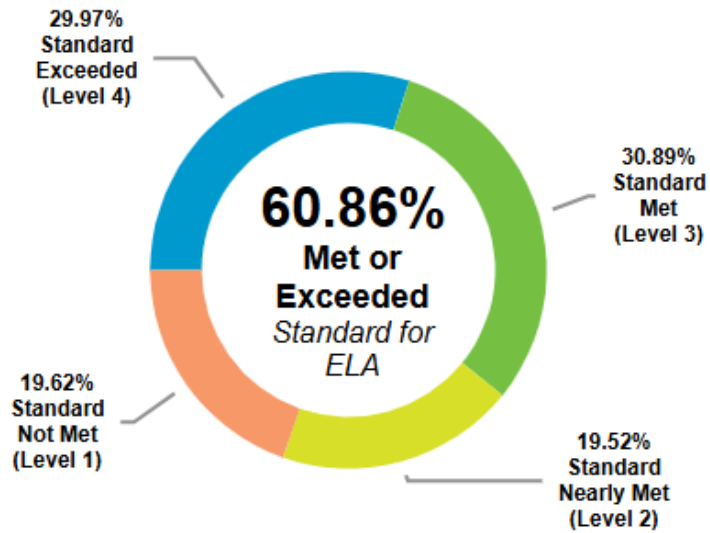
Semester 2 English	A	B	C	D	F
6th Grade	43.6%	30.2%	15.3%	7.4%	3.4%
7th Grade	48.8%	28.0%	13.0%	7.4%	2.9%
8th Grade	53.2%	22.9%	13.4%	6.2%	4.3%
9th Grade	41.9%	28.7%	18.1%	5.7%	5.5%
10th Grade	36.9%	36.0%	18.8%	4.7%	3.6%
11th Grade	37.0%	32.1%	21.6%	5.8%	3.5%
12th Grade	40.8%	35.7%	18.8%	4.5%	0.3%
TOTAL	43.1%	30.5%	17.1%	5.9%	3.4%

HIGH SCHOOL CREDIT & A-G DATA 2024-2025



ELA

Percent of students within each achievement level



ELA

Standard Exceeded
30%

Standard Not Met
24%

59.74%

Standard Nearly Met
16%

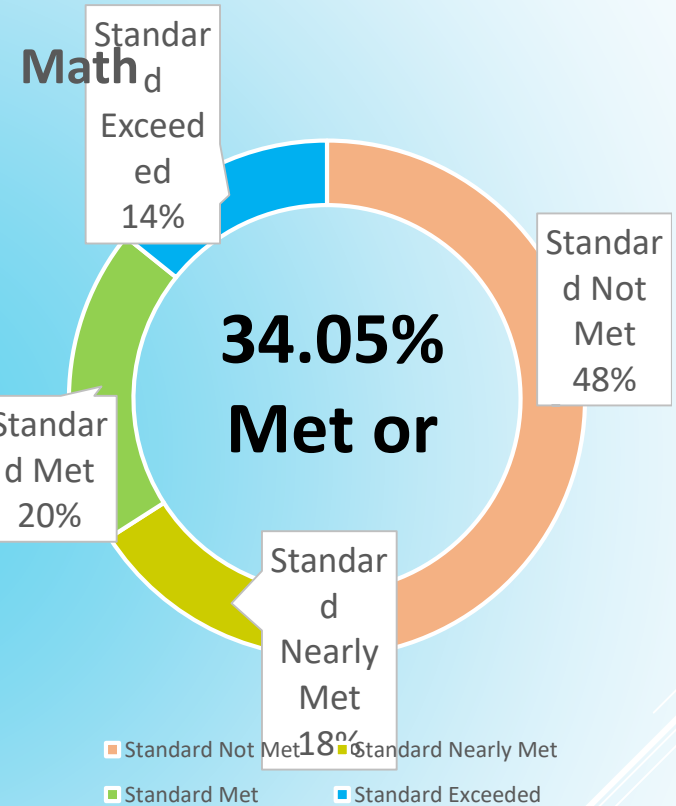
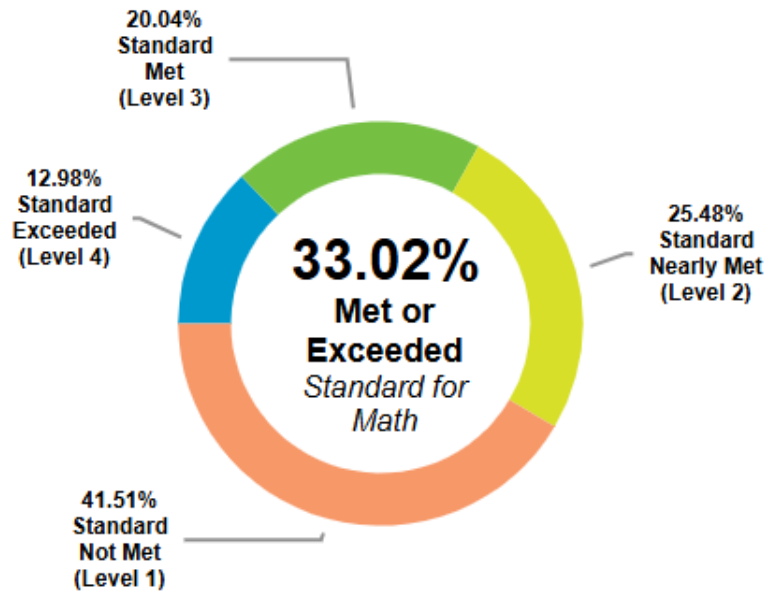
Standard Met
30%

Standard Not Met
Standard Met
Standard Nearly Met
Standard Exceeded

11th Grade CAASPP ELA (23-24 vs. 24-25 - 6.7% LOSS)

Mathematics

Percent of students within each achievement level



11th Grade CAASPP MATH (23-24 vs. 24-25 - 10.35% LOSS)



2024 Fall A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Algebra 1	67	Pre-Calculus	24	Wrld Hist (S)	10
Spanish 1	59	Chemistry	18		
Art Structure 1	54	English 11	17		
Biology	53	French 1	17		
Geometry	47	Geometry (S)	16		
Algebra 2	43	US History	16		
English 9	41	Government	15		
English 10	32	Film/TV Prod1	15		
Biology (S)	31	Digital Photo	14		
Algebra 1 (S)	28	US History (S)	14		
Wrld Hist	26	EarthSpaceSci	10		



2025 Spring A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Algebra 1	129	Chemistry	39	Wrld Hist (S)	17
Spanish 1	96	Biology (S)	37	US History (S)	15
Biology	83	English 10	31	Film/TV Prod1	13
Art Structure 1	69	Geometry (S)	28	Culinary Arts	13
Geometry	66	English 11	23	Sculpture 1	11
Algebra 1 (S)	65	Pre-Calculus	21	EarthSpaceSci	10
English 9	53	Spanish 2	20	French 1	10
Algebra 2	42	US History	18	Economics	10
Wrld Hist	42	Digital Photo	18		



2024 Fall A-G Courses with 20+ Ds

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Algebra 1	123	Wrld Hist	56	Film/TV Prod1	23
Biology	93	Pre-Calculus	45	Biology (S)	21
Chemistry	72	English 12	40	Wrld Hist (S)	20
Geometry	72	Algebra 1 (S)	40		
Spanish 1	70	English 11	39		
English 9	68	Spanish 2	38		
Algebra 2	66	English 10	36		
US History	57	Government	34		
Art Structure 1	57	Chemistry (H)	26		



2025 Spring A-G Courses with 20+ Ds

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Algebra 1	116	English 11	47	Chemistry (H)	24
Chemistry	79	Art Structure 1	46	Sculpture 1	22
Biology	79	Economics	45	Film/TV Prod1	21
Geometry	76	English 10	35		
Spanish 1	73	English 12	34		
Wrld Hist	61	US History	34		
Algebra 2	61	Pre-Calculus	33		
English 9	56	Algebra 1 (S)	28		
Spanish 2	50	Biology (S)	25		



24-25 A-G PROBLEM AREAS

The following have pass rates (C or Better) lower than 90%

- 9th Grade overall – 81.99%
 - Electives - 81.99%
 - English – 88.52%
 - Foreign Language – 78.22%
 - Lab Science – 80%
 - Mathematics – 75.25%
 - Visual & Performing Arts – 89.51%
- 10th Grade overall – 86.70%
 - Foreign Language – 88.33%
 - History/Soc Science – 84.40
 - Lab Science – 84.40
 - Mathematics – 80%
- 11th Grade overall – 88.89%
 - Mathematics – 79.47%
 - Visual & Performing Arts – 88.71%
- 12th Grade overall – 93.10%
 - Mathematics – 89.19%

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Narineh Barzegar, Director of Student Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary, Student Services

DATE: September 18, 2025

SUBJECT: Enrollment Update as of September 11, 2025

Background:

The Board of Education has requested that staff provide a report on student enrollment. The purpose of this report is to give the Board a general overview of enrollment with specific information on BUSD enrollment at the elementary, middle, and high school levels.

Discussion/Issues:

This report gives a comparison of students who were enrolled in the District as of the end of the 24-25 school year and the total number of students who are enrolled in the District schools (at each level) as of September 11, 2025.

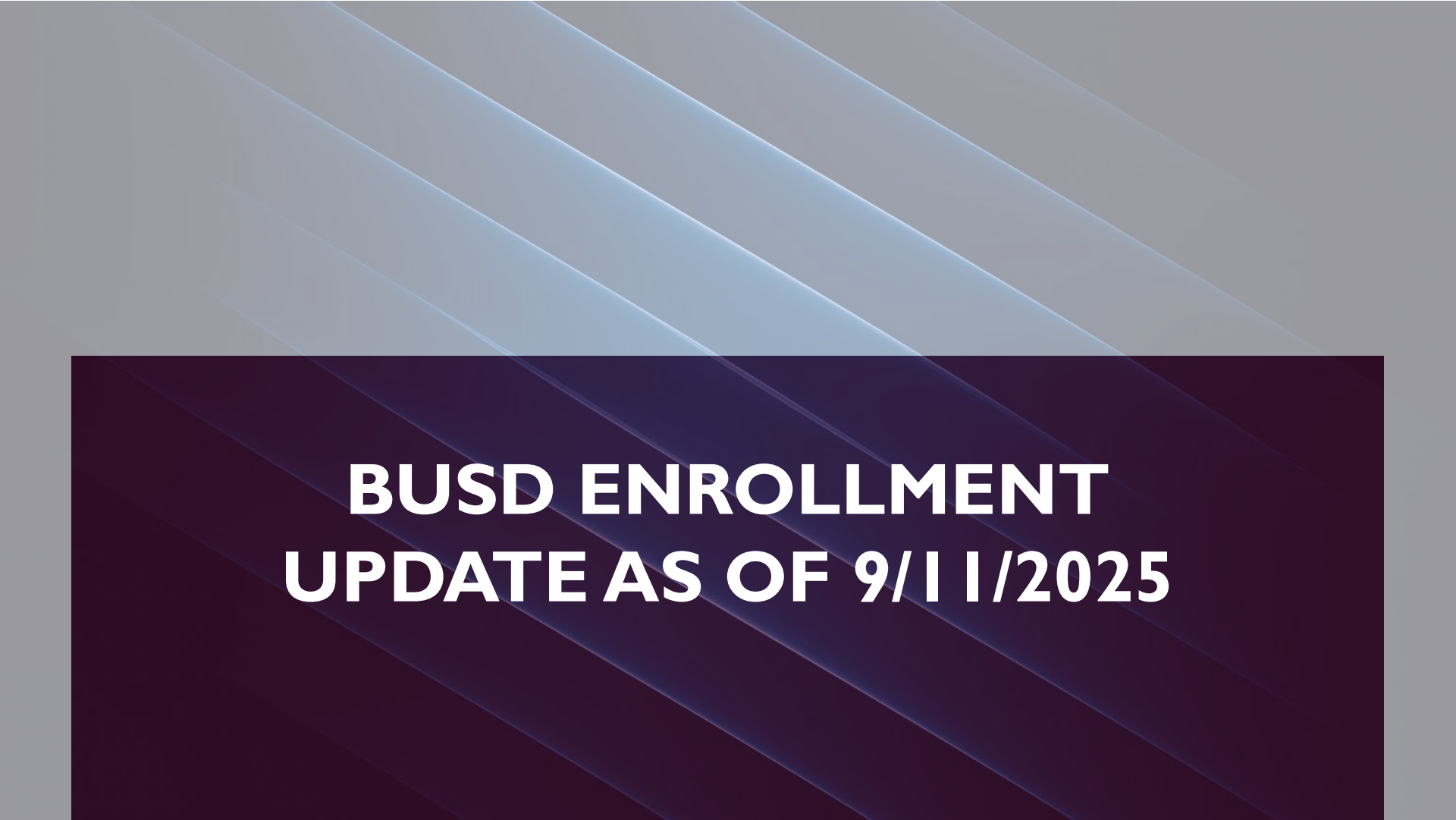
- From 2018-2019 to YTD 2025-2026, Burbank Unified School District's enrollment dropped by 1,382 students.
- Enrollment trends predict that the District, like nearly all districts in the state will continue to lose enrollment.
- The District grants approximately 220 new inter-district permits each year to students who live outside of the District boundaries.

Fiscal Impact:

Loss of ADA funding due to enrollment decline.

Recommendation:

Narineh Barzegar, Director of Student Services, will report on the District's current and projected enrollment numbers as presented.



BUSD ENROLLMENT UPDATE AS OF 9/11/2025

ENROLLMENT TRENDS IN BURBANK

2018-2019	15,114
2019-2020	15,104
2020-2021	14,694
2021-2022	14,450
2022-2023	14,462
2023-2024	14,241
2024-2025	14,050
2025-2026	13,732

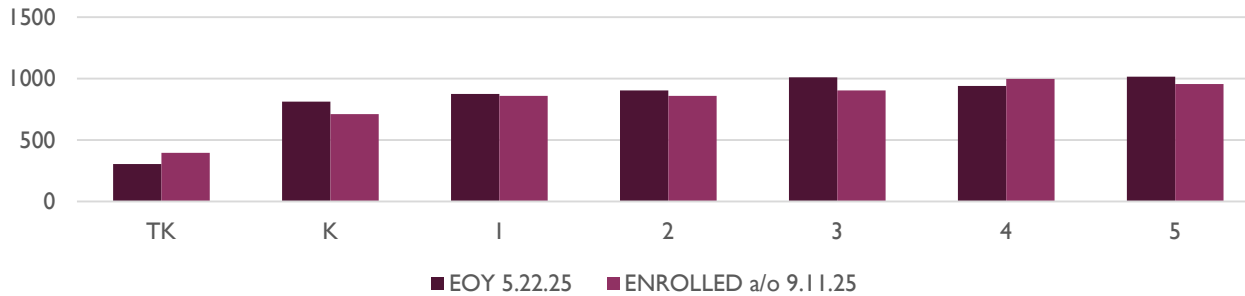
ENROLLMENT PROJECTIONS FOR THE FUTURE

2025-2026	14,042
2026-2027	13,703
2027-2028	13,507
2028-2029	13,337
2029-2030	13,044
2030-2031	12,797
2031-2032	12,564
2032-2033	12,304

These figures were added from last year's presentation from Business Services.

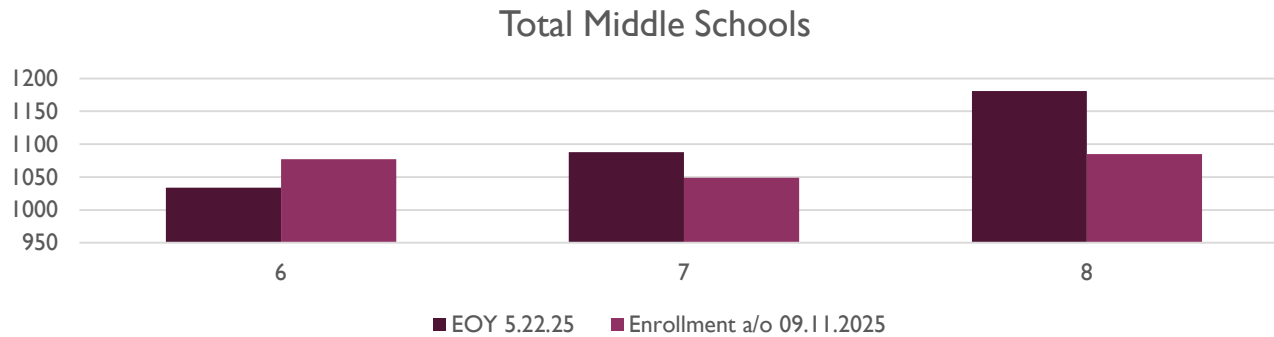
TOTAL BUSD ELEMENTARY SCHOOLS

Total Elementary Schools



	EOY 5.22.25	ENROLLED A/O 9.11.25	CHANGE
TK	304	395	91.00
K	811	711	(100.00)
1	875	860	(15.00)
2	903	860	(43.00)
3	1010	904	(106.00)
4	940	998	58.00
5	1015	954	(61.00)
TOTAL	5858	5682	(176.00)

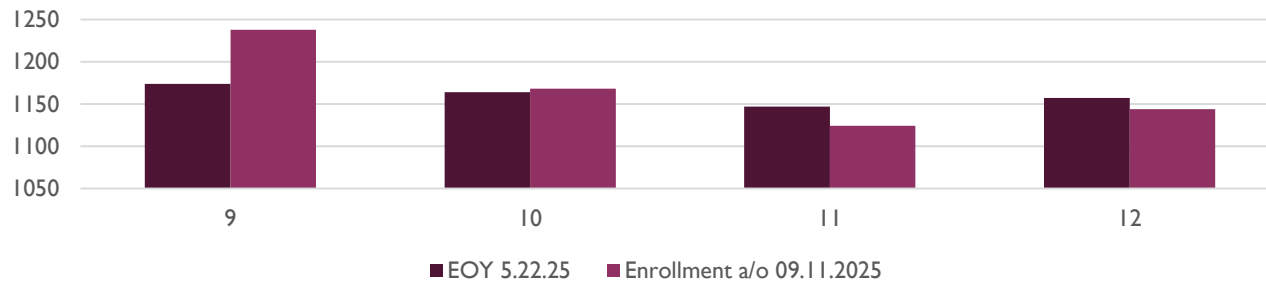
TOTAL BUSD MIDDLE SCHOOLS



	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
6	1034	1077	43.00
7	1088	1049	(39.00)
8	1181	1085	(96.00)
TOTAL	3303	3211	(92.00)

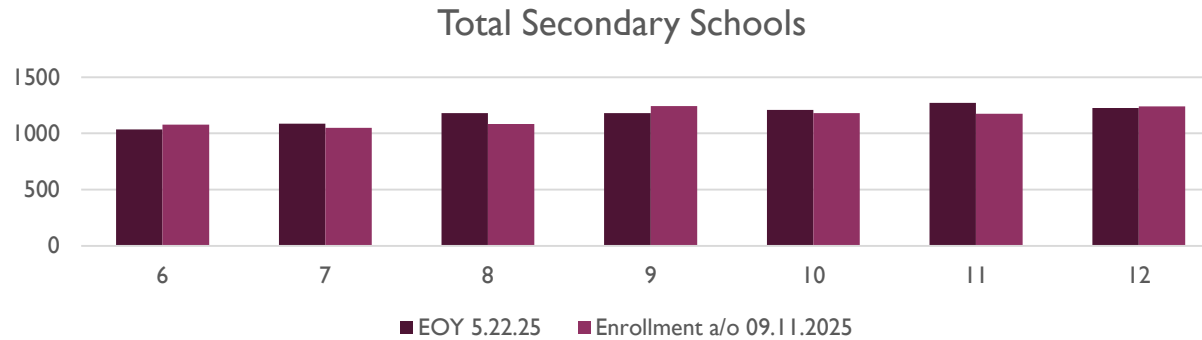
JBHS & BHS (COMPREHENSIVE)

Total Comprehensive High Schools



	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	1174	1238	64.00
10	1164	1168	4.00
11	1147	1124	(23.00)
12	1157	1144	(13.00)
TOTAL	4642	4674	32.00

TOTAL BUSD SECONDARY SCHOOLS



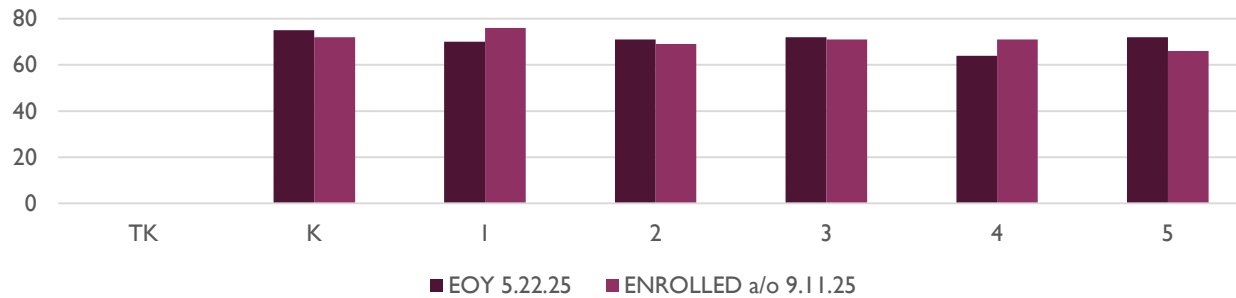
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
6	1034	1077	43.00
7	1088	1049	(39.00)
8	1181	1085	(96.00)
9	1181	1242	61.00
10	1210	1181	(29.00)
11	1271	1176	(95.00)
12	1227	1240	13.00
TOTAL	8192	8050	(142.00)



APPENDIX

DISNEY ELEMENTARY SCHOOL

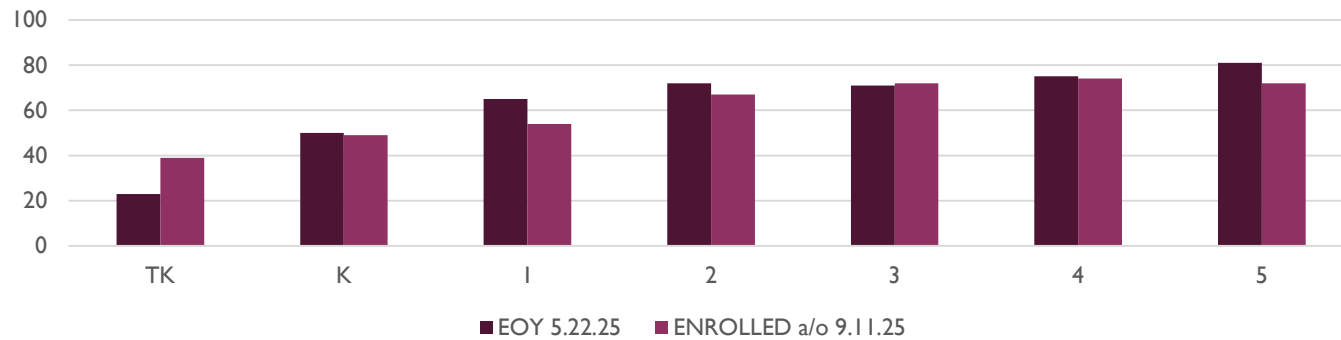
DISNEY ES



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	0	0	0.00
K	75	72	(3.00)
1	70	76	6.00
2	71	69	(2.00)
3	72	71	(1.00)
4	64	71	7.00
5	72	66	(6.00)
TOTAL	424	425	1.00

EDISON ELEMENTARY SCHOOL

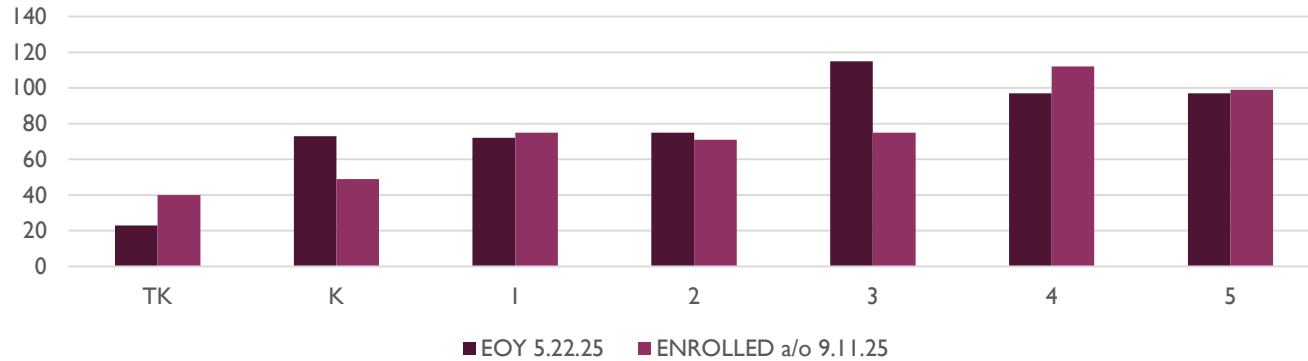
Edison ES



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	23	39	16.00
K	50	49	(1.00)
1	65	54	(11.00)
2	72	67	(5.00)
3	71	72	1.00
4	75	74	(1.00)
5	81	72	(9.00)
TOTAL	437	427	(10.00)

EMERSON ELEMENTARY SCHOOL

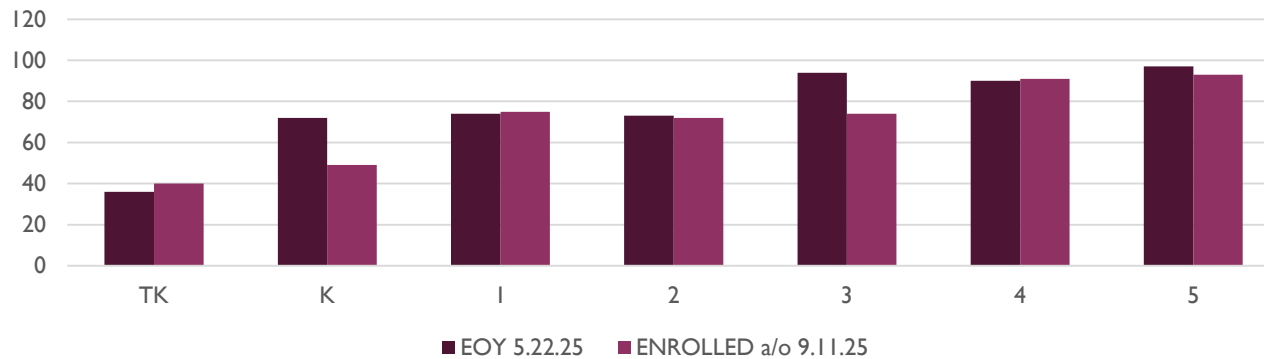
Emerson ES



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	23	40	17.00
K	73	49	(24.00)
1	72	75	3.00
2	75	71	(4.00)
3	115	75	(40.00)
4	97	112	15.00
5	97	99	2.00
TOTAL	552	521	(31.00)

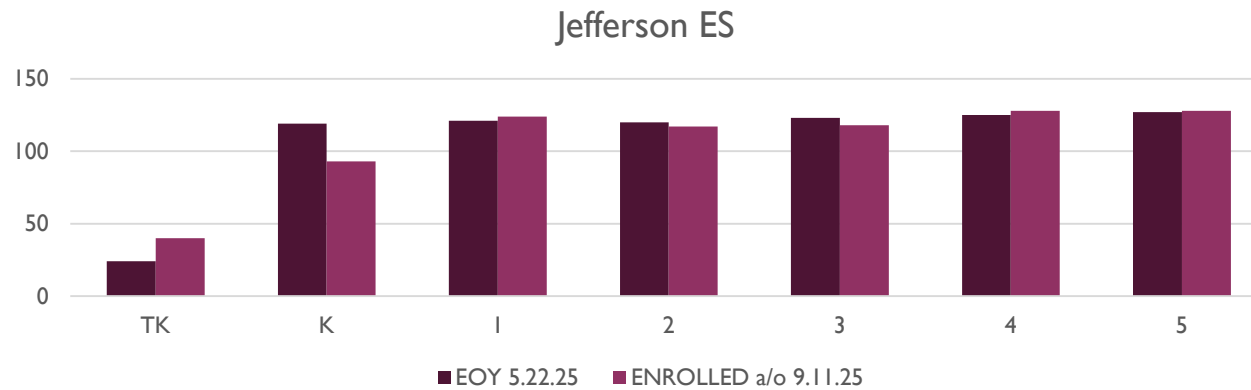
BRET HARTE ELEMENTARY SCHOOL

Harte ES



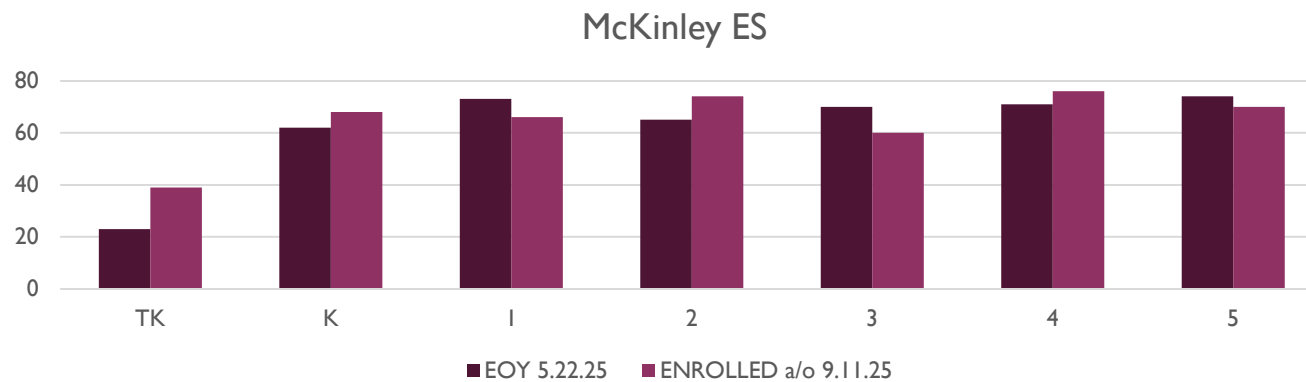
	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	36	40	4.00
K	72	49	(23.00)
1	74	75	1.00
2	73	72	(1.00)
3	94	74	(20.00)
4	90	91	1.00
5	97	93	(4.00)
TOTAL	536	494	(42.00)

JEFFERSON ELEMENTARY SCHOOL



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	24	40	16.00
K	119	93	(26.00)
1	121	124	3.00
2	120	117	(3.00)
3	123	118	(5.00)
4	125	128	3.00
5	127	128	1.00
TOTAL	759	748	(11.00)

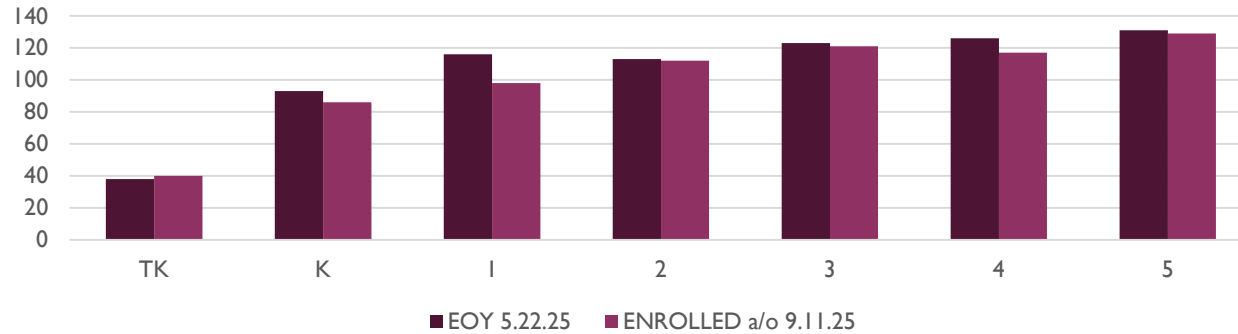
MCKINLEY ELEMENTARY SCHOOL



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	23	39	16.00
K	62	68	6.00
1	73	66	(7.00)
2	65	74	9.00
3	70	60	(10.00)
4	71	76	5.00
5	74	70	(4.00)
TOTAL	438	453	15.00

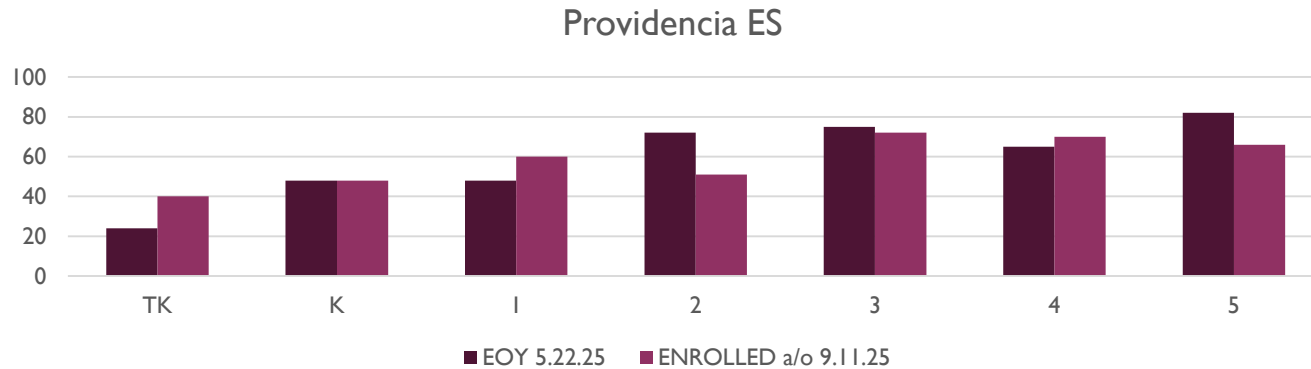
MILLER ELEMENTARY SCHOOL

Miller ES



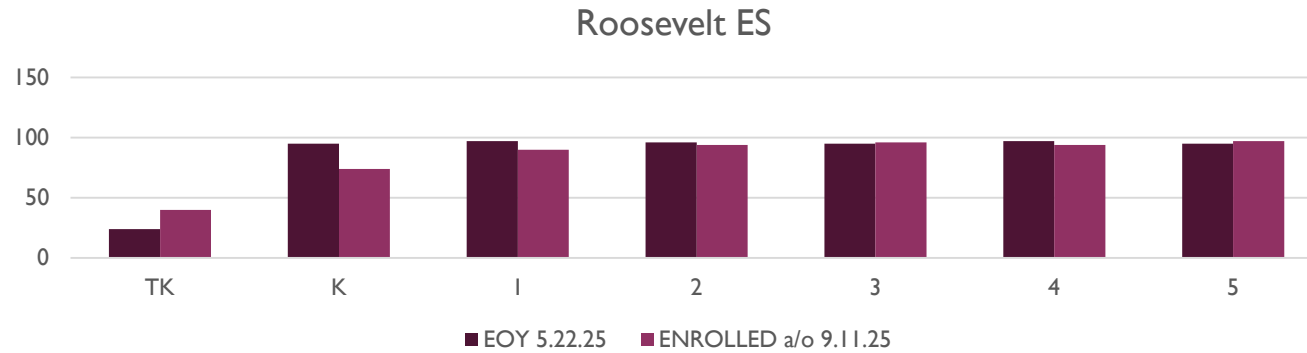
	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	38	40	2.00
K	93	86	(7.00)
1	116	98	(18.00)
2	113	112	(1.00)
3	123	121	(2.00)
4	126	117	(9.00)
5	131	129	(2.00)
TOTAL	740	703	(37.00)

PROVIDENCIA ELEMENTARY SCHOOL



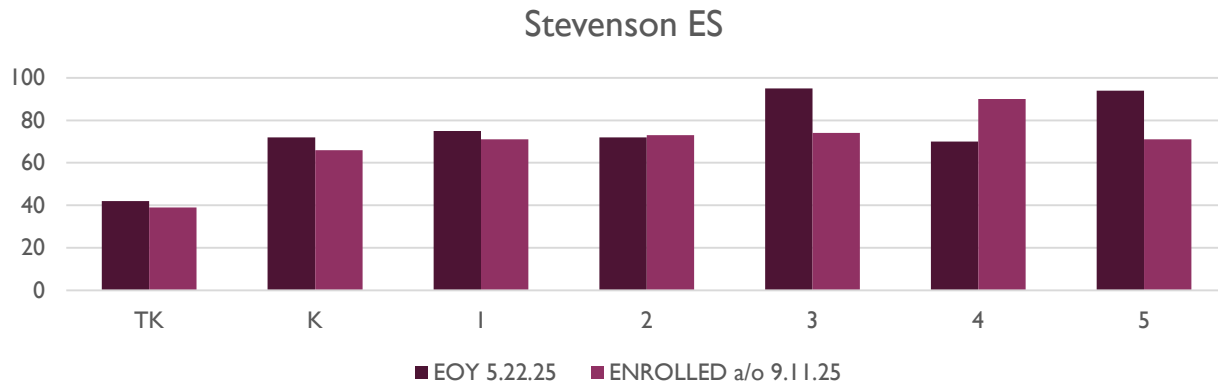
	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	24	40	16.00
K	48	48	0.00
1	48	60	12.00
2	72	51	(21.00)
3	75	72	(3.00)
4	65	70	5.00
5	82	66	(16.00)
TOTAL	414	407	(7.00)

ROOSEVELT ELEMENTARY SCHOOL



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	24	40	16.00
K	95	74	(21.00)
1	97	90	(7.00)
2	96	94	(2.00)
3	95	96	1.00
4	97	94	(3.00)
5	95	97	2.00
TOTAL	599	585	(14.00)

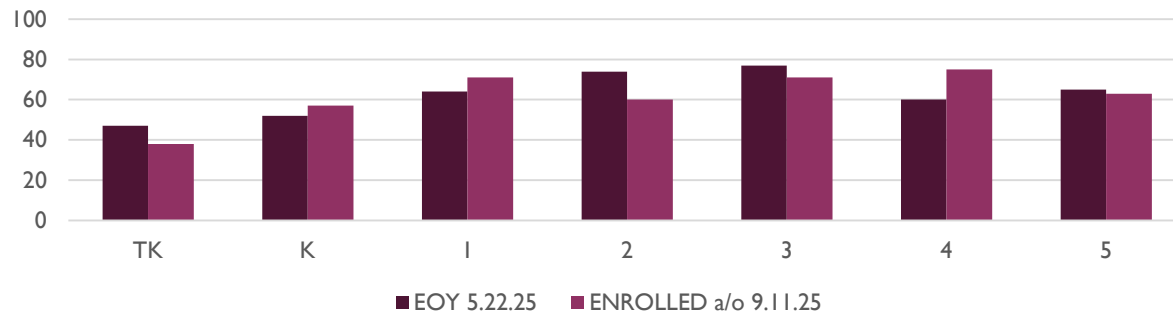
STEVENSON ELEMENTARY SCHOOL



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	42	39	(3.00)
K	72	66	(6.00)
1	75	71	(4.00)
2	72	73	1.00
3	95	74	(21.00)
4	70	90	20.00
5	94	71	(23.00)
TOTAL	520	484	(36.00)

WASHINGTON ELEMENTARY SCHOOL

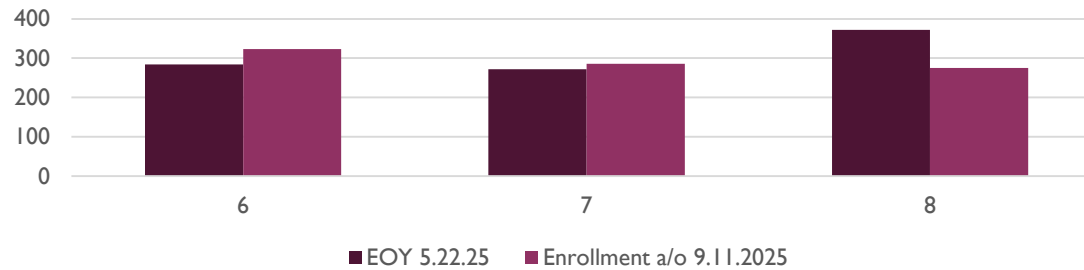
Washington ES



	EOY 5.22.25	ENROLLED a/o 9.11.25	CHANGE
TK	47	38	(9.00)
K	52	57	5.00
1	64	71	7.00
2	74	60	(14.00)
3	77	71	(6.00)
4	60	75	15.00
5	65	63	(2.00)
TOTAL	439	435	(4.00)

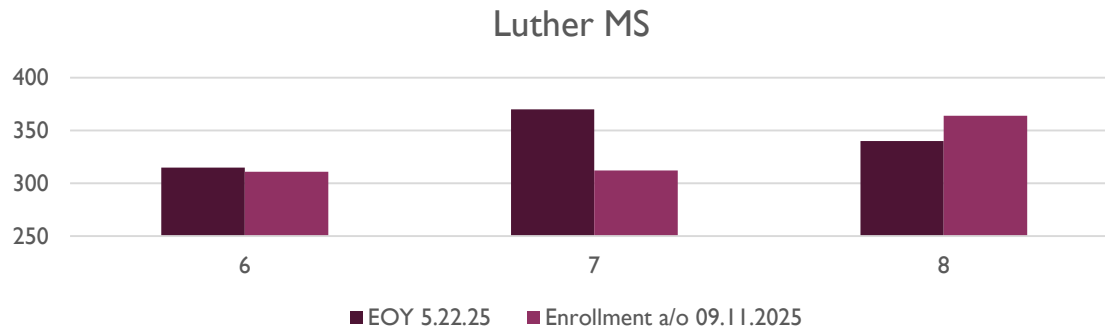
DOLORES HUERTA MIDDLE SCHOOL

Huerta MS



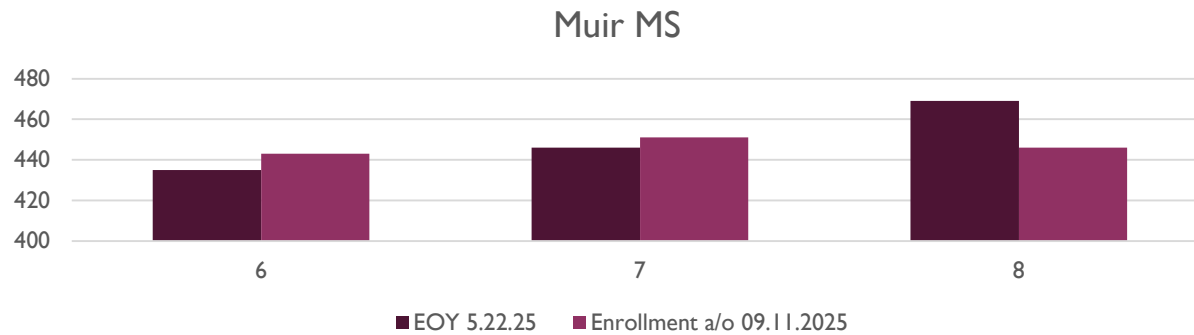
	EOY 5.22.25	Enrollment a/o 9.11.2025	CHANGE
6	284	323	39.00
7	272	286	14.00
8	372	275	(97.00)
TOTAL	928	884	(44.00)

LUTHER BURBANK MIDDLE SCHOOL



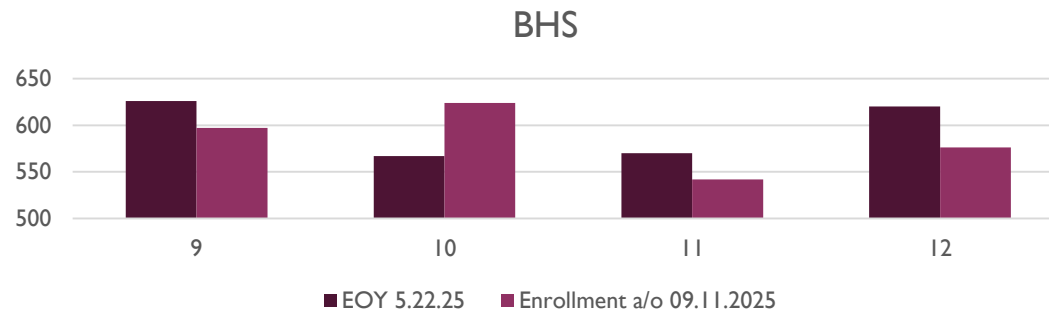
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
6	315	311	(4.00)
7	370	312	(58.00)
8	340	364	24.00
TOTAL	1025	987	(38.00)

JOHN MUIR MIDDLE SCHOOL



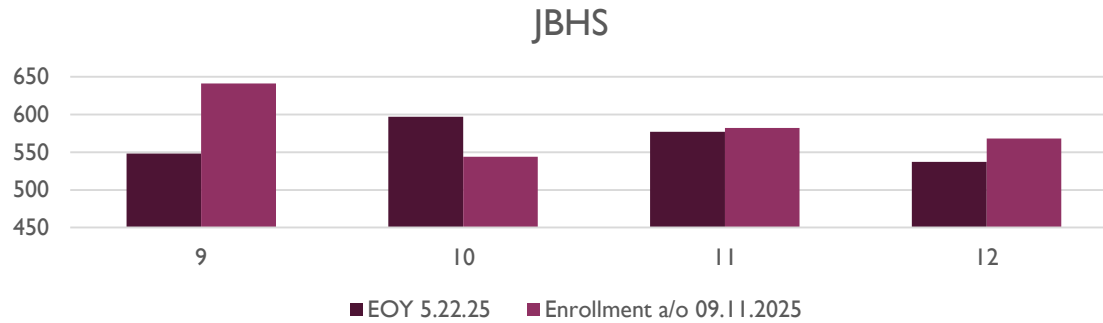
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
6	435	443	8.00
7	446	451	5.00
8	469	446	(23.00)
TOTAL	1350	1340	(10.00)

BURBANK HIGH SCHOOL



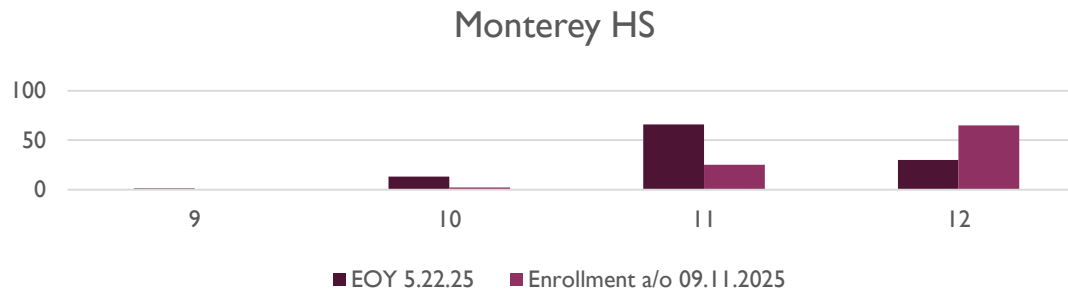
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	626	597	(29.00)
10	567	624	57.00
11	570	542	(28.00)
12	620	576	(44.00)
TOTAL	2383	2339	(44.00)

JOHN BURROUGHS HIGH SCHOOL



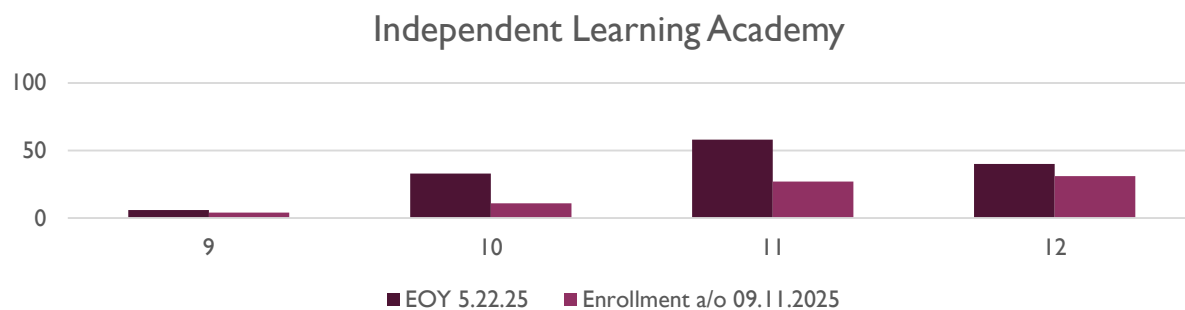
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	548	641	93.00
10	597	544	(53.00)
11	577	582	5.00
12	537	568	31.00
TOTAL	2259	2335	76.00

MONTEREY HIGH SCHOOL



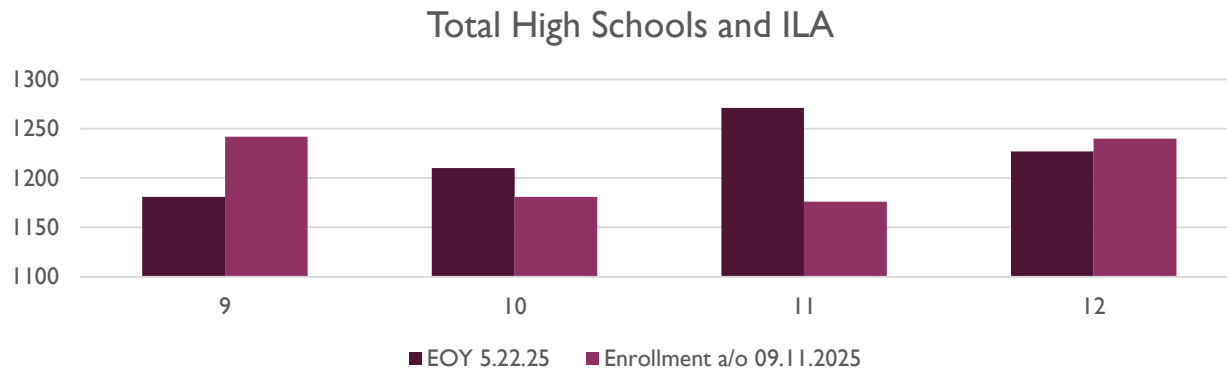
	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	1	0	(1.00)
10	13	2	(11.00)
11	66	25	(41.00)
12	30	65	35.00
TOTAL	110	92	(18.00)

INDEPENDENT LEARNING ACADEMY



	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	6	4	(2.00)
10	33	11	(22.00)
11	58	27	(31.00)
12	40	31	(9.00)
TOTAL	137	73	(64.00)

TOTAL HIGH SCHOOLS AND ILA



	EOY 5.22.25	Enrollment a/o 09.11.2025	CHANGE
9	1181	1242	61.00
10	1210	1181	(29.00)
11	1271	1176	(95.00)
12	1227	1240	13.00
TOTAL	4889	4839	(50.00)

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Mariam Abdelhamid, Assistant Superintendent of Business Services

PREPARE BY: Mariam Abdelhamid, Assistant Superintendent of Business Services

SUBMITTED BY: Cheretta Wade, Administrative Secretary II

DATE: September 18, 2025

SUBJECT: Update on the Changes Implemented Based on Fiscal Crisis & Management Assistance Team (FCMAT) Study Recommendations

Background:

On July 20, 2023 the Board approved a contract with Fiscal Crisis & Management Assistant Team (FCMAT) to conduct a comprehensive review of the District's fiscal services operations. FCMAT conducted its site visit on October 23 and 24, 2023, and issued the final report on February 16, 2024. The report identified five major findings and eight recommendations highlighting areas such as:

- Budget errors resulting from manual processes
- Staff turnover and vacancies in key positions
- Outdated and non-integrated business systems
- Lack of formal and documented procedures

In response, the District has developed a comprehensive Action Plan to address both FCMAT's recommendations and additional process improvements identified internally. This plan reflects the District's commitment to strengthening fiscal operations and building a sustainable cycle of continuous improvement.

Discussion/Issues:

The attached FCMAT Action Plan Update presentation provides the Board with a detailed status report on the District's progress since the release of the final FCMAT report. The update includes:

- Organizational Structure
- Operational Processes and Procedures
- Budget Development
- Budget Monitoring and Position Control
- Training and Professional Development

This presentation provides an overview of the progress made, acknowledges the interim solutions in place, and outlines the District's next steps to ensure sustainable improvements in fiscal and operational systems.

Fiscal Impact:

This is an informational item only and does not result in a fiscal impact.

Recommendation:

Mariam Abdelhamid, Assistant Superintendent of Business Services, will report to the Board of Education on the changes implemented based on the Fiscal Crisis & Management Assistance Team (FCMAT) study recommendations, as presented.

BURBANK UNIFIED SCHOOL DISTRICT FISCAL SERVICES UPDATE



SEPTEMBER 18, 2025

MARIAM ABDELHAMID PH.D., ASST. SUPERINTENDENT, BUSINESS SERVICES

FCMAT FINDINGS

- FCMAT/District Agreement - July 2023
- 5 main findings & 8 Recommendations
 - Budget errors due to manual processes
 - Staff turnover
 - Vacancies in key positions
 - Outdated/non integrated business systems
 - Lacks formal and documented procedures

DISTRICT FINDINGS

- The FCMAT Report is one part of a broader review
- Trying to foster a continuous improvement cycle mindset
 - Change requires buy in, training, short term and long term planning
- Many current changes are interim solutions until stronger infrastructure is in place
- We value the work of past teams and see this as a shared effort toward improvement.

FCMAT RECOMMENDATION I ORGANIZATIONAL STRUCTURE



- **FCMAT Recommendations**
 - Ensure organizational structure/chart reflects delegation of authority
 - Ensure job descriptions are clear and aligned to organizational structure
 - Ensure staffing of knowledgeable and experienced persons

ACTIONS

■ **Current Actions**

- Team restructuring, weekly team meetings, I;I check ins, etc.
- Process & Procedure Guides, Excel Template Workbooks
- Assignment Matrix – designating reports, budget monitoring, staff, etc.

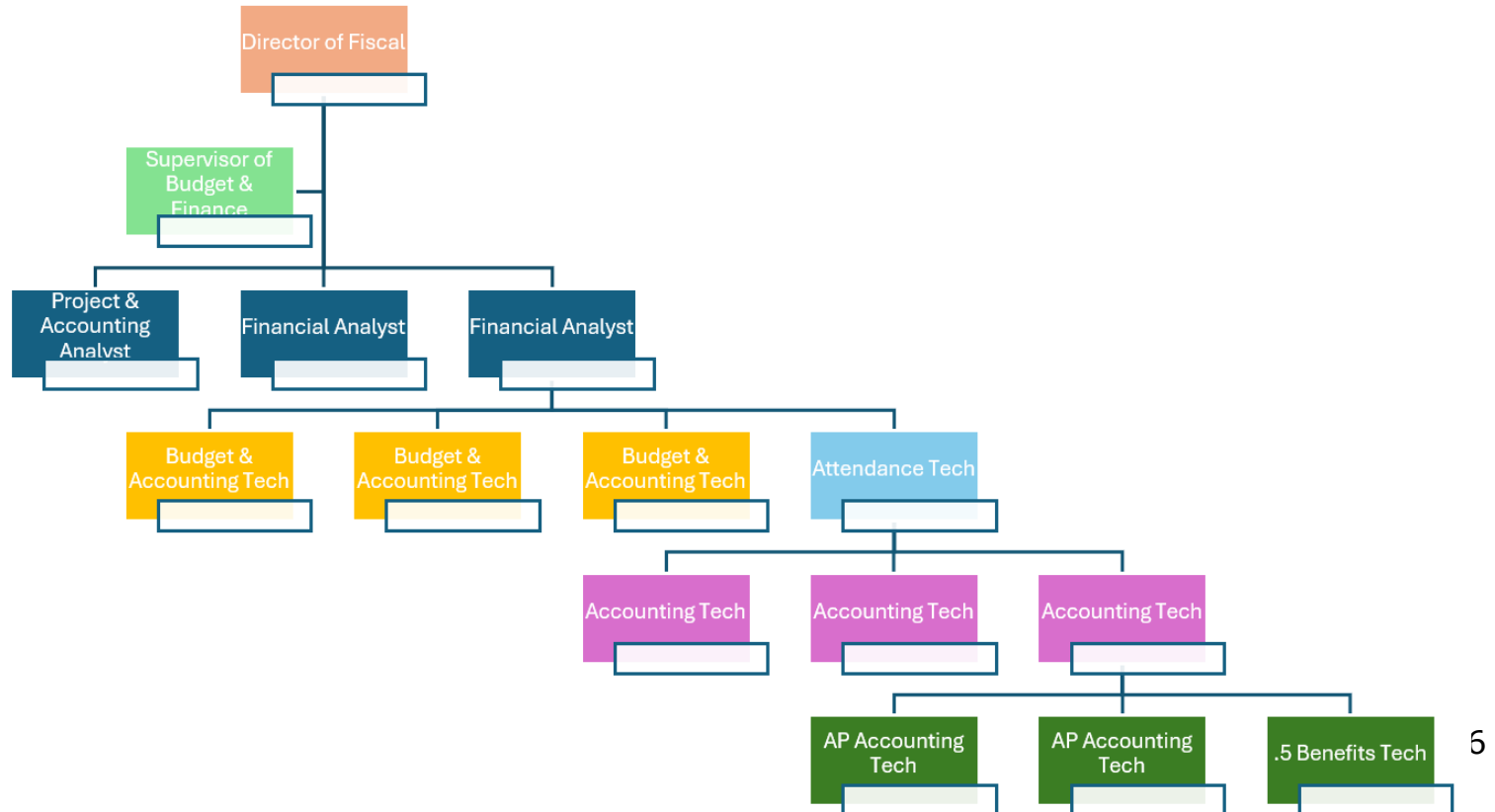
■ **Long Term**

- Conduct a comprehensive org structure review every 2–3 years
- Develop a succession planning framework to ensure continuity in key roles
- More comprehensive technology training (ex. coding, systems implementation, etc.)

FCMAT RECOMMENDATION I

ORGANIZATIONAL STRUCTURE

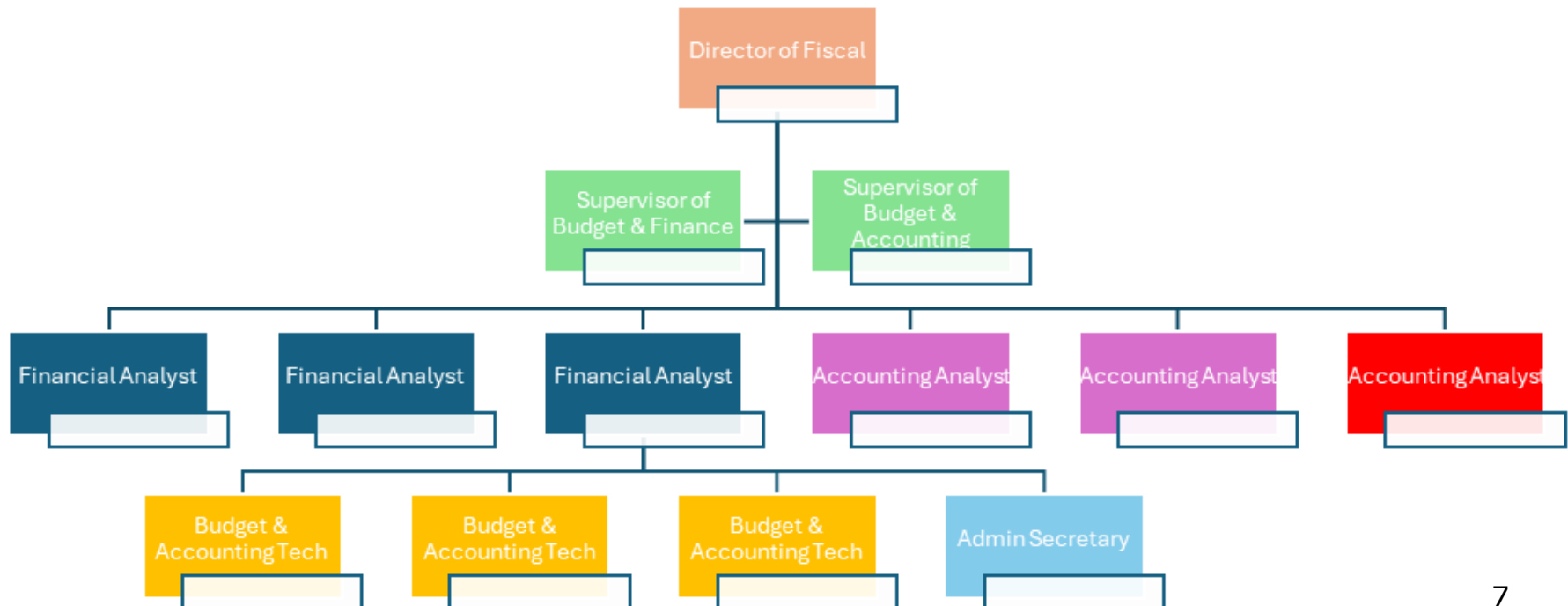
July 2023 Organization Structure: 14.5 FTE



FCMAT RECOMMENDATION I

ORGANIZATIONAL STRUCTURE

Current Organization Structure: 13 FTE



FCMAT RECOMMENDATION 2

OPERATIONAL PROCESSES & PROCEDURES

- **FCMAT Recommendations**
 - Establish strong internal controls to help prevent/deter fraud
 - Establish the values that will guide its organizational culture
 - Evaluate business systems to determine effectiveness

FCMAT RECOMMENDATION 2

OPERATIONAL PROCESSES & PROCEDURES

- **Current Actions**

- Created year long calendar and assignments list
- Team retreats/trainings for process doc creation/upkeep
- Created various electronic forms to depict audit trail
- Created aggregate workbooks for various functions on the team
- New accounts payable procedures (still needs refinement)
- New accounts receivable process and infrastructure
- Revised reimbursement policy and consultant processes

- **Long Term**

- Invest in integrated financial software for AP & purchasing
- Invest in AR platform districtwide to reduce/eliminate cash/cheque handling
- Creating internal audit process/committee

FCMAT RECOMMENDATION 3

BUDGET DEVELOPMENT

- **FCMAT Recommendations**
 - Establish and implement a budget calendar
 - Train staff on the process and their individual roles
 - Involve its schools and departments in the process
 - Establish regular communication to share information and updates on the process

FCMAT RECOMMENDATION 3

BUDGET DEVELOPMENT

■ **Current Actions**

- Created internal budget calendar (April-May) and workbook
- Process includes Director, Supervisor, and Financial Analyst Team
- Created a more collaborative process involving HR and District Staff
 - Still needs more work, difficult with timing

■ **Long Term**

- Create budget adoption tool where we provide the aggregate dollars to departments/sites and they place estimates of how they will spend
- Use data visualization tools to improve transparency and stakeholder engagement

FCMAT RECOMMENDATION 4

BUDGET MONITORING

- **FCMAT Recommendations**
 - Frequently revise the budget
 - Ensure budget revisions are detailed
 - Regularly engage with its schools and departments
 - Regularly review and monitor the budget
 - Regularly review position control
 - Regularly reconcile accounts payable and receivable

FCMAT RECOMMENDATION 4

BUDGET MONITORING

- **Current Actions**

- Created Live Budget Workbook that is always projecting
 - Feeds into department/site/resource workbooks
- Created Live FTE Workbook (current and vacancies)
 - Reconcile this frequently
- Internal Positions are assigned to a location for a more thorough understanding of their budget/FTEs

- **Long Term**

- Establish quarterly budget review cycles with site leaders¹³ and departments

FCMAT RECOMMENDATION 5

POSITION CONTROL

- **FCMAT Recommendations**
 - Implement and maintain an integrated system
 - Regularly audit data
 - Electronically route personnel transactions
 - Regularly reconcile position control, budget and payroll

FCMAT RECOMMENDATION 5

POSITION CONTROL

- **Current Actions**

- Live FTE Sheet that pulls data from HRS and our Vacancy Sheet
- Implemented Droplet – Electronic/Dynamic PTR Form
- New ‘location based’ assignment structure allows for more regular and concise monitoring of positions and payroll

- **Long Term**

- Fully implement HCM integration (April 2027, starting April 2026)
- Conduct semi-annual audits of position control data and workflows.

FCMAT RECOMMENDATION 6

ACCOUNTS PAYABLE

- **FCMAT Recommendations**
 - Evaluate and fill the vacant technician positions
 - Establish training for new and existing staff
 - Develop and document procedures

FCMAT RECOMMENDATION 6

ACCOUNTS PAYABLE

■ **Current Actions**

- Just onboarded last 2 unfilled positions in the department, training and cross training
- Documented procedures for various AP duties (descriptions, screenshots, and videos)
- Updated procedures in AP (Electronic storage, receiving info changes, etc.)
- Reduced manual entry/number of individual payments
- Removed old Credit Card Systems, new Chase Credit Platform – much more transparency and ease of use

■ **Long Term**

- Invest in integrated financial software for AP & purchasing
- Conduct bi-annual internal training to ensure procedures are fully understood/revised

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FCMAT RECOMMENDATION 7

ACCOUNTS RECEIVABLE

- **FCMAT Recommendations**
 - Develop and implement procedures for proper management
 - Segregate duties
 - Train staff in duties including invoicing, recording, cash verification, depositing, and reconciliation

FCMAT RECOMMENDATION 7

ACCOUNTS RECEIVABLE

■ **Current Actions**

- Revised AR spreadsheet
 - Increased efficiency, separation of duties, and reduced errors
 - Automated journal creation and shared access
 - Pulls information from check scanning machine and our Check/Cash Google Form
- Training related to reconciliation between bank statements, AR spreadsheet, and GL
- Created Invoicing Procedures for Billables (ex. Print Shop, Coaches, etc.)

■ **Long Term**

- Invest in integrated financial software for AR – work towards being cashless
- Automate billing and collections for recurring services
- Conduct annual AR process audits and update procedures accordingly ¹⁹

FCMAT RECOMMENDATION 8

TRAINING

■ **FCMAT Recommendations**

- Create and implement a training plan for staff
- Provide additional opportunities for staff collaboration
- Develop policy and procedural manuals and review them annually
- Network with LEAs, county offices of education, and other education organizations

FCMAT RECOMMENDATION 8

TRAINING

■ **Current Actions**

- Onboarding presentations and training protocol
- Hosted First “Office Staff Training” this Summer
- Weekly team meeting that includes training on an ongoing basis
- Created training guides or instructions tabs for most common practices, reports, etc.
- OneDrive – fully collaborative spreadsheets/documents
- Attended various trainings hosted by LACOE, obtained data from LACOE to help with internal analyses

■ **Long Term**

- Continue Office Staff Training Sessions (monthly basis, shorter)
- Partner with regional LEAs and COE for shared training initiatives
- Create ONE living policy and procedure manual bi-annual review protocols

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INVESTMENT IN SYSTEMS



AP/Purchasing System



AR System



QUESTIONS/THOUGHTS?



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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Julie Markussen, Director of Secondary Education & DEI

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Adoption of Resolution 5– Proclaiming September 15 – October 15 as the Burbank Unified School District’s Hispanic Heritage Month

Background:

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover 30 days starting September 15th and ending on October 15th . It was enacted into law on August 17, 1988, on the approval of Public Law 100-402.

September 15th is significant because it is the anniversary of independence for Latin American countries Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16th and September 18th, respectively. Also, Columbus Day or Día de la Raza, which is October 12th.

Discussion/Issues:

National Hispanic Heritage Month traditionally honors the cultures and contributions of both Hispanic and Latino Americans as we celebrate heritage rooted in all Latin American countries. During this month and throughout the year, the National Park Service and our partners, share the history, heritage, and accomplishments of Hispanic and Latino Americans of past and present.

Fiscal Impact:

None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 5 – Proclaiming September 15, 2025, to October 15, 2025, as the Burbank Unified School District’s Hispanic Heritage Month, as presented.



**RESOLUTION 5 PROCLAIMING SEPTEMBER
15, 2025 TO OCTOBER 15, 2025
THE BURBANK UNIFIED SCHOOL DISTRICT'S
HISPANIC HERITAGE MONTH**

WHEREAS: The State of California is home to over 3 million Hispanic students from transitional kindergarten through grade twelve; and

WHEREAS, The diversity of this group includes persons who have their origin in Mexico, Central and South America, Europe, Africa, and the Spanish speaking Caribbean Islands; and

WHEREAS, since the inception of European contact with our continent, Hispanics have always been an integral part of the nation's early exploration and California's discovery and early settlement; and

WHEREAS, while the impact of the Hispanic culture and traditions are manifested in our State's customs, traditions, and laws; and

WHEREAS, Hispanic Americans continue to make important contributions to our society in American government, business, agriculture, commerce, Armed Forces, education, the arts, science, and sports; and

WHEREAS, *the History-Social Science Framework for California Public Schools, Kindergarten through Twelve* states that the history curriculum of community, State, religion, nation, and the world must reflect the experiences of men and women and different racial, religious, and ethnic groups and must be integrated at every level; and

NOW BE IT RESOLVED, that the Burbank Unified School District Board of Education proclaims September 15, 2025 to October 15, 2025 as Hispanic Heritage Month and encourages all schools in the Burbank Unified School District to commemorate this occasion with appropriate instructional activities;

PASSED, APPROVED, AND ADOPTED this 18th day of September 2025, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:

Noes:

Abstain:

Absent:

Clerk, Board of Education

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Julie Markussen, Director of Secondary Education & DEI

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Adoption of Resolution 6– Proclaiming September 2025 as Burbank Unified School District’s Deaf Awareness Month

Background:

The Deaf community is a diverse group of individuals who share a common language (ASL) and culture. Proclaiming Deaf Awareness Month is a meaningful way to recognize this community and to highlight the importance of accessibility and inclusion within our educational system. This resolution is not merely a symbolic gesture; it is a commitment to creating a more welcoming and supportive learning environment.

Discussion/Issues:

Educational Equity: Deaf and hard-of-hearing students often face communication barriers that can impact their academic performance and social development. By raising awareness, we encourage teachers and staff to seek out training in basic ASL and to utilize assistive technologies and other accommodations.

Cultural and Linguistic Value: ASL is a complete and complex language. Recognizing Deaf Awareness Month provides an opportunity to celebrate this language and to encourage its study as a valuable skill. This can lead to new learning pathways and a deeper appreciation for cultural diversity.

Community Engagement: This resolution encourages collaboration between the school district and local Deaf community organizations. Through partnerships, we can provide more authentic learning experiences for students, offer valuable resources to families, and create a stronger, more connected community.

Professional Development: Deaf Awareness Month serves as a catalyst for professional development opportunities for educators. Training in topics such as Deaf culture, ASL basics, and effective communication strategies can empower staff to serve our Deaf and hard-of-hearing student population better.

Fiscal Impact:

None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 6 Proclaiming the month of September 2025, as Burbank Unified School District’s Deaf Awareness Month, as presented.



**RESOLUTION 6 PROCLAIMING
SEPTEMBER 2025
THE BURBANK UNIFIED SCHOOL DISTRICT'S DEAF
AWARENESS MONTH**

WHEREAS, the deaf population includes a wide range of individuals, from those who were born profoundly deaf and use American Sign Language (ASL) as a primary means of communication to those with a degree of hearing loss who use hearing aids or other forms of amplification and communication modes; and,

WHEREAS, the State of California benefits from the many contributions of the deaf, deafblind and hard of hearing residents throughout the State; and,

WHEREAS, the State of California is enriched by its diverse and unique heritage, language, and culture of the deaf community; and,

WHEREAS, it is essential to ensure that California's deaf, deafblind, or hard of hearing individuals have equal access to the many benefits and opportunities available to hearing individuals to live, work, play, learn, and communicate in California; and,

WHEREAS, the purpose of Deaf Awareness Month is to increase public awareness of the issues and the culture of people who are deaf, as well as to promote equal access to information and services for deaf individuals, to educate the public about the misconceptions of being deaf, and to learn about the types of educational programs, support services, and resources available to people who are deaf, deafblind, or hard of hearing; and,

WHEREAS, the Burbank Unified School District is committed to supporting and promoting inclusive practices and accessibility for all students and staff, including

those who are deaf or hard of hearing; and,

WHEREAS, Burbank Unified School District students and youth from neighboring school districts who require Deaf and Hard of Hearing services are enrolled at the regionalized Deaf and Hard of Hearing Programs at Washington Elementary, Muir Middle School, and Burbank High School; and,

NOW, THEREFORE, BE IT RESOLVED, that the Burbank Unified School District Board of Education proclaims September 2025 as Deaf Awareness Month.

Ayes:

Noes:

Abstain:

Absent:

Clerk, Board of Education

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Interim Superintendent

PREPARED BY: Cindy Quiterio, Executive Assistant to the Superintendent

SUBMITTED BY: Cindy Quiterio, Executive Assistant to the Superintendent

DATE: September 18, 2025

SUBJECT: Resolution 7 - Declaring the Intent to Fill Board Seat Vacancy by Provisional Appointment

Background:

On September 4, 2025, Board Member Charlene Tabet submitted her resignation from the Burbank Unified School District Board of Education. This action created a vacancy in accordance with California Education Code §5090 and Board Policy Bylaw 9223: Filling Vacancies.

Discussion/Issues:

Under EC §5091 and Board Bylaw 9223, when a vacancy occurs, the governing board must act within 60 days either to order a special election or to make a provisional appointment. The Board of Education has determined that proceeding with a provisional appointment is in the best interest of the district to maintain continuity of governance and ensure consistent representation for the community.

A provisional appointee assumes full powers and duties of a Board Member upon appointment and serves until the next regularly scheduled election that is at least 130 days after the effective date of vacancy.

The Board must adhere to the statutory 60-day timeline to avoid triggering a special election by default. This requires immediate initiation of the appointment process.

Financial Impact:

Other than staff support, the cost implications are currently unknown.

Recommendations:

Oscar Macias, Interim Superintendent, recommends that the Board of Education Adopt Resolution 7, Declaring the intent to fill board seat vacancy by provisional appointment, effective within the 60-day requirement, as presented.



**BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 7**

**DECLARING THE INTENT TO FILL BOARD
SEAT VACANCY**

Board Vacancy by Provisional Appointment

WHEREAS, Board Member Charlene Tabet has submitted her resignation from the Burbank Unified School District Board of Education on September 4, 2025, creating a vacancy in accordance with California Education Code §5090 and Burbank Unified School District Board Policy Bylaw 9223: Filling Vacancies;

WHEREAS, California Education Code §5091(a)(1) and Burbank Unified School District Board Policy Bylaw 9223: Timelines for Filling a Vacancy (2) provides that when a vacancy occurs, the governing board of a school district shall, within 60 days of the vacancy or the filing of a deferred resignation, either order an election or make a provisional appointment to fill the vacancy;

WHEREAS, the Board of Education has determined that a provisional appointment is in the best interest of the District to ensure continuity of governance and representation;

WHEREAS, the Board recognizes that a provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following the appointment, and that the appointee shall hold office until the next regularly scheduled election that is at least 130 days after the effective date of the vacancy;

WHEREAS, the Board intends to follow the process outlined in California Education Code §5091 and applicable Board Policy, including public notice of the vacancy, solicitation of applications, and open session interviews and deliberation;

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby declares its intent to fill the vacancy created by the resignation of Board Member Charlene Tabet through a **provisional appointment**, pursuant to the authority granted under **California Education Code §5091; Burbank Unified School District Board Policy Bylaw 9223: Filling Vacancies**;

BE IT FURTHER RESOLVED that the Board shall initiate the appointment process immediately, including public notification and scheduling of meetings to review applications and conduct interviews;

BE IT FURTHER RESOLVED that the Board shall ensure transparency, equity, and community engagement throughout the appointment process, consistent with the values and policies of the Burbank Unified School District.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District on this
18th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dr. Emily Weisberg, Clerk of the
Board of Education

**Burbank Unified School District
Educational Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Peter Knapik, Assistant Superintendent of Educational Services

SUBMITTED BY: Glenda Diaz Nolasco, Administrative Secretary II

DATE: September 18, 2025

SUBJECT: Approval of Board Policy and Administrative Regulation 5131.8 Mobile Communication Devices

Background:

On November 7, 2024, the Board adopted BP 5131.8, which set forth the procedures for limited use of mobile communication devices on campus. California Governor, Gavin Newsom, signed Assembly Bill 3216, Phone-Free School Act, on September 24, 2024. This bill requires every school district, charter school, and county office of education to develop a policy limiting the use of smartphones by July 1, 2026. Subsequently, more guidance and information have been conveyed to school districts, resulting in the need for some revisions to the Policy and new Administrative Regulation.

Discussion/Issues:

The purpose of this Board Policy and Administrative Regulation is to minimize distractions, promote academic engagement, reduce cyberbullying, reduce social media drama, reduce stress, and ensure the safety and well-being of all students, faculty, support staff, and school administrators.

Fiscal Impact: None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 5131.8 Mobile Communication Devices, as presented.

Policy 5131.8: Mobile Communication Devices

Status: ADOPTED

Original Adopted Date: 02/06/2020 | **Last Reviewed Date:** 11/07/2024

The Board of Education recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of to the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

This policy applies to all BUSD preschool, elementary, middle, and high school students. When on campus or when under the supervision of district employees, students may use smartphones and other mobile devices only as permitted under this policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, **while at school or under the supervision and control of a district employee**, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative

regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of the school community.

Administrative Regulation 5131.8: Mobile Communication Devices

Status: ADOPTED

Original Adopted Date: 09/18/2025 | Last Reviewed Date: 09/18/2025

Background

In alignment with our commitment to providing a focused, safe, and conducive learning environment for all students, the Burbank Unified School District hereby implements a comprehensive Switch Off Electronic Communication Devices (Cell Phone/Smart Watch/Electronic Devices/Listening Devices) Policy across preschool through middle schools within the Burbank Unified School District. High school students should follow their high school policy/procedures.

Assembly Bill 3216, renamed the Phone-Free School Act, requires that every school district, charter school, and county office of education develop a policy limiting the use of smartphones by July 1, 2026.

This policy aims to minimize distractions, promote academic engagement, reduce cyberbullying, reduce social media drama, reduce stress, and ensure the safety and well-being of all students, faculty, support staff, and school administrators.

This policy applies to all BUSD preschool, elementary, and middle school students, with high school student exceptions. When on campus or when under the supervision of district employees, students may use smartphones and other mobile devices only as permitted under this policy.

Students are permitted to have electronic devices while on campus, but they must be turned off and put away (out of sight) from the first bell until students are dismissed by their teacher after the dismissal bell.

Out of Sight Requirement for Preschool through Middle School

Cell phones, headphones, earbuds, and such need to be out of sight during class, passing periods, and lunch. If an electronic device is seen or heard during the school day, the device will be confiscated (taken from the student), and the student may be referred to the school office. The school will contact the parent/guardian to inform them of the confiscation. This includes cell phones, gaming devices, tablets, digital cameras, smart watches, earbuds, headphones, etc.

Phone Confiscation

Any Burbank Unified staff member can confiscate an electronic device.

Recording and Videotaping

Recording and videotaping is not allowed. It is illegal to record (video and audio) a person without consent. (CA Penal Code 632) If a cell phone/electronic device is used to video students, staff, and school activities and/or such, the phone will be confiscated. If appropriate, the police may become involved (as cell phone videos can be involved with crimes).

Loss or Theft

Burbank USD is not liable for any loss or theft on campus. Students and parents are encouraged to file a formal report with Burbank PD if an electronic device is lost or stolen.

Refusal to Hand Over Cell Phone

A student who refuses to hand over a cell phone or any electronic device violates the *Reasonable Request* rule and is subject to further disciplinary action.

Student Request to Phone Parent/Family Member

When a student needs to talk with a parent or other family member, the student should go to the school office to request to make a phone call from a school phone. Families should answer calls from the school number for this reason. Students should not make or answer calls from the school without permission.

Family Communication with a Student

Family members who need to communicate with a student should call the school office. Family members should not call students directly (on their cell phones, smart watches, etc.) during the school day, as this disrupts the educational environment. Phone calls from family members during the school day will result in the student's cell phone being confiscated.

Enforcement

School administration, faculty, and support staff are responsible for enforcing the Policy and ensuring student compliance.

Progressive Discipline

Progressive discipline measures will be implemented to address policy violations by grade span level.

Misuse of Cell Phones/Smartwatches/Electronic Devices

- Cell Phones, Smartwatches, and electronic devices shall not be used in a manner that infringes on another person's privacy rights, promotes unsafe or inappropriate behavior, or negatively impacts the school and/or district, its students or faculty, support staff, and administrators.
- Inappropriate use of social media, vulgar pictures, text messages, videos, etc., shall not be permitted at any time while the cell phone/smartwatch/electronic device is on school property or at school events.
- Cell Phones, Smartwatches, and electronic devices may not be used in the gym locker rooms and restrooms at any time.
- Cyberbullying will not be tolerated in any form at any time. Engaging in cyberbullying during school hours or school-sponsored events after hours will result in disciplinary action.
- The Burbank Police Department may be involved depending on the incident.
- According to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.
- If misuse occurs, the school or district administration can limit or temporarily ban individuals found using devices on school property or at school-related activities.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted following Burbank Board of Education Policy/Administrative Regulations 5145.12 - Search and Seizure.

A Burbank Unified School District student may also be subject to discipline, following law, Board

Policy, and/or Administrative Regulation, for off-campus use of a mobile communication device that

poses a threat or danger to the safety of students, faculty, support staff, administrators, or district property or disrupts school activities.

Responsibility of Parents/Guardians

- **Students are solely responsible for their cell phones. The Burbank Unified School District is not liable for students' cell phones, smartwatches, or electronic devices.**
- **Students are not allowed to video or record any other student, parent, employee, or person.**
- **Parents/guardians are encouraged to support the implementation of the switch-off electronic communication device (Cell Phone, Smartwatch, Electronic Device) and reinforce the importance of adhering to school rules regarding electronic communication devices.**
- **Parents/guardians are responsible for ensuring students comply with the policy and understand the consequences of non-compliance.**

Policy Review and Amendments

The Burbank Unified School District Board of Education will review this policy annually to assess its effectiveness and make any necessary revisions or amendments.

Allowance for Possession or Use of a Mobile Communication Device for Preschool-Grade 12

A student shall be allowed to possess or use a mobile communication device under the following circumstances. (Education Code 48901.5, 48901.7)

- **In the case of an emergency or response to a perceived threat of danger.**
- **When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.**
- **When a licensed physician or medical provider determines that the possession or use is necessary for the student's health and well-being.**
- **When the possession or use is required by the student's individualized education program (IEP).**

References:

California Education Code Section 48901.5 - Electronic Signaling Devices California Education Code Section 48901.7 - Policies Regarding Smartphones

**Burbank Unified School District
Educational Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent, Educational Services

PREPARED BY: Julie Markussen, Director of Secondary Education

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Approval of Revised Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements

Background:

All Board Policies and Administrative Regulations are required to be compliant and current based on State and federal law, program reviews, and for proper program implementation.

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for high school graduation requirements.

The proposed changes in the attachments show the deletions of language that is outdated or no longer needed such as references to other Board policies following the format upgrades from the California School Board Association.

New language is in bold print. This includes the requirement for a one semester ethnic studies for students graduating in 2028-29 and one semester of personal finance for students graduating in 2030-31 school year.

The policy upgrade also updates language for students experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school.

Fiscal Impact:

None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6146.1 High School Graduation Requirements, as presented.

Policy 6146.1: High School Graduation Requirements

Status: ADOPTED

Original Adopted Date: 04/04/2019 | Last Revised Date: 04/20/2023 | Last Reviewed Date: 04/20/2023

~~The Board of Education desires to prepare students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.~~

The Board of Education desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

~~(cf. 5127—Graduation Ceremonies and Activities)
(cf. 5147—Dropout Prevention)
(cf. 6011—Academic Standards)
(cf. 6143—Courses of Study)
(cf. 6146.3—Reciprocity of Academic Credit)~~

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

~~(cf. 6142.91—Reading/Language Arts Instruction)~~

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "Category C" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

~~(cf. 6142.92—Mathematics Instruction)
(cf. 6152.1—Placement in Mathematics Courses)~~

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

~~(cf. 6142.93 - Science Instruction)~~

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

~~(cf. 6142.3—Civic Education)
(cf. 6142.94—History Social Science Instruction)~~

5. One course in visual or performing arts; world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language.

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

~~(cf. 6142.2—World/Foreign Language Instruction)
(cf. 6142.6—Visual and Performing Arts Education)
(cf. 6178—Career Technical Education)
(cf. 6178.2—Regional Occupational Center/Program)~~

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other

sections of the Education Code (Education Code 51225.3)

~~(cf. 6142.7—Physical Education and Activity)~~
~~(cf. 6142.1—Sexual Health and HIV/AIDS Prevention Instruction)~~
~~(cf. 6142.8—Comprehensive Health Education)~~

7. One **semester** course in Health/Careers

~~(cf. 6142.1—Sexual Health and HIV/AIDS Prevention Instruction)~~
~~(cf. 6142.8—Comprehensive Health Education)~~

8. One course in Practical Arts/Career Technical Education (or three courses of the same foreign language)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

9. **One semester course in Ethnic Studies, commencing with students graduating in the 2028-29 school year (a course based on the model curriculum developed pursuant to Section 51226.7; an existing ethnic studies course; an ethnic studies course taught as part of a course that has been approved as meeting the A–G requirements; or a locally developed ethnic studies course approved by the governing board of the school district or charter school)**

10. **One semester of a separate, standalone course in Personal Finance, commencing with pupils graduating in the 2030-31 school year**

11. Upon approval of the Superintendent or Designee, students may receive credit by examination for credits earned by a non-accredited institution or because they enrolled in the school after the period to add classes for full credit has passed.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with the law.

Summary of Required Courses and Credits

English 40 credits
Math 20 credits, including Algebra I
Science 20 credits, including Physical and Life Science
Social Studies 30 credits
Visual/Performing Arts 10 credits
Practical Art 10 credits
Physical Education 20 credits
Health/Careers 10 credits
Electives 70 credits
Total credits 230

~~(cf. 6146.11—Alternative Credits Toward Graduation)~~
~~(cf. 6146.2—Certificate of Proficiency/High School Equivalency)~~
~~(cf. 6146.4—Differential Graduation and Competency Standards for Students with Disabilities)~~

~~A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3, but shall be exempt from any additional district adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)~~

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board.

However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year

of high school, or ~~a newly arrived immigrant~~ **newcomer** student who is in the third or fourth year of high school ~~and is participating in a newcomer program~~, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer ~~or of the commencement of participation in a newcomer program~~, **into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student**, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption **from local graduation requirements** and whether the student qualifies for it. (Education Code 51225.1)

~~(cf. 1312.3—Uniform Complaint Procedures)~~
~~(cf. 5145.6—Parental Notifications)~~
~~(cf. 6173—Education for Homeless Children)~~
~~(cf. 6173.1—Education for Foster Youth)~~
~~(cf. 6173.2—Education of Children of Military Families)~~
~~(cf. 6173.3—Education for Juvenile Court School Students)~~
~~(cf. 6175—Migrant Education Program)~~

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

- 1. That the student is eligible to take the alternate assessment as described in Education Code 60640**
- 2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3**

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

In addition to credit requirements, students shall:

- 1. Demonstrate computer literacy: Students will acquire computer knowledge, skills and computer literacy throughout the regular high school curricula as outlined in the schools' technology plans**
- 2. Complete 10 hours of Service Learning: All ninth grade students must complete 10 hours of Service**

Learning. Students who transfer in during their 10th or 11th grade must complete the full 10 hours. Students who transfer in as seniors must complete five hours.

3. Since 2003, students in grades 9-11 must be enrolled in a minimum of six courses in both the first and second semesters, and students in grade 12 must be enrolled in a minimum of six courses in the first semester, and five courses in the second semester, unless exempt under Education Code Section 46145. Students in grades 11 and 12 must attend a minimum of 4 periods during the regular school day. However, they may complete the six-period requirement with college or Career Technical Education courses.

4. Since Spring 2005, student transcripts will only be accepted from schools that are accredited by Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges, and universities in the United States (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges, and Universities).

5. Students who enroll from another country shall provide transcripts whenever possible.

Students will receive an initial grade level placement by a school site administrator that is subject to change based on a comprehensive review of the transcripts and other enrolling documentation.

If students arrive without transcripts, the grade level placement will be based on age.

The transcripts shall be evaluated by the Superintendent or Designee, with a maximum of seventy (70) credits awarded per grade level, per year.

A change in grade level placement, if necessary, shall occur within thirty (30) calendar days.

When necessary, Instructional Services will arrange for the translation of the transcript. In no circumstances shall the enrollment of the student be delayed pending translation, nor shall parents/guardians be required to pay for translation of transcripts.

Parents/Guardians may appeal the grade placement to the Superintendent or his/her designee. A written response will be provided within 10 business days.

6. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a district school will be accepted on the high school transcript.

7. High school credit may be granted for a college course taken prior to completion of the eighth grade based on the following criteria:

- a. Must receive prior approval from the middle school principal before registering for the college course.
- b. The principal must complete an approval form and develop a written academic plan.
- c. Must receive prior approval from the Superintendent or designee before class begins.
- d. Content of the course must be aligned to state standards and District standards.

8. Students may take course credit via on-line instruction while enrolled in high school, grades 9-12. Students who want to take online courses not offered by the District, must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

- a. No more than 20 semester credits for on-line courses taken outside the District may be applied towards graduation, unless students receive prior approval from the Superintendent or his/her designee.
- b. Grades submitted for on-line courses will be credited on a four-point scale.
- c. The student will arrange for a teacher to proctor the final exam before enrolling in the course, or take the final exam for the equivalent course at the high school.
- d. Upon completion of the on-line coursework, it is the student's responsibility to arrange for the student's transcript to be forwarded to the high school registrar.

Second semester seniors must provide all documentation of the completed coursework at least 10 school days prior to the student's date of graduation.

e. A student may be requested to provide the principal or assistant principal evidence including, but not limited to, specific assignments completed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted. If the student cannot show mastery and/or required evidence, then the principal can determine that the student cannot receive high school credit for the on-line coursework.

f. Students have one full year to complete on-line courses in order to receive high school credits. Students facing a graduation deadline in less than a month are prohibited from enrollment.

9. Students are expected to make up failed courses during the summer session as close as possible to the semester/year in which the course was failed. Options for repeating classes in addition to summer school may include the Adult School, Monterey High, and community college enrollment.

Retroactive Diplomas

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

~~Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)~~

~~The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who was an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)~~

~~In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)~~

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

4. **Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military**

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

~~5. Were in their senior year of high school during the 2019-2020 school year, were in good academic standing and on track to graduate at the end of the 2019-2020 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis~~

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

High School Graduation Participation Criteria

In order for a senior to be eligible to participate in the graduation ceremony, the student must meet established academic and behavioral criteria related to attendance and citizenship. In order to participate, graduating seniors must:

1. **Successfully complete academic requirements:**
 - a. **Satisfactory completion of 230 units of study, including all required courses**
 - b. **No more than two failing semester grades in the senior year**
2. **Have satisfactory attendance, which is defined as no more than 15 absences (either excused or unexcused) per class per semester of the senior year**
3. **Have satisfactory citizenship:**
 - a. **No more than one suspension for any reason during the senior year.**
 - b. **No more than a total of two "unsatisfactory" (U) marks in citizenship on the report card each semester in the senior year.**
4. **Pay all indebtedness prior to the last two weeks of the second semester of the senior year.**
5. **In addition to the above, graduating seniors must:**
 1. **Participate in the rehearsal prior to graduation in order to participate in the graduation ceremony.**
 2. **Be enrolled in an eighth semester of high school unless there are extenuating circumstances that prevented them from completing high school within the traditional four-year structure.**
 3. **Have a signed participation form on file in the school office by October 1 of the senior year if the student is a potential graduate or upon completion of enrollment documents when registering after the beginning of the school year.**

In some instances, a 4th year high school student may be reclassified to junior standing due to inadequate accrual of credits, but may reach senior status during the school year. If this should occur, the following practice will be applied: Any student who is redesignated to senior status during the school year will be subject to all ceremony participation requirements retroactive to the beginning of the year. The principal or designee will notify the parent/guardian immediately of the change in status.

If a student is in violation of any of the stated criteria, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the principal of the school, an assistant principal, the

student's counselor, and the administrator supervising secondary education. All decisions from the appeals committee will be final.

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51230 Credit for community emergency response training
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: September 5, 2019 Burbank, California

Regulation 6146.1: High School Graduation Requirements

Status: ADOPTED

Original Adopted Date: 01/15/2015 | Last Revised Date: 04/20/2023 | Last Reviewed Date: 04/20/2023

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

In the annual notification sent to parents/guardians pursuant to Education Code 48980, the Superintendent or designee shall include the following: (Education Code 48980)

1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California
2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

High school students have the option of attaining credits for courses taken at a community college. The superintendent or designee must give prior approval before any course is taken.

Students must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

1. The final exam for these two on-line courses, Health Education and Education and Career Planning must be proctored by a district high school teacher who is on staff at the student's school of attendance.
2. Students who have earned credit from a non-accredited institution, home school, or online program may earn credit by examination with approval of the Superintendent or Designee.

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

18-Year Old Students and Non-Graduates

It is the Burbank Unified School District's intention to offer students eight semesters of uninterrupted instruction at the high school level, the purpose of which is the attainment of a high school diploma. In certain instances, students do not accrue enough credits to meet graduation requirements during the prescribed period of time.

Options for Non-Graduates

As soon as it becomes evident that graduation criteria will not be reached by the end of the eighth semester of enrollment, the student's counselor will initiate a conference with the student and parent/guardian to discuss options for reaching graduation status. In many instances, this determination of non-graduation status may occur before the beginning of the senior year.

However, whenever that determination is made, it will be the counselor's responsibility to create a senior status graduation plan, in addition to the typical 4-year plans that all students have.

General Regulations for Students Who Are Credit Deficient

For students needing 10 or fewer credits to graduate from a district high school, there are several options to reach graduation status:

If the credits are earned prior to the commencement of the fall semester following the proposed graduation date, and within the Burbank Unified School District, the student will be issued a high school diploma from the student's school of residence. Options for reaching graduation status:

1. Attendance in the Burbank Unified School District's summer school program immediately following the originally proposed graduation date, including Monterey's summer session. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
2. Enrollment in the Burbank Adult School to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed

- graduation date, a high school diploma will be conferred from the school of residence.
3. Enrollment in a community college to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed graduation date, a high school diploma will be conferred from the school of residence.
 4. If the student needs 10 credits or fewer, but the credits are completed after the end of the summer session or first semester following the senior year and within the Burbank Unified School District:
 - a. A review of the circumstances prohibiting the completion of credits in a timely manner will determine which institution will issue the diploma.
 - b. The review will be conducted by the student's high school principal or administrative designee, counselor, and the administrator supervising secondary education.
 - c. Depending on the determination of those identified above, the student will be issued a diploma from the school of residence or the school in which the majority of high school credits were accrued, from ~~Monterey High School~~ **the continuation high school** or the Adult School.

For students needing more than 10 and up to 30 credits to graduate from high school, options include:

1. Enrollment in the district's summer school for a maximum of 10 credits and in the summer afternoon ROP program for a maximum of 10 credits: Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
2. A student may submit a written request to the administrator supervising secondary education to be allowed to complete his/her high school education during a 9th semester of attendance at a comprehensive high school in the district. A panel comprised of administrators from both comprehensive high schools, the continuation high school, and the administrator supervising secondary education shall review all application requests for a 9th semester of attendance. Criteria shall include the student's age, disciplinary and attendance records, and the feasibility of attaining the stated goal of graduation within one additional semester of attendance. After a review of the application and a recommendation by the panel, the options identified below may be applied:
3. Return to the comprehensive high school site as a full-time student, being designated as a senior for the purpose of completing all high school graduation requirements. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.
4. Enrollment at ~~Monterey High School~~ **the continuation high school**. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from ~~Monterey High School~~ **the continuation high school**.
5. Enrollment at the Burbank Adult School. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the Burbank Adult School.

For students needing more than 30 and up to 60 credits to graduate from high school:

1. If the student is under 18 years of age, options available in the district include:
 - a. Enrollment at ~~Monterey High School~~ **the continuation high school**
 - b. Enrollment at Burbank Adult School
2. If the student is over 18 years of age, options include:
 - a. Enrollment at the Burbank Adult School
 - b. Enrollment in a General Education Development (GED) program
 - c. Enrollment at a community college
 - d. Enrollment at ~~Monterey High School~~ **the continuation high school**

Criteria for Attendance After Age 18 - ~~Monterey High School~~ The Continuation High School

1. Records of ~~Monterey~~ **the continuation high school** students who have not graduated by the age of 18, but have completed eight semesters of study in high school, shall be reviewed by the principal or designee and counselor, according to the following criteria:
 - a. School attendance
 - b. Behavior/discipline

- c. Number of quarters projected for the student to graduate
 - d. Number of credits needed (no more than 60)
2. For students attending ~~Monterey High School~~ **the continuation high school** needing 60 or fewer credits to graduate who have reached the age of 18, the student may:
- a. Return to ~~Monterey High School~~ **the continuation high school** for a maximum of four quarters following the 18th birthday.
 - b. Enroll at the Burbank Adult School.
3. For students attending ~~Monterey High School~~ **the continuation high school** needing more than 60 credits to graduate who have reached the age of 18, the student may:
- a. Enroll at Burbank Adult School.
 - b. Enroll in a community college.
 - c. Appeal for continued enrollment at ~~Monterey High School~~ **the continuation high school**, subject to the criteria identified above (a-d).

Restrictions

These administrative regulations specifically refer to students who are enrolled in the Burbank Unified School District. If a student completes his/her high school education outside of the district (with the exception of enrollment in a community college) he/she cannot receive a Burbank Unified School District diploma.

For Special Education students, state and federal regulations apply.

For English Learners, the following apply: Students who entered the District from another country in grades 11 or 12 and gave made good academic progress are eligible to stay for a 5th year of study at the comprehensive high school.

Appeals to the procedures described above will be referred to the administrator supervising secondary education.

High School Graduation Participation Criteria

In order for a senior to be eligible to participate in the graduation ceremony, the student must meet established academic and behavioral criteria related to attendance and citizenship. In order to participate, graduating seniors must:

1. Successfully complete academic requirements:
 - a. Satisfactory completion of 230 units of study, including all required courses
 - b. No more than two failing semester grades in the senior year
2. Have satisfactory attendance, which is defined as no more than 15 absences (either excused or unexcused) per class per semester of the senior year
3. Have satisfactory citizenship:
 - a. No more than one suspension for any reason during the senior year.
 - b. No more than a total of two "unsatisfactory" (U) marks in citizenship on the report card each semester in the senior year.

4. Pay all indebtedness prior to the last two weeks of the second semester of the senior year.

In addition to the above, graduating seniors must:

1. Participate in the rehearsal prior to graduation in order to participate in the graduation ceremony.
2. Be enrolled in an eighth semester of high school unless there are extenuating circumstances that prevented them from completing high school within the traditional four-year structure.
3. Have a signed participation form on file in the school office by October 1 of the senior year if the student is a potential graduate or upon completion of enrollment documents when registering after the beginning of the school year.

In some instances, a 4th year high school student may be reclassified to junior standing due to inadequate accrual of credits, but may reach senior status during the school year. If this should occur, the following practice will be applied: Any student who is redesignated to senior status during the school year will be subject to all ceremony participation requirements retroactive to the beginning of the year. The principal or designee will notify the parent/guardian immediately of the change in status.

If a student is in violation of any of the stated criteria, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the principal of the school, an assistant principal, the student's counselor, and the administrator supervising secondary education. All decisions from the appeals committee will be final.

Appeal Process

1. All appeals must be submitted, in writing, to the student's counselor or administrator, no later than 10 working days prior to the end of the semester in which the criteria violation occurred.
2. All circumstances that affected the student and contributed to the infraction should be clearly stated in the letter of appeal. This may entail submission of notes from a doctor or any other support documentation that may contribute to the appeals committee's understanding of the student's situation.
3. All written appeals will be reviewed by the appeals committee.
4. After the written appeal has been reviewed, a written response will be sent to the student.
5. All decisions from the appeals committee are final.
6. If the appeal is granted, the student will be allowed to participate in the graduation ceremony. If denied, the student will not participate in the ceremony and no tickets to the graduation ceremony will be issued to non-participating seniors. A student, who has met graduation requirements but is not eligible to participate in the graduation ceremony, will receive a high school diploma.

Adult School Graduation Participation Criteria

In order to participate in the graduation ceremony, a student must meet established academic and behavioral criteria. In order to participate, graduating seniors must:

1. Successfully complete academic requirements:
 - a. Satisfactory completion of 180 units of study, including all required courses.
2. Pay all indebtedness prior to the last two weeks of the second semester of the senior year.

In addition to the above, graduating seniors must:

1. Participate in the rehearsal prior to graduation in order to graduate on stage.
2. Have a signed participation form on file in the counseling office by April 1 of the senior year if the student is a potential graduate.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

PREPARED BY: Lauren Trammell, Executive Assistant of Human Resources Services

SUBMITTED BY: Lauren Trammell, Executive Assistant of Human Resources Services

DATE: September 18, 2025

SUBJECT: Ratification of Agreement for Professional Services (Human Resources)

Background

Pursuant to Board Policy 3312, the Board of Education's designee may contract with consultants to provide services that District staff is not able to provide.

Discussion/Issues

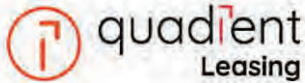
The District has contracted with Quadient Leasing to provide a rental agreement for a postage meter to assist in the reception area with distributing mail. This contract commenced on April 19, 2022, and will not mature until April 18, 2027.

Fiscal Impact

The cost of this lease is approximately \$3,495.00 (01.0-00000.0-00000-72000-5611-740-1000-0000).

Recommendation

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the professional services agreement between the Burbank Unified School District and Quadient Leasing, to provide a rental agreement for a postage meter to assist with mail, effective April 19, 2022 through April 18, 2027, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.



**Government Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number	Office Name	Phone #	Date
			09/01/2021

Section (B) Billing Information

Company Name	BURBANK UNIFIED SCHOOL DISTRICT		
DBA			
Billing Address	1900 W OLIVE AVE		
City State Zip+4	BURBANK	CA	91506-2438
Contact Name	Debbie Kukta	Phone	(818) 729-4473
Contact Title	Assistant Superintendent, Admin	Fax	
Email Address	DebbieKukta@burbankusd.org	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	BURBANK UNIFIED SCHOOL DISTRICT		
Installation Address	1900 W OLIVE AVE		
City State Zip+4	BURBANK	CA	91506-2438
Contact Name	Debbie Kukta	Phone	(818) 729-4473
Contact Title	Assistant Superintendent, Ad	Fax	
Email Address	DebbieKukta@burbankusd.org		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX7	iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases
1	IXWP30	IX Series 30 lb Weighing Platform
1	IXDW30	IX Series 5/7/7PRO Base 30lb. Differential Weighing

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: ☒ Taxable ☐ Tax Exempt <i>Certificate attached</i> Billing Frequency: ☐ Monthly ☒ Quarterly ☐ Annually Billing Method: ☒ Standard ☐ Arrears	Number of Months		Monthly Payment (Plus applicable taxes)
	First	60	\$291.25
	Current Lease Number: N17021059		
	☐ ACH (Customer to submit authorization form)		

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX7AI	Machine Model	IX7
Postage Funding Method: ☐ Bill Me ☒ Prepay by Check ☐ ACH Debit (Submit customer authorization form) ☐ OMAS ☐ CPU (include authorization form)		Postage Funding Account: ☒ POC ☐ TMS ☒ New ☐ Existing Existing Account Number:	
Agency Code		Sub Agency Code	

Service Products (Check all that apply)

☒ Online Postal Rates iMeter™ App (SP10) ☐ Online Postal Expense Manager iMeter™ App (SP20/NeoStats) ☐ Online E-Services iMeter™ App (SP30) ☐ NeoShip PLUS (EP70PLUS) ☐ NeoShip Install & User Guide (EP70GUIDES) ☐ RunMyMail ☐ 3G/4G Cell Service ☒ Maintenance - Standard ☒ Installation/Training ☐ Software Support for premise (non-cloud) solutions
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Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, Maintenance Agreement and an Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Direct-V9-2020), which are also available at www.quadient.com/Government-Equipment-Lease-Terms-USPS-Direct-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

***** SEE PURCHASE ORDER ***** Authorized Signature <i>Debra M. Marquardt</i> Accepted by Quadient Inc. and its Affiliates	Print Name and Title _____ _____	Date Accepted 9/27/2021 Date Accepted
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Customer

Organization	BURBANK UNIFIED SCHOOL DISTRICT		
DBA			
Address	1900 W OLIVE AVE		
City State Zip	BURBANK	CA	91506-2438
Phone	(818) 728-4473	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSP0 16-169901
and / or
State Participating Addendum (PA) #:
7-17-70-41-02 (CA)

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 04-2388882		
Attention	Government Sales DUNS# 160838872		
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06481
Phone	(888) 448-0045	Fax	(203) 301-2800

Ship To

Organization	BURBANK UNIFIED SCHOOL DISTRICT		
Attention	Debbie Kukta		
Address	1900 W OLIVE AVE		
City State Zip	BURBANK	CA	91506-2438
Phone	(818) 728-4473	Email	DebbieKukta@burbankusd.org

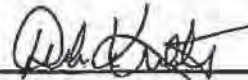
P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$291.25	\$17,475.00	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

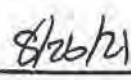
Products

QTY	Product ID	Description
1	IX7	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases
1	IXWP30	IX Series 30 lb Weighing Platform
1	IXDW30	IX Series 5/7/7PRO Base 30lb. Differential Weighing

- This order is governed in accordance with the prices, terms, delivery method, and specifications listed above, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Direct-V9-2020), which are also available at www.quadient.com/Government-Equipment-Lease-Terms-USPS-Direct-V9-2020.
- Payments will be sent to:
Quadient Leasing USA Inc.
Dept 3692
PO Box 123882
Dallas TX 75312-3692
- Send all correspondence to:
Quadient Leasing USA Inc.
478 Wheelers Farms Rd
Milford CT 06481



Authorized by

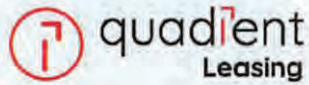


Date

Debbie Kukta, Assistant Superintendent

Print Name

Title



4/19/2022

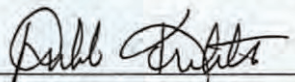
Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N17021059 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: BURBANK UNIFIED SCHOOL DISTRICT

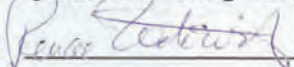
Signature: 

Name (printed): Debbie Kukta

Title: Assistant Superintendent, Administrative Services

Date: 08/26/2021

Company: Quadient Leasing USA Inc.

Signature: 

Name (printed): Renae Wetowitz

Title: Supervisor, Lease Administration

Date: 9-27-2021

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Administrative Services

PREPARED BY: Malihe Shokouhi, Bond Project Manager

SUBMITTED BY: Terri Ramirez-Adams, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Approval List of Selected Firms for On-Call Mechanical, Electrical, and Plumbing (MEP) Services for the ABC Bond Program and Other District Projects

Background:

As a best practice, the District advertises a Request for Qualifications (RFQ) for Mechanical, Electrical, and Plumbing (MEP) services every five years or upon passage of a new bond. In accordance with this practice, the district advertised the RFQ on May 20 and 27, 2025, and received fifteen (15) Statements of Qualifications (SOQs) by June 27, 2025.

A selection committee consisting of three (3) District staff members conducted a qualifications-based review, completing the screening process on August 20, 2025. On August 21, the District deemed ten (10) submittals complete and qualified (see Exhibit A). Staff recommends approval of the list of firms to provide on-call MEP services.

Discussion/Issues:

The Measure ABC bond is designed to improve the quality of education, enhance health, safety, and security, and upgrade outdated infrastructure, including electrical, plumbing, HVAC, and sewer systems. To achieve these objectives, the District must engage qualified engineering firms to provide programming, design, and construction administration services

As projects are identified, proposals will be solicited from the approved firms, and individual agreements will be presented to the Board of Education for approval prior to execution.

Fiscal Impact:

Approval of the ten (10) qualified MEP engineering firms identified below will provide the District with a cost-effective and efficient process for obtaining proposals for required MEP work.

Recommendation:

Administrative Services, recommends that the Board of Education approve the award of the firms listed in Exhibit A to provide on-call Mechanical, Electrical, and Plumbing (MEP) services for the ABC Bond and other projects throughout the District, as presented.

Exhibit A

Mechanical, Electrical, Plumbing:

1. AE Group Mechanical Engineers
2. Alfa Tech consulting Engineers
3. Budlong
4. Design West Engineering
5. DHA Engineering
6. IMEG consulting Corp
7. PBS Engineers
8. Roshanian and Associates
9. SY Lee Associates
10. Salas O'Brien

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

PREPARED BY: Lauren Trammell, Executive Assistant of Human Resources Services

SUBMITTED BY: Lauren Trammell, Executive Assistant of Human Resources Services

DATE: September 18, 2025

SUBJECT: Approval of Amended Teacher Assignments for the 2025-2026 School Year per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865

Background

On August 11, 2025, the Board of Education approved the Teacher Assignments for the 2025-2026 School Year per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865.

Beginning with the start of the new school year, teacher assignments have been added to the Education Code approval document to ensure appropriate staffing and support for students across all school sites within Burbank Unified School District. The following teachers were added:

- Patrick Mcmenamin-Pre-Calculus
- Elizabeth Meberg-Musical Theater
- Michael Lance-PE/Coaching
- Natalie Setaghian-PE/Coaching
- Kara Clark-Yearbook

California has a number of provisions within the Education code that provide avenues for assignment of certificated employees outside their basic credential authorization. These Education Code options allow local school districts the flexibility to assign teachers to teach subjects other than those authorized by the credential held. Working cooperatively to ensure that the District meets the requirements of the law, school site administrators and Human Resources Services staff monitor each teacher's subject area assignments and credential authorizations.

Discussion/Issues

The Burbank Unified School District always seeks to hire fully credentialed teachers to teach all subjects. When credentialed teachers are not available, or when there is not a credential offered in a particular subject, some teachers are assigned classes that are outside their credential authorizations. Several options are available to Local Education Agencies to authorize these assignments.

I. As provided for in Education Code 44258.3(a), persons holding a credential, other than an emergency permit, may be assigned to teach any subjects in departmentalized classes in kindergarten or any grades 1 to 12, inclusive, provided that the governing board verifies, that the teacher has adequate knowledge of each subject to be taught and the teachers consents to that assignment.

<u>Name</u>	<u>Subject</u>
Bommarito, Gina	Elementary Music
Carroll, Brett	Physical Education
Cavanaugh, Annie	Physical Education
Dagata, Patty	ASL
Espana, David	Physical Education
Fernando, Gajan	Introduction to Math
Jennings, Brendan	Physical Education
McMenamin, Patrick	Pre-Calculus
Meberg, Elizabeth	Musical Theater
Rogers, Sadi	Physical Education
Schackne, Jessica	Science 6
Valle, Jose	Health
VanLoo, Brendhen	Biology

II. The following certificated employees have met requirements outlined in provisions of Education Code 44258.7(b) and are authorized to teach one period of competitive sports which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
Brinton, Joel	PE/Coaching
Grimshaw, Douglas	PE/Coaching
Lance, Michael	PE/Coaching
Movsessian, Armenia	PE/Coaching
Oganyan, Victoria	PE/Coaching
Peebles, John	PE/Coaching
Phan, John	PE/Coaching
Setaghian, Natalie	PE/Coaching

III. The Committee on Assignments met on September 8, 2025 to review the qualifications of persons teaching elective courses outside their credential authorizations. Representing district administration: Sarah Rudchenko and Oscar Macias. Representing teacher staff: Sarah Schwartz. The following certificated employees have met the requirements outlined in provisions of Education Code 44258.7 (c) & (d).

<u>Name</u>	<u>Site</u>	<u>Subject</u>
Clark, Kara	JBHS	Yearbook
Devirgilis, Edward	Muir	Japanese Culture
Gallego, Kathryn	Muir	Yearbook
Jamison, Mozdeh	Huerta	Engineering
Keeler, Fred	Huerta	Change Makers
Vargas, Theresa	Huerta	Change Makers
Weiss, Joshua	Huerta	Computer Applications
Winn, Amy	BHS	Yearbook

IV. As provided in Education code 44263, persons who have either 19 upper and lower division units or 9 upper division units may teach subjects in the areas of their earned units. The following certificated secondary school employees have met requirements outlined in provisions of Education Code 44263, and are authorized to teach subjects listed which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
Davis, S. Scott	Earth and Space Science
Grasty, Melonie	Spanish
Malinovsky, Kaitlyn	Biology
Vargas, Theresa	English
Vournas, Anastasia	Earth Science
Wertlieb, Jessica	Social Science

V. As provided for in Education Code 44865, persons holding a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may accept the following assignments: home teacher, classes organized primarily for adults, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools and county community school. The following certificated employees have met requirements outlined in provisions of Education Code 44865 and are authorized to teach the subjects listed which are not named on their credentials.

<u>Name</u>	<u>Subject</u>
Adult School:	
Adelman, Bianca	Parent Education
Ahn, Devika	ESL
Bagdasarian, Susanna	ESL
Branson, Marissa	ABE ELA
Bennett, Edward	ESL
Cooney, Margaret	ESL; ELA; Resource Lab
Coyle, James	ESL

<u>Name</u>	<u>Subject</u>
Adult School:	
Dorsey, Erin	ABE Math
Gamboa, Patricia	ESL
Gomez, Yesenia	ESL
Gonder, Marguerite	ESL
Jennings, Deanna	Parent Education
Lerner, Lia	ESL
Medrano, Hector	ESL, ABE
Miranda, Denisse	ABE
Noss, Marianne	ESL
Pisano, Jennifer	ASE
Robertson, Rebecca	ASE
Rubyan Abrahamian, Shake	Parent Education
Solley, Alyson	Parent Education
Stewart, Jenna	ESL
Vehuni, Lilit	ELA; Math; Resource Lab
Yew, Christina	Parent Education

Home Teachers:

Adams, Kelly	General Subjects
Beal, Briana	General Subjects
Bickelmann, Christopher	General Subjects
Bishop, Darrell	General Subjects
Bommarito, Giana	General Subjects
Bonino, Gabriella	General Subjects
Cablao, Stellamaris	General Subjects
Capelle, Melissa	General Subjects
Chung, Ruth Kim	General Subjects
Dawes, Jacqueline	General Subjects
Dixon, Joann Michelle	General Subjects
Dodd, Sharie	General Subjects
Esparza, William	General Subjects
Kukan, Brian	General Subjects
McDermott, Sara	General Subjects
Mindel, Brittany	General Subjects
Mucha, Michelle	General Subjects
Oliver, Yvonne	General Subjects
Papavasiliou, Demetrula	General Subjects
Patterson, Patricia	General Subjects
Pepes, Chris	General Subjects
Pisano, Jennifer	General Subjects
Proano, Leonardo	General Subjects
Prosser, Amy	General Subjects
Raisbeck, Erica	General Subjects
Rapp, Trevor	General Subjects
Seale, Andrea	General Subjects
Sherman, Tara	General Subjects
Tobin, Randy	General Subjects
Vehuni, Lilit	General Subjects
Wahe, Debra	General Subjects
Ware, Zeborah	General Subjects
Wells, Timothy	General Subjects
Wenzel, Anne	General Subjects

Name

Continuation High School:

Angelini, Amy	Social Science, Electives
Holubek, Carol	Contemporary Issues, Health, Agriculture
Dungereaux-Otis, Michelle	English, Electives
Loyd, Brian	Contemporary Issues, Consumer Studies
Hackbardt, Alexandra	Contemporary Issues

Independent Learning Academy:

Bowren, Stacy	English, Algebra, Geometry, Spanish, Social Studies
DiFrancesco, Gina	Algebra, Geometry, Spanish, Social Studies, Biology
Fischbach, Joshua	English, Geometry, Spanish, Algebra, Biology

Good, Heather

Biology, Algebra, Geometry, Spanish, Social
Studies

Lee, Dara

Algebra, Biology, English, Geometry, Spanish

Fiscal Impact

None

Recommendation

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the amended Teacher Assignments for 2025-2026 School Year, as described per Education Codes 44258.3(a), 44258.7 (b), (c) & (d), 44263 and 44865, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Administrative Services Department

PREPARED BY: Malihe Shokouhi, Bond Project Manager

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Amendment of Professional Services Agreement, Greg Powell dba Architecture Plus Inc., DSA Certification, Various Sites (Bond Fund)

Background:

During the course of the Measure “S” Bond, many of the projects, which received approval from Division of State Architect (DSA), were constructed and occupied. Thirteen (13) of these projects do not have the final DSA Certification due to lack of paperwork and/or final payment. DSA certification confirms that these projects have been constructed to the required safety standards.

Discussion/Issues:

In order to receive certification of any future DSA project, the incomplete DSA projects at each school site must be certified. The District requested a proposal to re-open, investigate, analyze issues, visit sites, and correspond with DSA to close each uncertified project.

On March 27, 2025, the Board of Education approved the proposal received from Greg Powell dba Architecture Plus Inc., for services required to complete all uncertified projects, with a not to exceed amount of \$57,520, that included \$7,000 reimbursables.

Fiscal Impact:

\$7,680 decrease for a revised total of \$49,840 (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education amend the Professional Services Agreement between Burbank Unified School District and Greg Powell dba Architecture Plus Inc., for DSA Certification at Various Sites, not to exceed \$49,840 (21.3-00000.0-91008-85000-6282-752-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original agreement was amended to remove the Roosevelt project that was closed prior to these services and to correct the total number of PM hours which was listed as 126 but should have read 96 after the removal of Roosevelt. The corrections were made and the total was decreased by \$7,680 for a revised total of \$49,840, which includes \$7,000 for reimbursables.

Architecture Plus Inc.

1045 Foothill Blvd., La Canada, CA 91011

P r o p o s a l

DATE: 05-22-25

TO: Burbank Unified School District
Malihe Shokouhi
Project Manager, Bond Management
1900 W. Olive Ave.
Burbank, CA 91506

FOR: Burbank Unified School District
Various Projects – Closeout Services

Background:

Burbank USD currently has 12 uncertified projects that it wishes to have closed and certified with DSA.

- 03-102304, 03-115688, 03-115796, 03-116543, 03-116544, 03-117348, 03-118237, 03-118245, 03-119964, 03-117865, 03-117866, 03-117867

Scope of Services:

Services for the project for the above A#s are estimated to require the hours shown in the table below. Our hourly rates are shown below. Invoices are to be billed on a time and material basis. Reimbursable expenses will be billed at actual cost plus 5%, such expenses will be generated only in connection with the operation of projects assigned and only to the extent authorized by the District. Mileage will be billed at current IRS rates. Our anticipated reimbursable expenses include printing and DSA reopening fees. Current anticipated reimbursable expenses are not-to-exceed \$7,000.

Our proposal is based on how many hours we anticipate each project will require in order to obtain certification. Closeout services are estimated to be \$42,840 (any additional costs will be approved by the District).

The total anticipated not-to-exceed amount including closeout services and reimbursable expenses is \$49,840.

Principal In Charge.....	\$220
Project Manager.....	\$170
Contract Administrator.....	\$85

Roles and responsibilities of each team member:

- Principal in Charge: Oversee project operations, including defining project objectives and deliverables. Assumes AOR responsibility for the closeout portion of projects that require a new AOR. Interprets various codes and regulations as applicable.
- Project Manager: Performs site visits and analyzes existing conditions of

Architecture Plus Inc.

1045 Foothill Blvd., La Canada, CA 91011

projects. Creates CCDs and submits for approval to DSA. Analyzes drawings and specs in order to determine project requirements for certification.

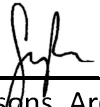
- Contract Administrator: Manages all DSA correspondence regarding closeout, performs DSA Archive research, communicates directly with various disciplines in order to obtain required paperwork.

A#	Project Name	Current Status	Hours		
			Principal	PM	Admin
03-102304	Providencia ES	DSA 301P Notification of Requirement for Certification	4	4	10
03-115688	Horace Mann CC	DSA 301P Notification of Requirement for Certification	0	0	4
03-115796	Jefferson ES	DSA 301P Notification of Requirement for Certification	4	8	10
03-116543	Harte ES	DSA 301P Notification of Requirement for Certification	4	20	40
03-116544	Stevenson ES	DSA 301P Notification of Requirement for Certification	4	4	20
03-117348	Jefferson ES	DSA 301P Notification of Requirement for Certification	4	4	20
03-118237	Providencia ES	DSA 301P Notification of Requirement for Certification	4	10	20
03-118245	Walt Disney ES	DSA 301P Notification of Requirement for Certification	2	10	20
03-119964	Walt Disney ES	DSA 301P Notification of Requirement for Certification	4	20	40
03-117865	Burbank HS	DSA 301P Notification of Requirement for Certification	4	8	20
03-117866	John Burroughs HS	DSA 301P Notification of Requirement for Certification	0	4	10
03-117867	Dolores Huerta MS	DSA 301P Notification of Requirement for Certification	0	4	10
Total:			34	96	224

The District is solely responsible for all re-opening fees and any further fees that DSA requires in order to successfully close out each project, as noted above as one of our reimbursable expenses. As an additional service to the services above, any project inspections that might be needed can be provided by Premier Inspection Services at an additional hourly rate. These services will be approved by the District as needed.

This proposal is based on our current insurance package, which was established to provide our clients meaningful insurance coverage while maintaining moderate fees. (In recognition of the relative risks and benefits of the project to both the client and the design professional, the risks have been allocated such that the client agrees to the maximum extent permitted by law, to limit the design professional's liability for the client's damages to the design professional's fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted). We are prepared to proceed immediately upon receipt of your acceptance of this proposal.

Architecture Plus Inc.
1045 Foothill Blvd., La Canada, CA 91011

Accepted  Date: 5/22/25
Shelby Parsons, Architecture Plus

Accepted  Date:
Andrew Cantwell, BUSD

**Burbank Unified School District
Instructional Services
REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM : Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Peggy Flynn, Director of Arts & Career Technical Education

SUBMITTED BY: Glenda Diaz Nolasco, Administrative Secretary II

DATE: September 18, 2025

SUBJECT: Approval of Grant Award and Agreement with The Chuck Lorre Family Foundation (TCLFF)

Background:

The Chuck Lorre Family Foundation (TCLFF) has been an outstanding and generous partner to the Burbank Unified School District since 2018. TCLFF has provided grant funding for a wide variety of services that benefit every Burbank Unified TK-12 student. To date, TCLFF's Young Sheldon STEM Initiative Grant has provided more than \$1.4 million for Science, Technology, Engineering, and Math (STEM) in all elementary and secondary schools. This funding has increased our capacity to purchase materials, supplies, and equipment for elementary STEM labs, secondary Science courses, and Career Technical Education (CTE) Health-Science and Engineering pathways. The TCLFF Music Grant has provided \$350,000 for the maintenance, repair, and replacement of instruments and performing arts technical equipment, more than \$100,000 to support our efforts to address food insecurity for students and their families, and salary support for the Arts & CTE Director position.

District Wide Goals for 2022-2023

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

Discussion and Issues:

The Chuck Lorre Family Foundation has approved and awarded Burbank USD a new three-year grant in the amount of \$1,073,250 for our STEM and Music education programs at each of the 17 schools listed below:

Burbank High
John Burroughs High
Luther Burbank Middle
Dolores Huerta Middle
John Muir Middle
Monterey Continuation High
Walt Disney Elementary
Bret Harte Elementary
Thomas Edison Elementary

Ralph W. Emerson Elementary
Thomas Jefferson Elementary
William McKinley Elementary
Joaquin Miller Elementary
Providencia Elementary
Theodore Roosevelt Elementary
Robert Louis Stevenson Elementary
George Washington Elementary

This grant will provide the following funding:

- \$170,000 per year for three years for STEM purchases at each of the above schools (up to \$10,000 per school)
- \$85,000 per year for three years for music purchases at each of the above schools (up to \$5,000 per school)
- \$12,750 per year as a 5% administrative fee to BUSD
- \$90,000 per year in support of salary for BUSD Arts and CTE Director, Peggy Flynn

Payments will be distributed as follows: \$357,750 will be distributed to BUSD in October 2025, 2026, and 2027.

All STEM and Music Grant requests will be reviewed and must be approved by The Chuck Lorre Family Foundation before any purchases are made.

Fiscal Impact:

The Grant award total is \$1,073,250 to be paid in three annual installments: \$357,750 between 2025 and 2027.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Chuck Lorre Family Foundation expansion of the Young Sheldon Grant in the amount of \$1,073,250, effective September 19, 2025 through June 30, 2028, as presented.



PRIVILEGED & CONFIDENTIAL

September 4, 2025

Dear Peggy Flynn,

On behalf of the Young Sheldon School Initiative, we are pleased to inform you that Burbank Unified School District has been approved for and awarded a new **three-year** grant in the amount of \$1,073,250 from The Chuck Lorre Family Foundation for your STEM and Music education programs at each of the below 17 schools:

Burbank High
John Burroughs High
Luther Burbank Middle
Dolores Huerta Middle
John Muir Middle
Monterey High
Walt Disney Elementary
Bret Harte Elementary
Thomas Edison Elementary

Ralph W. Emerson Elementary
Thomas Jefferson Elementary
William McKinley Elementary
Joaquin Miller Elementary
Providencia Elementary
T. Roosevelt Elementary
RL Stevenson Elementary
George Washington Elementary

This grant will provide the following funding:

- \$170,000 per year for three years for STEM purchases at each of the above schools (up to \$10k per school)
- \$85,000 per year for three years for Music purchases at each of the above schools (up to \$5k per school)
- \$12,750 per year as a 5% administrative fee to BUSD
- \$90,000 per year in support of salary for BUSD Arts and CTE Coordinator, Peggy Flynn

Payments will be distributed as follows: \$357,750 will be distributed to BUSD in October 2025, 2026, and 2027.

All STEM and Music Grant requests will be reviewed and must be approved by The Chuck Lorre Family Foundation before any purchases are made.

First year purchase request proposals must be sent to The Chuck Lorre Family Foundation by September 12, 2025.

Below are the required conditions to receive the grant:

1. Maintain complete confidentiality and have no contact with the press regarding the gift unless and until approved by the Foundation.
2. You must provide proof of your school's tax-exempt status with your donation acknowledgement form.
3. Grantee will furnish to the Foundation any information concerning a change in the proposal or a change in grantee's tax-exempt status.
4. Grant funds must be used only in accordance with the program and budget identified in your approved proposal(s). All grant funds for each school year must be spent on approved items by March 31 of the same school year. Exceptions to spending will be considered on a case-by-case basis upon proposal and approval.



5. Grantee will provide the combined Financial & Narrative Report, which will be due by May 29th of each grant year. A template for the report will be sent via email directly to the designated school contact.
6. The Foundation reserves the right to withhold grant funds or request return of funds if grantee's exempt status changes or if funds are not used for approved purposes.
7. Grantee warrants that funds will only be used for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds will be used for lobbying purposes or to aid in the election of a public official.
8. Grantee will reach out to TCLFF if the school principal leaves or is replaced during the terms of this grant and/or if any circumstances arise that may lead to changes or delays.

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

On behalf of The Chuck Lorre Family Foundation, we are proud to support BUSD's STEM and Music education programs!

Sincerely,

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

ACCEPTED BY: _____
School Representative Date

ACCEPTED BY: Trisha Cardoso 9/4/2025
Giving Officer Date Trisha Cardoso, President & Chief

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Interim Superintendent

PREPARED BY: Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent

SUBMITTED BY: Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent

DATE: September 18, 2025

SUBJECT: Amendment of Bylaws Governing the Measure ABC Citizens' Oversight Committee

Background:

The Bylaws governing Measure ABC were initially adopted on January 16, 2025. They are being amended to reflect the district's current needs and to ensure compliance with state law.

Measure ABC was approved by voters during the election held on November 5, 2024. Pursuant to state law, the district is required to establish and appoint a Citizens' Oversight Committee. The committee's purpose is to provide transparency and accountability by ensuring that all Measure ABC funds are spent exclusively on voter-approved projects.

Discussion/Issues:

The amendments to the Bylaws will align the committee's structure, duties, and operations with current requirements, allowing for effective oversight and proper stewardship of public funds.

Fiscal Impact:

None

Recommendation:

Oscar Macias, Interim Superintendent, recommends that the Board of Education approve the amended bylaws, as presented.

MEASURE ABC (BOND) OVERSIGHT COMMITTEE BYLAWS

Sec. 1.0 COMMITTEE ESTABLISHED

The Board of Education of the Burbank Unified School District (the “Board”) hereby establishes the Measure ABC (Bond) Oversight Committee (the “Committee”) which shall have the purposes and duties set forth in these Bylaws.

Sec. 2.0 PURPOSE

The purpose of the Committee is to represent the interest of the community, staff, students, and parents in school renovation and new construction as well as to inform the public of the District’s fiscal responsibility in the appropriation and expenditure of all funds for construction, modernization, and/or renovation of District facilities, and specifically, as required by Proposition 39, at least annually issue a written report concerning the expenditure of bond proceeds approved by the voters (the “bond proceeds”) until they are fully exhausted. (Education Code section 15278 and 15280)

Sec. 3.0 DUTIES

To carry out its stated purpose as set forth in Section 2.0, the Committee shall serve in an informational capacity to the Board of Education and public by performing the following duties, and bringing forth any recommendations it might have for improvement:

3.1 Review Expenditures. The Committee shall review monthly expenditure reports of construction, modernization and/or renovation funds, including bond funds produced by the District and other related bond fund documents to (a) ensure that bond proceeds are expended only for the purposes described in Article XIII A, Section 1(b)(3) of the California Constitution and set forth in the ballot measure; and (b) ensure that no bond proceeds are used for any teacher or administrative salaries or other school operating expenses. (Education Code sections 15278(b)(1) and (b)(2))

3.2 Review Progress of Projects. The Committee shall be apprised in writing by the District of significant changes or irregularities in the progress and completion dates of all construction, modernization, and/or renovation projects, including bond funded projects on a monthly basis.

3.3 Annual Report and Interim Reports. The Committee shall present to the Board interim reports quarterly and an annual written report which shall at a minimum include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution relating to bonded indebtedness incurred by a school district for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or

the acquisition or lease of real property for school facilities, approved by 55 percent of the voters; and

(b) A summary of the Committee's proceedings and activities for the preceding year. (Education Code section 15280(b))

Relevant excerpts of the Annual Report shall be published in a local print or online publication.

3.4 Internet Website. Approved minutes of the proceedings of the Committee shall be a matter of public record and be made available on an Internet website maintained by the District. All documents received and reports issued shall be maintained by the District for review pursuant to a Public Records Act request. (Education Code section 15280(b) and Government Code section 6250 *et seq.*)

3.5 Annual Audit. An Annual Audit shall be conducted and the results published in a local print or online publication and posted on the District's website. (Education Code sections 15278(c)(1), (2) and 15280(b))

Section 4.0 AUTHORIZED ACTIVITIES

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following activities as authorized by the Board in addition to those authorized pursuant to Education Code section 15278(c) or as authorized by the Board:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A, Section 1(b)(3) of the California Constitution.

(b) Review all available construction and/or facilities fiscal reports.

(c) All Committee members, accompanied with an approved member of District staff are encouraged to inspect all school site facilities and grounds at least once a year. These visits should include, but are not limited to, locations where bond proceeds have been or will be expended, in accordance with any access procedure established by the Board, or designee, to ensure that bond revenues are expended in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

(d) Receive and review copies of any deferred maintenance proposals or plans developed by the District.

(e) Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures, including, but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) mechanisms designed to reduce costs by incorporating efficiencies in school site design; (5) recommendations regarding the use of cost-effective and efficient reusable facility plans as it relates to Measure ABC bond funded projects.

4.2 Any Committee requests for copies or inspection of District records shall be communicated to the Measure ABC (Bond) Oversight Committee Chair who will then aggregate requests and forward to the Superintendent or designee. Individual Committee members have no authority as individuals to direct District staff; only the Committee has the authority to engage in the duties set forth in Section 3.0 and the activities authorized in Section 4.0.

Sec. 5.0 MEMBERSHIP

5.1. Number. The Committee shall consist of at least seven (7) members (and may be larger). The Board may also appoint Alternates (see section 5.3 below) and/or Ex- Officio Members (see section 5.4 below) for the Oversight Committee as they see fit. Alternates and ex-officio members are not voting members of the Committee.

(a) After interviewing potential members at a public meeting, the Board shall appoint members of the committee.

(b) The Committee shall include pursuant to Education Code section 15282:

- (1) one member who is active in a business organization representing the business community located within the District (e.g. the Chamber of Commerce);
- (2) one member active in a senior citizens' organization (e.g. a local senior center);
- (3) one member who is active in a bona fide taxpayers' organization;
- (4) one member who is the parent or guardian of a child enrolled in the District;
- (5) one member who is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization in the District; and
- (6) two (2) or more general members.

5.2. Qualification Standards.

(a) To be a qualified person, he or she must:

- (1) be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
- (2) not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82029, and 2 California Code of Regulations section 18229.
- (3) not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the proceeding. (See, definition of "immediate family," above.)

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, the member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.3 below.

5.3. Alternates. A maximum of ten (10) alternate members (“Alternates”) may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. While serving as an Alternate, Alternates shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed in Section 5.1(a) that corresponds with the vacancy, and meeting the Qualification Standards set forth in Section 5. 2.

5.4. Ex-Officio Members. The Board may appoint up to nine (9) Ex-Officio members (“Ex-Officio Members”) to the Committee. An Ex-Officio Member shall be a representative of a major group of stakeholders, as identified by the Board. Ex-Officio Members are non-voting participants, but will serve as process observers who can provide input that may be beneficial to the Committee’s discussions or deliberations. Ex-Officio Members are entitled to receive all documentation accorded Committee members or Alternates, and to participate in any school facilities visits, inspections and/or observations which may occur. Ex-Officio Members shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. Ex-Officio Members shall not be an employee, official, vendor, contractor or consultant of the District.

5.5 Appointment. The Board shall by majority vote appoint members to the Committee. Prior to appointment, the District Superintendent shall have published in the District notice of any vacancy on the Committee, and shall conduct a nomination process to ensure that each person nominated meets the qualification standards set forth in Section 5.2. The Superintendent shall establish a process that provides reasonable notice to Board members and specified nominating organizations. When an appointment is necessary to fill a vacancy, the Superintendent shall ensure that a nomination is received from the same organization or category as the Committee member whose position is vacant.

5.6 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and to complete the Form 700 as required of all “designated employees” of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.7 Term. Except as otherwise provided herein: four (4) members shall serve a term of two (2) years beginning May 30, 2013; and five (5) members shall serve a term of three (3) years beginning **on or before October 1, 2025**, with successive terms, if any, to be for a term of two

years. No member may serve more than three (3) consecutive terms. Any current member who satisfies the requirements for the category of membership in which he or she serves, may be reappointed by the Board to a two or three year term.

5.8 Removal; Vacancy. The Board may remove any Committee member for cause, including, but not limited to, the failure to possess or maintain the qualifications necessary to serve in any specified category of Committee member, failure to attend three consecutive Regular Committee meetings, or for failure to comply with these Board Bylaws or the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the appointment process set forth in Section 5.3 shall fill any vacancies on the Committee.

5.9 Compensation. The Committee members shall not be compensated for their services.

Sec. 6.0 MEETINGS OF THE COMMITTEE

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least monthly to include an annual organizational meeting to be held in June.

6.2 Location. All meetings shall be held at the District Office at 1900 W. Olive Avenue, Burbank, CA 91506 or at any designated location within the legal boundaries of the District.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such procedural rules as the Committee may adopt. The Committee's rules with respect to public speakers shall be consistent with those of the Board relating to public speakers. (See, Board Bylaw 9323). A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Sec. 7.0 DISTRICT SUPPORT

7.1 The Board shall, without expending bond funds, provide the Committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the Committee. The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 The Committee may request the Board to authorize legal counsel to advise the Committee on legal matters relating to the operation and/or subject matter of the Committee.

Sec. 8.0 REPORTS

In addition to the Annual Report required in Section 3.3, the Committee may report to the Board on a monthly basis in order to inform the Board on the activities of the Committee. Such report shall be in writing and at a minimum shall summarize the proceedings and activities conducted by the Committee. Committee minutes shall be circulated to Board members, administrative staff as well as Committee Members.

Sec. 9.0 OFFICERS

The Committee shall elect a chair, a vice-chair who shall act as chair only when the chair is absent, and a clerk whose positions shall continue for two (2) year terms. No person shall serve as Chair for more than two consecutive terms. The officers of the Committee may be removed by majority vote of the Committee members as defined in Section 5.1, above.

Sec.10. AMENDMENT OF BYLAWS

The Board may amend these Bylaws by majority vote and may seek input from the Committee.

Sec. 11.0 TERMINATION

The Committee may be terminated and disbanded by a majority vote of the Board when (a) the Committee issues a final report after all bond proceeds are spent, or (b) the Committee issues a final report after all projects funded by bond proceeds are completed.

ATTACHMENT A

MEASURE ABC (BOND) OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or attempt to influence a District decision relating to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the Committee member's outside employment, business, or personal finances or benefit an immediate family member, such as a dependent, a spouse, a child or a domestic partner.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter, however limited by the Board's Bylaws relating to the Measure ABC (Bond) Oversight Committee, to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interests of a person with whom the member has or had an agreement concerning past, current or future employment, or remuneration of any kind. For a period of three (3) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of three (3) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Burbank Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interests of the member.

BURBANK UNIFIED SCHOOL DISTRICT
Office of the Superintendent

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Interim Superintendent

PREPARED BY: Crystal Cozakos, Senior Administrative Assistant

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Recommendations for the Selection of Members to the School Facilities Oversight Committee (SFOC) for Measure ABC Bond

Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. The committee is charged with providing recommendations to the Board of Education and Superintendent regarding: (1) Fiscal responsibility in the appropriation and expenditure of funds for construction, modernization, and/or renovation of District facilities; (2) Review of District-wide standards governing renovation and new construction; (3) Review of Facilities Master Plan, Five-Year Deferred Maintenance Plan, and Long-Term Maintenance Plan as developed and implemented; (4) Represent the interests of community, staff, students, and parents in school renovation and new construction; (5) Verify compliance with all legal requirements; (6) Verify that bid documents, contracts, requests for proposals and other documents are written to protect the District's fiscal, legal and educational interests; (7) Review all approved change orders; and (8) Review all construction and/or facilities fiscal reports; and any additional duties as described in Education Code sections dealing with Proposition 39 Citizens' Oversight Committees.

The purpose of the committee is to represent the interest of the community, staff, students, and parents in school renovation and new construction as well as to inform the public of the District's fiscal responsibility in the appropriation and expenditure of all funds for construction, modernization, and/or renovation of District facilities, and specifically, as required by Proposition 39.

Discussion/Issues:

With the passing of the Measure ABC Bond, the Board of Education is seeking members to join a new oversight committee, specific to this bond. Each member would be a representative from a major group of stakeholders as indicated below. The District actively advertised in local media outlets in order to recruit reliable and interested individuals to fill the open positions. The first application period closed at 4:30 p.m. on May 16, 2025, and the applications were subsequently submitted to the Board of Education for review. A second application period was opened for two weeks and closed 4:30 p.m. on September 5, 2025, to allow for more applications to meet the required categories. Members of the Board of Education have had an opportunity to verify and review the applications.

Pursuant to Education Code 15282, and Measure ABC Bylaws, the SFOC Committee shall consist of at least seven (7) members (may be larger) and must include, but not limited to:

- (a) One member who is active in a business organization representing the business community located within the school district;
- (b) One member active in a senior citizen's organization;

- (c) One member active in a bona fide taxpayer association;
- (d) One member who is a parent or guardian of a child enrolled in the district; and
- (e) One member who is both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.
- (f) Two (2) or more general members, must not be an employee or official of the District.

In addition, a maximum of ten (10) alternate members (“Alternates”) may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed that corresponds with the vacancy, and meeting the Qualification Standards, which state that committee members:

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

Applicants	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Matt Benson				X	
Ari Altman				X	
J.J. Blumenkranz				X	
Christina Cervantes					X
East Chao				X	
Kallista Churchill-Aragon				X	
Myles Collins				X	
Bilyana Decker				X	
Jessica Grimshaw				X	
Preston Joseph					X
Christa Kassouny				X	
Gerald Foster Kerrison				X	X
Gwen Mesco					X
Angela Pop-Sorokin				X	X
Chantal M. Sampogna				X	
Molly Schwartz					X
Loren Semmens	X			X	
Anush Shahverdyan				X	
Diana Simon				X	X
Jennifer Sosnowski					X
Victor A. Taraceha					
Whitney Wetta			X	X	X
Verjine Yesaian	X		X	X	
Diana Abasta		X			

Larry Applebaum		X			
Mark Clarke		X	X		
Cathleen Craven-Griffiths				X	
Diana Diaz Dawley				X	
Dianna Encarnacion		X			
Julie Grair					
Jason Clark				X	
Jose Antonio Garcia				X	
Greg Jackson		X	X		
Lisa Garcia				X	X
Elizabeth Minarik				X	
Kirsten Morris					X
Luis Quiroz				X	
Michelle T. Ries				X	
Chantelle Trujillo				X	
Don Valenciano				X	
Carrie Walko				X	
Monica Zhang				X	

Additionally, at the discretion of the Board of Education, ex-officio positions may be discussed and additional direction given to staff. Any ex-officio member serves as a process observer who can provide input that may be beneficial to the committee's discussions or deliberations. Alternates and ex-officio members do not have voting rights. An alternate will only vote in the event that a sitting member leaves or becomes disqualified, and the alternate is appointed to replace an outgoing member. District staff will seek direction from the Board with regard to filling ex-officio positions.

Fiscal Impact

There is no fiscal impact.

Recommendation

Oscar Macias, Interim Superintendent, will facilitate the recommendation of potential members and alternates for the Measure ABC Bond School Facilities Oversight Committee (SFOC) and the identification of the group that each of these members would represent, as presented.



RECEIVED MAY 27 2025

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

Name: Matt Benson Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 36 years Are you a registered voter? Yes

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

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

Educational background: Graduated Burbank High School Class of 2006
Graduated California State University Long Beach with a Degree in Business Management in 2011

Name of employer and position held: IATSE Local 728 Film, Television Lighting Union
Employer address: 1001 W. Magnolia Blvd. Burbank, CA 91506
Professional organizations: Member of Academy of Television Arts and Sciences

School, Community, and Youth Activities: Burbank Temple Emanu El, Burbank Little League,
FSA Sponsor

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

In the Entertainment Industry I serve as a head of Department responsible for budget management, labor management, as well as rigorous schedule and time management. I also serve in a volunteer capacity at Burbank Temple Emanu El serving as their head of House and Grounds, which I feel directly correlates to the work of the SFOC.

Why would you like to be appointed to this position?

As a lifelong Burbank resident and home owner, with two students in the BUSD, I feel a great responsibility to our district and community to actively participate in making our city the best it can possibly be. I am a strong supporter of improving our district assets and feel like it is my responsibility to actively participate in making the community a better place.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED APR 23 2025



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

Name: Ari Altman Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 2.5 years Are you a registered voter? yes

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

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

Educational background: BA Sociology, Princeton University

MA Energy and Resources, UC-Berkeley

JD, George Washington University

Name of employer and position held: Southern California Edison, Senior Advisor

Employer address: 2244 Walnut Grove Ave Rosemead, CA 91770

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I practiced environmental and energy law for eight years in Washington, DC, and am familiar with many regulatory processes. My current role is to manage the interface between my employer, the large electric utility Southern California Edison, and the state Public Utilities Commission. One of my key skills is to act as a moderate voice when there are differences of opinion on a contested issue. I've worked for the federal government, I've worked for large companies, and I've also run my own small business. I understand the importance of the processes and procedures that the SFOC will be engaged in, as well as the duty to tax payers to make the right choices.

Why would you like to be appointed to this position?

It is critical that the tax payer funds supporting the Measure ABC bond issuance are properly stewarded. ABC could go a long way to improving the appearance and functioning of Burbank's schools, which in turn raises the appeal of the city to families, increases the size of the student body, and increases property values. Further, with two children in two different elementary schools in BUSD, I am keenly aware of the fact that each school has different challenges and needs.

Signature Ari Altman

Digitally signed by Ari Altman
Date: 2025.04.23 22:36:22 -07'00'

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED MAY - 8 2025

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

Name: J.J. Blumenkranz Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 7 years Are you a registered voter? Yes

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

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

Educational background: BS Mechanical Engineering, UCLA,

Grad Study in Medicine, Stanford University & UCLA (No Degree)

Grad study in Aerospace Engineering (No Degree)

Name of employer and position held: Meta, Special Projects Supervisor

Employer address: 1 Meta Way, Menlo Park, CA 94025-1444

Professional organizations: AMPAS, ASIFA

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

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

not aware of anything

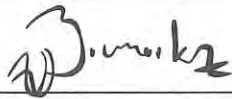
What experience and qualifications would you bring to the SFOC?

Eclectic backroud in medical, engineering, and animation

Why would you like to be appointed to this position?

I have a daughter at Roosevelt, and I want to be more involved.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED MAY 15 2025

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

Name: Christina Cervantes Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: _____ Cell: _____

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

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

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

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

Educational background: I have a Bachelors degree and attended Masters Level classes.

Name of employer and position held: I work in Film as a DP and Camera Op

Employer address: Freelance

Professional organizations: _____

School, Community, and Youth Activities: PTA Board Member, Site Council Member

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

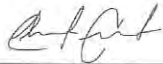
I am actively involved in my daughters school , as a PTA Board Member and a Site Council Member. I am also involved in the community as a Pilates Instructor.

I work in the local market of Film and Wellness.

Why would you like to be appointed to this position?

I would like to continue my involvement in the Burbank education field. This is not only for my daughter but keeping Burbank a top place for academics, social responsibility and DEI.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED MAY 14 2025

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

Name: east chao Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

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

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

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

Educational background: BS EE, UCLA

Name of employer and position held: retired

Employer address: _____

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

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

no

What experience and qualifications would you bring to the SFOC?

finance, project management, real estate, web technology

Why would you like to be appointed to this position?

I'm a parent of a middle and high school student and am interested in the school district doing well.

Hopefully, I can help to make sure the dollars can stretch further.

Announcing well used money and good plans.

Signature east chao

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, May 16, 2025.



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

Name: Kallista Churchill- Aragon Email: [REDACTED]
 Address: [REDACTED]
 Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 58 yrs Are you a registered voter? yes

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

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

Educational background: I have 4 associates Degrees
From Los Angeles Pierce College and a Bachelors Degree
from California State University Northridge along with Honors
 Name of employer and position held: John Muir Middle School DHH Paraeducator
 Employer address: 1111 North Kenneth Road Burbank, CA 91504
 Professional organizations: Involved with Burbank University Womens
Club. and I volunteer at the Braille Institute in
Los Angeles
 School, Community, and Youth Activities: I am on the Scholarship
Committee in my womens club BUW. I used to
volunteer at Kaiser pet program and no one dies alone.

Please go to Page 2
 Use additional sheets if necessary

when my children were in school I served on the PTA. I also volunteered my time to teach first aid and safety to both Burbank and Burroughs High School students. I am part of a women's club Burbank University of women. We give scholarships to 4 outstanding high school students. I am on this committee. I read every submission and carefully weigh my decisions. I was born and raised in Burbank. I met my husband in high school and we live in the family home. I am very much involved in my school activities. My two granddaughters will be attending Burbank schools. Next year for the first one and two years for the second. I raised 5 children and have much of the Burbank school experience. I attended Providencia, Luther Burbank and Burbank High. I have my job as a Deaf/Hard of Hearing para educator and I speak fluent American Sign Language. I am a hard worker and team player. I am also a member of the Early Center where my grandchildren attend school. It is very important to me. My parents purchased their home in Burbank for the school system. Many over achievers come out of Burbank. I am one of them. I made the Dean's list in college several times. In regards to the scholarship committee I am on. Choosing just four is challenging but it is an honor to be able to further a young person's education.

Name: Kallista Churchill Aragon

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

NO

What experience and qualifications would you bring to the SFOC?

I have served on the PTA when my children were in school. I taught first aid and safety to Burbank + Burroughs High school. I worked/volunteered at Kaiser in the pet program along with no one dies alone. I started volunteering at age 13 and was volunteer at the Braille Institute and GLAD. I am involved with my school functions, spelling bee, track race, cleanup day etc.

Why would you like to be appointed to this position?

I am a person who is reliable and loves to be hands on. I grew up in Burbank and both of my parents worked in Burbank. my neighborhood has a strong community we have exchanged numbers and check on each other. What happens in Burbank is very important to me. I am raising my grand-daughters in Burbank and do not plan on ever leaving Burbank. is my community that I feel I have always been a big part of.

Signature

Kallista Churchill Aragon

Thank you for
your time.

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED MAY 15 2025

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

Name: Myles Collins Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 13 years Are you a registered voter? Yes

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

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

Educational background: Ph.D. in Policy Analysis from RAND
Graduate School (2010); Master of Public Policy (MPP) from UCLA (2003);
B.S. in Environmental Engineering from Northwestern University (1999)
Name of employer and position held: Policy Researcher at Lawrence Berkeley National Lab
Employer address: 1 Cyclotron Road, Berkeley, CA 94720 (I work remotely)
Professional organizations: Smart Electric Power Alliance

School, Community, and Youth Activities: Assistant coach of 2 soccer teams; board member
of Burbank AYSO with position of Field Coordinator; volunteer soccer referee;
condo HOA board member; misc. volunteering for BUSD school events and activities

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I have 20 years of experience in public policy and energy, including utilities (Southern California Edison), private energy consulting (Resource Innovations), and my current position as policy researcher at Lawrence Berkeley National Lab. I also spent 3 years as the Rates Manager for Burbank Water and Power. I have three children in BUSD at Roosevelt, Huerta, and Burroughs. I have been an active volunteer in the community - particularly in Burbank AYSO coordinating field usage. This has allowed me to get to know the BUSD Facilities staff and many of the custodians who work in our schools. I would bring a mix of analytical experience, city knowledge, and familiarity with BUSD facilities.

Why would you like to be appointed to this position?

I love Burbank and I recognize that our schools are a treasure. I believe that my background in energy and water use - along with my familiarity with the schools - would allow me to give back to the District by helping ensure our facilities continue to be effectively managed and continuously improved.

Signature Myles Collins

Digitally signed by Myles Collins
Date: 2025.05.16 14:26:21 -07'00'

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED MAY 15 2025

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

Name: Bilyana Decker Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 9 years Are you a registered voter? Yes

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

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

Educational background: MBA, University of Mississippi
B.S. Economics, University of National and World Economy

Name of employer and position held: Omnia Consulting Group, President

Employer address: 303 N Glenoaks Blvd Suite 200, Burbank CA 91502

Professional organizations: President, AACE Southern California

School, Community, and Youth Activities: Thomas Jefferson Elementary School; Boys and Girls Club of Burbank

Please go to Page 2
Use additional sheets if necessary

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

None

What experience and qualifications would you bring to the SFOC?

With over 13 years of experience managing complex budgets and schedules for capital
construction portfolios across multiple industries, I bring strong expertise in project controls,
financial forecasting, and stakeholder communication. As a Project Cost Controls Lead, I have successfully
overseen the financial aspects of large-scale construction projects, ensuring compliance, efficiency,
to the successful delivery of infrastructure initiatives that meet both financial and operational objectives and
strategic allocation of resources. My ability to analyze and optimize project costs has contributed
to the successful delivery of infrastructure initiatives that meet both financial and operational objectives.

Why would you like to be appointed to this position?

I can apply my experience to the School Facilities Oversight Committee for Measure ABC
helping ensure accountability, transparency, and cost-effective decision-making in the
district' s construction projects. I look forward to contributing my knowledge
in budget management, forecasting, and stakeholder collaboration to support the
district' s mission of maintaining high-quality educational facilities.

Signature Bilyana Milanova Decker

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY - 8 2025



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

Name: Jessica Grimshaw Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 17 years Are you a registered voter? yes

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

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

Educational background: B.A.

Name of employer and position held: Anonymous Content, Head of Nonfiction

Employer address: 8501 Washington Blvd. Culver City

Professional organizations: Member of the Academy of Television Arts and Sciences

School, Community, and Youth Activities: Parent of a Roosevelt Elementary student. Served on the SSC for two years. Member of the PTA. My child participates in Boys and Girls Club, Burbank Parks and Rec activities.

Please go to Page 2
Use additional sheets if necessary

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

No.

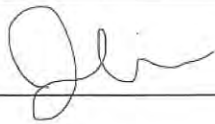
What experience and qualifications would you bring to the SFOC?

I come from a family of public school educators. My mother, father, brother, cousin, sister-in-law, all work or have worked in the public school system in Florida. My husband is currently in school to get his teaching credentials. We are believers in the power of public education. I have been a producer for almost 20 years and understand the need for effective project management, budgeting, and project oversight.

Why would you like to be appointed to this position?

I am honored to live in Burbank and grateful to have my child a part of our school system.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY 13 2025



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

Name: Preston Joseph Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 3 years Are you a registered voter? yes

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

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

Educational background: [REDACTED]

BS in Social Science Education, The University of Georgia

MA in Education Administration and Policy, Cal St. Northridge

Name of employer and position held: Beverly Hills Unified Schools; Teacher

Employer address: 241 Moreno Dr. Beverly Hills, CA 90212

Professional organizations: National Educators Association, Beverly Hills Education Association

School, Community, and Youth Activities: John Muir Middel School Site Council,

JMMS Instrumental Music Parent Volunteer, AYSO Soccer Coach

Please go to Page 2
Use additional sheets if necessary

Name: Preston Joseph

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

No

What experience and qualifications would you bring to the SFOC?

With over 20 years of experience in education as both a teacher
and administrator, I bring a wide range of expertise. My career
includes working in three different school districts and serving on
four different school site councils. I am confident that my diverse
experiences will provide valuable perspectives to the oversight
committee.

Why would you like to be appointed to this position?

As a resident and parent in Burbank, I feel a strong civic
responsibility to serve my community with my time and talents. I
place great value on transparency and oversight, particularly
when finances are involved, as they are essential to maintaining
trust and ensuring efficiency.

Signature

Preston Joseph 5-13-25

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozacos@burbankusd.org

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RECEIVED MAY 15 2025

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

Name: Christa Kassouny Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 14 years Are you a registered voter? Yes

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

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

Educational background: LaVerne University Paralegal Studies

Name of employer and position held: Radancy, Chief Client Partner

Employer address: 330 N. Brand Blvd, Glendale, CA

Professional organizations: Influencer Marketing Association, Woman in Leadership Board of Directors at a Global Software Organization

School, Community, and Youth Activities: _____

I have served on The School Site Council at both Thomas Jefferson Elementary School (2019-2021) and John Muir Middle School (2022-2024)

I also am very active in my Twin Bay Scout Troop (weekdays) where I serve as Troop Secretary. I have also served on multiple boards to help Scouts with their Eagle Rankings.

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2

Name: Christa Kassouny

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

None.

What experience and qualifications would you bring to the SFOC?

I have extensive experience managing multi-million dollar budgets, profit and loss statements while
managing the entire Southwest Region of a Global Advertising Firm. My career has given me opportunities
to solve both simple and complex business challenges, enhance organizational development processes
and develop new programs and processes within my own organization and for my clients on both a local and
global scale. I have also served 4 years on the School Site Council at our Elementary and Middle School
which allowed me to experience this at the scholastic/education level - it was an honor to do so.

Why would you like to be appointed to this position?

I love our City. I love our community. I love our Teachers, Staff and Schools. Hard Stop.
I feel very passionate about supporting the community and giving back whenever I can.
The work that BUSD does is nothing short of magical. Budget cuts, bad press, judgemental parents -
I can't imagine what you are all up against everyday, but if I can make a small difference - pay it forward to help
such a selfless, carrying organization who is responsible for teaching our children and preparing
them to be our future leaders - then I'm all in and would consider it an honor to do so. I appreciate your consideration.

Signed by:
Christa Kassouny
Signature FCD8D6DB41274CA...

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED APR 25 2025

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

Name: Gerald Foster Kerrison Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 10 years Are you a registered voter? Yes

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

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

Educational background: _____

University of New Hampshire, Bachelor of Science (Zoology)

University of Southern California, Master of Public Policy

Name of employer and position held: U.S. Government Accountability Office, Senior Analyst

Employer address: 441 G St., NW Washington, DC 20548

Professional organizations: N/A

School, Community, and Youth Activities: Former member of School Site Council at Theodore Roosevelt
Elementary School, Parent/Volunteer Referee at Burbank AYSO Soccer, Parent/Volunteer at Toluca Youth
Baseball, Red Cross Disaster Volunteer

Please go to Page 2
Use additional sheets if necessary

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

No

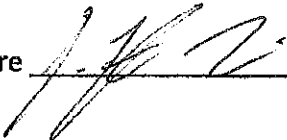
What experience and qualifications would you bring to the SFOC?

I have been a public policy analyst with the U.S. Government Accountability Office for almost 20 years, reviewing the efficiency and effectiveness of federal programs for the U.S. Congress. For much of that work, I reviewed the effectiveness of federal agencies - in particular the Department of Defense and the military services - in managing their portfolio of military installations, and the facilities on those installations. As such, I believe I am qualified to conduct oversight of the facilities owned and operated by the Burbank Unified School District.

Why would you like to be appointed to this position?

As the parent of a child attending Luther Burbank Middle School, I have a strong interest in ensuring that the Burbank Unified School District continues to provide an excellent education and a positive learning environment. I understand that the district is working through significant financial challenges, and I am interested in helping to balance those challenges with the need for continued excellence in education. I believe my experience reviewing how the Department of Defense formulates and executes its policies for facility sustainment, restoration, and modernization will provide value to the SFOC.

Signature



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Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

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RECEIVED MAY 15 2025

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

Name: Gwen Mesco Email: [REDACTED]
Address: [REDACTED]
Phone: Home: Work: Cell: [REDACTED]

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

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

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

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

Educational background: I have a BA in Politics from Brandeis
University and a JD from the University of Pennsylvania Law School, where I also
completed MBA coursework at the Wharton School

Name of employer and position held: Freelance writer and writing teacher

Employer address: Same as above

Professional organizations: N/A, previous member of WGA Reality Organizing Committee

School, Community, and Youth Activities: Roosevelt Elementary School Site Council 2022-25,
Roosevelt PTA VP of Programs 2025-27, Roosevelt PTA Legislative Chair 2022-25,
Roosevelt Musical Revue Co-Producer 2023-ongoing, Roosevelt DEI Committee

2021-present, Roosevelt Room Parent 2021-2022 Please go to Page 2

Feminists in Action, Momtivist

Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I'm a former real estate lawyer, and focused my law school coursework on land use and local government law. I also have a public policy background and served as a post-JD intern to the White House Domestic Policy Council under President Obama. On the local level, I've been an active member of our School Site Council for two years, and am familiar with the challenges and specifics of our local schools and their facilities.

Why would you like to be appointed to this position?

I care deeply about Burbank schools, and fought hard to help pass Measure ABC. I want to use my skills and experience to serve our community, to make sure these funds are spent as effectively as possible, and to help assure voters and taxpayers that we being thoughtful and responsible, so that every single BUSD student has a safe and successful physical environment at school.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED MAY 16 2025

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

Name: Angela Pop-Sorokin Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 20 Years Are you a registered voter? yes

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

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

Educational background: BFA from School of Visual Arts, NY, NY
Graduate studies at UCLA in Cinematography

Name of employer and position held: Freelance Art Teacher at Gorilla Art
Employer address: email: gorilla@gorillaartstudios.com - (818) 822-6032
Professional organizations: _____

School, Community, and Youth Activities: Luther Burbank PTSA - VP of Fundraising ,
Luther Burbank VMA, LBMS School site council - parent rep.

Please go to Page 2
Use additional sheets if necessary

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

No, I am not

What experience and qualifications would you bring to the SFOC?

I am eager to be considered for this appointment because I possess a strong understanding of budgeting, community engagement, and effective teamwork. Over the years, I have served in various roles on the PTSA board, including President, Executive Vice President, and currently, as Vice President of Fundraising at LBMS. These experiences have allowed me to build a deep knowledge of how to collaborate with diverse groups, manage resources, and get things done efficiently.

Why would you like to be appointed to this position?

As Vice President of Fundraising, I have had the opportunity to develop innovative solutions to bring the community together while ensuring the success of our fundraising efforts. I believe that this experience, coupled with my background in strategic planning and team coordination, will bring a fresh perspective to the committee.

I am confident that I can make meaningful contributions by leveraging my skills to enhance teamwork, communication, and community involvement. I look forward to the opportunity to collaborate and drive positive change through this role

Signature _____



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Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED APR 16 2025

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

Name: Chantal M. Sampogna Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 7.10 years Are you a registered voter? Y

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

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

Educational background: _____

BA Rhetoric (major); Public Policy (minor) UC Berkeley 1995

JD University of California College of the Law, San Francisco 1998

Name of employer and position held: State of CA, Ofc. of Admin. Hrgs - Administrative Law Judge

Employer address: 320 W. 4th St., Ste. 630 Los Angeles CA 90013

Professional organizations: Los Angeles Bar Association; Womens Lawyers of Los Angeles

School, Community, and Youth Activities: Member BUSD 7-11 Committee (current); Adjunct Member BUSD SFOC (June '20-present)

for Measure S; Stevenson Talent Show Mentor 2016-2024; Families for Stevenson Parliamentarian, 2018-2019;

School Site Council and ELAC, 2017-2019, President, Parliamentarian.

Please go to Page 2
Use additional sheets if necessary

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

No.

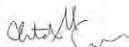
What experience and qualifications would you bring to the SFOC?

I have over four years' experience as an adjunct member of BUSD's current SFOC. In this capacity, I have had the pleasure of becoming familiar with the issues that arise, including bond authorization and spending, oversight of construction proposals, review of financial audits, and transparent communication with the public. In addition, in my current role as a member of the BUSD's 7-11 committee I have learned more about BUSD's facilities, spending, and enrollment forecasts. Finally, as an administrative law judge I regularly hear matters before the Contractors State License Board and other similar agencies addressing construction, spending, and audits.

Why would you like to be appointed to this position?

I would like to serve as a member of BUSD's SFOC for Measure ABC because I want to continue to serve BUSD and the greater community of Burbank. I would like to bring my experience to the SFOC to help support all of our efforts to ensure our students and community have safe, effective, and up to date facilities and to ensure our bond dollars are spent in agreement with measure ABC and our community.

Signature



Digitally signed by 2019
Date: 2025.04.16 20:35:29 -07'00'

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.

RECEIVED MAY - 8 2025



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

Name: Molly Schwartz Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 16 years Are you a registered voter? Yes

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

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

Educational background: B.S. Business Administration, Finance - USC

MBA, Investments concentration - USC

Name of employer and position held: Western Asset Management, Portfolio Manager

Employer address: 385 E Colorado Blvd., Pasadena, CA 91101

Professional organizations: CFALA, WIIN

School, Community, and Youth Activities: School Site Council at John Muir Middle School: 2024- present

School Site Council at Thomas Jefferson Elementary: 2019-2022

Please go to Page 2
Use additional sheets if necessary

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

No, none at all.

What experience and qualifications would you bring to the SFOC?

I am an experienced investment professional with >20yrs experience in the investment management industry. I have been an active member of 2 different school site councils and am very passionate about the BUSD schools. My educational background is in business administration, investments, and project management.

Why would you like to be appointed to this position?

I was very excited to learn of the passing of Measure ABC and would love to have a seat at the table for decisions to be made around the district for the improvement of our facilities. I have vested interest in the success of the schools - not just for my children but for all residents of the city because it is well known that cities with strong school districts are the best cities to live in, and while our academic rigor is wonderful, we need our facilities to keep up with the changing times.

Signature



Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozacos@burbankusd.org

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RECEIVED MAY 15 2025

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

Name: Loren Semmens Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 9 years Are you a registered voter? Yes

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

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

Educational background: Bachelors of Fine Art Emerson College

Name of employer and position held: Showdown Digital Studios: President, Los Angeles Baseball Federation: Commissioner

Employer address: 1024 N Cordova St Burbank, CA 91505

Professional organizations: LABF non-profit member, CERT member, LA Zoo member,
LA Academy Museum Member, Huntington Library member, LACMA member

School, Community, and Youth Activities: Commissioner of non-profit co-ed baseball league,
Burbank Tennis Center pickleball team member, JBHS tennis lessons,
Burbank co-ed slowpitch softball member

Please go to Page 2
Use additional sheets if necessary

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

In two years, I will have a child attending a BUSD school. Not necessarily a
conflict of interest, but wanted to be transparent.

What experience and qualifications would you bring to the SFOC?

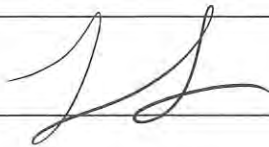
Through my work in film production, one of my responsibilities is allocating
budgets to various department heads, after determining their needs.

Also, as comissioner of the LABF, I work closely with cities and LA County and
LAUSD schools for field bookings, permitting, and insurance needs.

Why would you like to be appointed to this position?

As a resident of Burbank, and a parent of a soon to be BUSD student, I
understand the importance of a well rounded education, and believe that this
starts with the facilities and environment in which our teachers operate. Helping
ensure that their needs, plus the community needs are met is a fine balance
that I find particularly interesting.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED MAY 15 2025

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

Name: ANUSH SHAHVERDYAN Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? since 2021 Are you a registered voter? No

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

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

Educational background: Master in Education Administration
and Organization Development, Kent State University, OH, USA

Name of employer and position held: Department of Public Social Services, Los Angeles County

Employer address: 9188 Glenoaks Blvd, Sun Valley, CA 91352

Professional organizations: The Armenian Society of Fellows, an international network of scholars, scientists,
academics, artists, and entrepreneurs, Elected Member, 2023 – present, <https://asof.am/>

School, Community, and Youth Activities: Parent-Representative of John Muir Middle School
at the BUSD District English Learner Advisory Committee (DELAC), 2023-2024

Please go to Page 2
Use additional sheets if necessary

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

N/A

What experience and qualifications would you bring to the SFOC?

My background includes extensive expertise in teaching, research, policy and data analysis, and the design and implementation of education projects. I have over two decades of experience in education management and research across academia, the NGO sector, and international development institutions.

This experience has equipped me with a comprehensive understanding of how educational facilities impact learning outcomes and equity. I believe this combination of strategic oversight, policy insight, and hands-on project management makes me well-qualified to contribute meaningfully to the School Facilities Oversight Committee.

Why would you like to be appointed to this position?

I would like to be appointed to the School Facilities Oversight Committee because I am committed to ensuring that our school environments are safe, functional, and conducive to learning.

I believe that well-maintained and thoughtfully developed facilities directly impact student achievement, staff satisfaction, and community pride, as learning infrastructure is a vital component of education quality. Serving on this committee would allow me to help safeguard public resources, ensure transparency in how funds are used, and support long-term planning that benefits students.

Signature Anush Shahverdyan Digitally signed by Anush Shahverdyan
Date: 2025.05.11 22:00:52 -07'00'

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED MAY - 8 2025

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

Name: Diana Simon Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: Cell:

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

How long have you been a resident of Burbank? 8 years Are you a registered voter? yes

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

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

Educational background: I am an Educational Psychologist
BA in Psychology, MA in Educational Psychology, Board of Behavioral Sciences License in Educational Psychology (LEP)

Name of employer and position held: N/A

Employer address: N/A

Professional organizations: PTA, LEP, CASP, NASP

School, Community, and Youth Activities: Member of Jefferson School Site Council,
parent to clients of the Regional Center/children enrolled in Special Education,
PTA 5th VP of DEI at Jefferson

Please go to Page 2
Use additional sheets if necessary

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

Not that I'm aware of

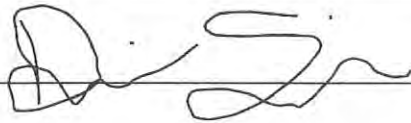
What experience and qualifications would you bring to the SFOC?

I am a frequent volunteer and very involved in my school's PTA.
In addition, I am an Educational Psychologist and LEP with 7 years
of experience working in multiple school districts so I am aware of
the psychological and social needs of diverse student populations.
As a member of the disabled community, and as a parent to children
with disabilities, I can bring that perspective to this Committee.
Since both of my children are enrolled as BUSD students, I am deeply
invested in this school district and its future success.

Why would you like to be appointed to this position?

I am primarily applying to this position because I have been advocating for
more inclusive facilities at our school site, such as a ramp to our front office,
a more accessible auditorium with a ramp, paved walkways to student pick up
and drop off areas, and ramps for student pick up and drop off areas.
If this is such an issue at our school site, I am sure it is an issue at others,
as well, and I would like to advocate for more equitable facilities for our disabled population.

Signature _____



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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

Name: Jennifer Sosnowski Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 10 years Are you a registered voter? Yes

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

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

Educational background: Doctorate of Physical Therapy

Name of employer and position held: Cranial Technologies, Clinical Support Specialist

Employer address: 1224 Green St, Pasadena 91106

Professional organizations: _____

School, Community, and Youth Activities: Miller PTA member since 2021, PTA DEI Chair,
PTA Multicultural Festival Chair, Scout Parent

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

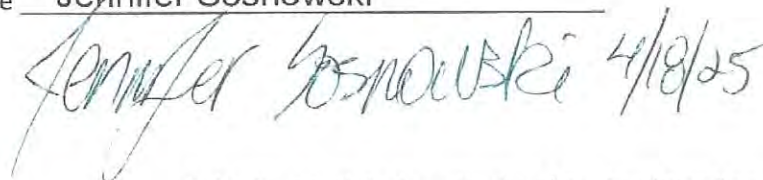
I will bring my viewpoint as a parent of a Burbank Elementary student and as a healthcare provider. My drive and my passion is caring for people. All people, from all walks of life.

When determining how funds should be used, equity will be essential. Burbank parents, students and school staff are counting on it and I want our community to be proud of what we're doing for our students!

Why would you like to be appointed to this position?

I would like to have a say in the future of Burbank, for our students, for our teachers and for our schools. I think I will bring an open mind-set and perspective, ready to listen and learn.

Signature Jennifer Sosnowski



Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED FACILITIES
MAY 15 '25 PM 12:21

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

Name: VICTOR A. TARACENA Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 40 YRS Are you a registered voter? YES

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

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

Educational background: GEN. ED. & ARCH. DRAFT'G & DESIGN @ GLENDALE COMMUNITY COLLEGE; BACHELORS IN ARCHITECTURAL DESIGN FROM WOODBURY UNIVERSITY; U.C.L.A. EXTENSION- PLUMB'G ENG. & DESIGN.

Name of employer and position held: BAYSHORE ENG. & GEN. CONST.: PRIN. ARCHITECT

Employer address: 651 W. SAN JOSE AVE., CLAREMONT, CA 91711

Professional organizations: (THROUGH MY EMPLOYER): U.S. GREEN BUILDING COUNCIL; STEEL FRAMING INDUSTRY ASSOCIATION; PLUMBING HEATING COOLING CONTRACTORS

School, Community, and Youth Activities: I AM NOT SURE IF THIS WOULD QUALIFY AS A COMMUNITY ACTIVITY/INVOLVEMENT BUT I SERVE AS A COMMISSIONER FOR BURBANK'S FIRE & BLD'G APPEALS BOARD. PLEASE SEE ATTACHED PAGE.

Please go to Page 2

Use additional sheets if necessary

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

NOT TO MY KNOWLEDGE.

What experience and qualifications would you bring to the SFOC?

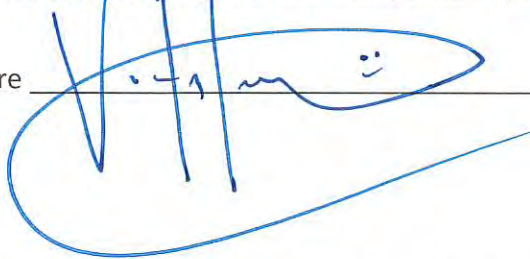
THE EXPERIENCE AND QUALIFICATIONS THAT I BRING TO THE S.F.O.C., CAN BE BROKEN THREE AREAS OF EXPERIENCE. THEY ARE: (1) EDUCATION AND WORK EXPERIENCE; (2) EDUCATION-ACADEMIC TEACHING; (3) COMMUNITY EXPERIENCE. MY EDUCATIONAL BACKGROUND BEGINS WITH MY ATTENDING GLENDALE COMMUNITY COLLEGE WHERE I STUDIED ARCHITECTURAL DRAFTING AND DESIGN ALONG WITH MY GENERAL EDUCATION, (PLEASE SEE ATTACHED PAGE(S))

Why would you like to be appointed to this position?

SETTING ASIDE THE PROFESSIONAL EXPERIENCE, I TRULY AM INTERESTED IN MY PURSUIT OF CIVITAS, AND WHAT I MEAN IS THAT BY CITIZENSHIP; ESPECIALLY WORKING THROUGH A COMMUNITY, ORGANIZATION/INSTITUTIONS - A COMMON PURPOSE, CREATING A SENSE OF ACCOMPLISHMENT THROUGH ACTIONS THAT STRENGTHEN THE COMMUNITY BY

(CONTINUED ON THE ATTACHED PAGE...)

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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SCHOOL, COMMUNITY, AND YOUTH ACTIVITIES
CONTINUED ,

ADDITIONALLY, I SUCCESSFULLY COMPLETED THE CITY OF BURBANK'S R.I.S.E. PROGRAM. THIS GOVERNMENT - CITIZEN PARTNERSHIP WHERE A CROSS-SECTION OF BURBANK'S CITIZENRY BEGINS TO LEARN AND UNDERSTAND HOW THE CITY'S INNER-WORKINGS OPERATE AND FUNCTION AT A DEPARTMENTAL LEVEL. THE OBVIOUS BENEFITS OF UNDERSTANDING BUDGETS AND MULTI-YEAR STRATEGIC PLANS WAS NECESSARY BECAUSE THE ULTIMATE GOAL IS TO CREATE AMBASSADORS FOR THE CITIZENS OF BURBANK TO INTERACT WITH ITS CITIZENS SO TO GIVE THE COMMUNITY A DIFFERENT AVENUE TO OBTAIN INFORMATION AS WELL AS TO SHOWCASE THE CITY'S INITIATIVES THAT WILL ENHANCE AND BENEFIT TO THE QUALITY OF LIFE IN BURBANK.

WHAT EXPERIENCE AND QUALIFICATIONS WOULD YOU BRING TO THE SFOC? CONTINUED.....,

PAGE 1/2

AFTER TWO YEARS OF STUDY AT GLENDALE COMMUNITY COLLEGE, I TRANSFERRED TO WOODBURY UNIVERSITY WHERE I OBTAINED A BACHELORS DEGREE IN ARCHITECTURE AND DESIGN. IN ADDITION I ENROLLED IN ADVANCED COURSES IN PLUMBING ENGINEERING DESIGN FROM U.C.L.A. CONTINUATING EDUCATION PROGRAM. BETWEEN ALL THIS I PARTICIPATED IN CERTIFICATE AND SEMINAR COURSE TO FURTHER ENHANCE MY KNOWLEDGE OF DESIGN AND CONSTRUCTION TECHNIQUES & TECHNOLOGY. DURING MY TIME WHILE I STUDIED, I WAS ALREADY WORKING IN THE CONSTRUCTION INDUSTRY. WHILE I WAS STUDYING AT GLENDALE COMMUNITY COLLEGE, I WORKED WITH A SMALL LOCAL CONSTRUCTION COMPANY. I WAS THERE DRAFTSMAN/DESIGNER - COST ESTIMATOR, AND CONTRACT SALESMAN. DURING MY TIME AT THIS FIRM I LEARNED A GREAT DEAL.

THE KEY LESSONS WERE : (A) DESIGN WITH ECONOMY; (B) ALWAYS SHARPEN YOUR PENCIL WHEN PREPARING COST ESTIMATES; (C) WRITE UP CONTRACTS AND SPECIFICATIONS THAT ARE BALANCED AND DESCRIPTIVE TO ENSURE HONESTY AND TRANSPARENCY. THESE LESSONS HAVE SERVED ME WELL.

DURING MY TIME THAT WAS STUDYING AT WOODBURY UNIVERSITY, I HAD SUMMER INTERNSHIPS WITH TWO LOCAL BUILDING DEPARTMENTS WHERE I LEARNED HOW BUILDING PERMITTING & PLANNING PROCESS FOR RESIDENTIAL AND COMMERCIAL PROJECTS. ADDITIONALLY, I WAS SHOWN HOW PROJECTS ARE INSPECTED TO ENSURE COMPLIANCE WITH PLANS & SPECIFICATIONS.

WHAT EXPERIENCE AND PUBLICATIONS WOULD YOU BRING
TO THE SFOC? CONTINUED....,

PAGE 2/2

BESIDE THE INTERSHIPS WITH LOCAL BUILDING DEPARTMENTS, I WORKED AS A PROJECT ARCHITECT IN CHARGE OF PROJECTS FUNDED H.H.D. WHERE ADHERING TO PLANS & SPECIFICATIONS AS WELL AS ENSURING THAT COSTS REMAINED WITH-IN, IN-HOUSE COST ESTIMATES. EVENTUALLY I WENT OUT MY OWN PROVIDING DESIGNS, COST ESTIMATES AND PROJECT SUPERVISION. FOR OVER 34 1/2 YEARS, I HAVE BEEN INVOLVED THE CONSTRUCTION INDUSTRY AND THAT WOULD GREATLY BENEFIT THE BURBANK UNIFIED SCHOOL DISTRICT

THE THIRD AREA OF EXPERIENCE IS MY ACADEMIC EXPERIENCE. AS PART OF MY JOURNEY, I WAS A PROFESSOR OF ARCHITECTURE AT THE UNIVERSITY OF RAFAEL LANDIVAN IN GUATEMALA CENTRAL AMERICA. DURING MY TEACHING TENURE, I WAS TEACHING UNDERGRAD & GRADUATE STUDENTS THE U.S. BUILDING AND CODE STANDARDS. I EVEN GOT MY STUDENTS INVOLVED WITH LOW-COST HOUSING FOR THE ECONOMICALLY DISADVANTAGE INDIGENOUS POPULATION OF GUATEMALA.

ALSO I TAUGHT A PROFESSIONAL CONTINUING EDUCATION PROGRAM FOR THE USE LIGHT-GUAGE STEEL FRAMING & THE ECOLOGICAL USE OF WOOD IN RESIDENTIAL AND LIGHT COMMERCIAL DESIGN PROJECTS.

SO IN SUMMATION, I BELIEVE THAT MY WIDE BERTH OF KNOWLEDGE & EXPERIENCE WOULD GREATLY BEDEFIT THE SFOC.

WHY WOULD YOU LIKE TO BE APPOINTED TO THIS
POSITION?

PAGE 1 / 1

(CONTINUED....,)

ENSURING THAT THE INSTITUTIONS THAT CURRENTLY
EDUCATE OUR CHILDREN ARE MAINTAINED, IMPROVED AND
ENHANCED FOR THEIR CURRENT USE, BUT ARE SECURE FOR THE
THE FUTURE STUDENT. I FEEL, NEIGH BELIEVE THAT MY
INVOLVEMENT IN THE CITY OF BURBANK'S COMMISSIONS AND
THE CITY'S R.I.S.E PROGRAM HAS PROVIDED ME WITH THE
NECESSARY BREATH OF UNDERSTANDING TO NOT ONLY BE
EFFECTIVE, BUT BRING A FRESH PERSPECTIVE IN HOW TO
ENSURE THAT THE BURBANK UNIFIED SCHOOL DISTRICT
BUILDS AND MAINTAINS ITS EDUCATIONAL INFRASTRUCTURE
UP TO AND EXCEEDING STANDARDS FOR IT CITIZENRY AND
ITS STUDENTS.



RECEIVED MAY - 8 2025

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

Name: Whitney Wetta Email: [REDACTED]

Address: [REDACTED]

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

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

How long have you been a resident of Burbank? 15 years Are you a registered voter? yes

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

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

Educational background: BFA from Columbia College Chicago

Name of employer and position held: Nickelodeon Animation Studios, Head Writer

Employer address: 231 W Olive Avenue Burbank, CA 91502

Professional organizations: School Site Council

School, Community, and Youth Activities: _____

PTA, Scouts of America

Please go to Page 2
Use additional sheets if necessary

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

None that I'm aware of.

What experience and qualifications would you bring to the SFOC?

I am a parent and a member of School Site Council and I'm also a tax payer.

I have experience working on budgets and managing them.

I have kids in Burbank USD elementary school.

Why would you like to be appointed to this position?

I have a strong interest in making sure these awesome resources
are allocated to all the best places for the best possible uses.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED APR 16 2021

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

Name: Verjine Yesaian Email: [REDACTED]

Address: [REDACTED]

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

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

How long have you been a resident of Burbank? 18 years Are you a registered voter? Yes

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

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

Educational background: Design- Marketing- Finance

Name of employer and position held: President- at Vials co

Employer address: 3210 N. San Fernando blvd. Burbank Ca 91504

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

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

What experience and qualifications would you bring to the SFOC?

I would connect all my skills and experiences to the specific job.

I would suggest new ideas for the burbank district such a safety and a better environment for the kids to enjoy their school and outdoor activities.

And very important is how to save monthly from big bills.

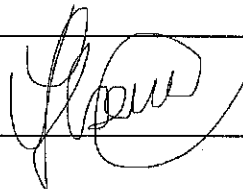
And not forgetting, Increasing teachers salaries! They deserve it 100%

Also if in any matter will help, i speak English, Armenian and fluent Spanish.

Why would you like to be appointed to this position?

As a parent i saw a lot. And as a bussines person i have skills and great ideas. And always looking for the affordable and better option for everything.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.



RECEIVED SEP 05 2025

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

Name: Diana Abasta Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 1998 Are you a registered voter? Yes

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

- ☐ Business Organization
- ☒ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent

Parent Active in PTA/SSC Educational background: _____

Name of employer and position held: BUSD Retired 6-30-23

Employer address: _____

Professional organizations: CTA/NEA Retired, Delta Kappa Gamma

School, Community, and Youth Activities: I taught for 42 years; thirteen years in LAUSD
29 in Burbank.

I am a member of The Human Relations Council and PTA.

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

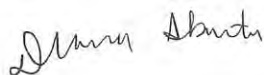
I have experience working on the Bond and ones before firsthand as an educator and as the President of the Burbank Teachers Association. I have knowledge of our 3 high schools, 3 middle schools, 11 elementary schools, and Adult School. I have visited all of these sites and know how crucial it is to have safe and functioning facilities. Our students learning environment is crucial to their growth and success. I have served on budget committees and understand funding sources. There should be 2 educators representing the Senior Group.

I am also able to work with different groups of people.

Why would you like to be appointed to this position?

Having safe and thriving schools are important to our community. I bring experience as someone who has seen the ramifications of "on time, on budget" effects over the long term conditions of our facilities. I want to bring perspective and balance to this committee.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025



RECEIVED FACILITIES
SEP 5 25 PM 4:19

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

Name: Larry Applebaum Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 66 years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☒ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent

Parent Active in PTA/SSC Educational background: Former parent volunteer for Vocal Music Associations
at John Muir and at Burbank High, Chaperone for BHS VMA trips to Indiana and Chicago,
Counselor/Chaperone at Outdoor Science School for Thomas Jefferson Elementary School

Name of employer and position held: ElectraTek Services Contractor/Technician

Employer address: 3129 W Burbank Blvd. Burbank, CA 91505

Professional organizations: Universal City - North Hollywood Chamber of Commerce (Former President)
Economic Alliance of the San Fernando Valley Board, National Electrical Contractors Association,
Electronics Technicians Association

School, Community, and Youth Activities: Burbank Priority in Education, Rotary Club of North Hollywood
El Portal Theatre Board, San Fernando Valley Charitable Foundation (Former CFO), Burbank Police Commission
Burbank Youth Endowment Services Fund Board, LAPD North Hollywood Community Police Advisory Board,
Valley Leadership Institute (Former President), BHS PTA Football Concessions Manager (3yrs)

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

Former School Board Member for 12 years (2005-2017) Oversaw the work done for Measure S (2013) bond

as an ex-officio member of the SFOC (2013-2017) and a member of the internal Superintendents Facilities Group

until 2018. As a Board Member, helped to adjust construction scope on final projects of 1997 bond; Luther,

McKinley, Monterey, Providencia. As a building contractor, oversaw the remodeling of million dollar

projects in Holmby Hills, Brentwood, Pacific Palisades, Malibu, to name a few. I have selected numerous

sub contractors and have worked with architects and building inspectors from various jurisdictions.

Business Owner for 43 years. MusicTek Services, Los Angeles Speaker Service, and ElectraTek Services

I helped to work with Community partners (BWP, BPD, City Staff) to enhance design and utility of several projects.

Why would you like to be appointed to this position?

With my experience as a former School Board member who was very involved with all facets of

construction in Burbank schools, I have unique knowledge of having to navigate through many

issues regarding modernization and upgrading our facilities that was encountered during

previous District projects. I know much of the facilities needs of the District and can help

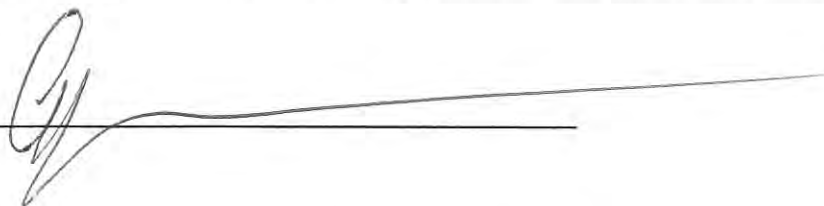
advise on how to maximize every bond dollar. I know the technology needs of the District and

know that refresh is an important facet of keeping our technology systems current and

relevant to our students. I look forward to collaborating with my SFOC colleagues to provide

oversight and fiscal accountability for the Bond dollars that the community has entrusted to the District.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025

Name: Mark Clarke

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

No

What experience and qualifications would you bring to the SFOC?

See attached

Why would you like to be appointed to this position?

See attached

Signature

Mark Clarke

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

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by 4:30 p.m. on Friday, September 5, 2025

Name of employer and position held:

- Burbank Unified School District 1985 – 2019. I held several positions in the Facilities Services Department retiring as the Maintenance and Operations Supervisor.
- Burbank Unified School District, Consultant for the Facilities Services Department 2024
- Currently with Forma Engineering and Contracting, Inc. School Construction Superintendent

Employer address:

- Burbank Unified School District, 1900 W. Olive Ave, Burbank, CA 91506
- Forma Engineering and Contracting, Inc., 13581 Newport Ave., #8-318 Tustin, CA 92780

School, Community and Youth Activities:

- Basketball Coach at John Burroughs High School, 1987 -1992.
- Basketball Coach in the Burbank Park and Recreation Youth League, 1991 through 2005 coaching my nephew, niece and daughter throughout those years.
- Member Burbank Elks Lodge 1497
- Member Knights of Columbus, St. Cabrini Council

What experience and qualifications would you bring to the SFOC?

- While the Maintenance and Operations Supervisor at Burbank Unified School District I was involved with helping make recommendations on the Bond when there were questions that involved the Facilities Services Department. Examples include, irrigation, landscaping and District standards to name a few. Currently I am working for Forma Engineering and Contracting, Inc, as the Superintendent on a \$12M bond project for Lowell Joint School District. I run the everyday construction operations with the subcontractors and also meet weekly with Lowell Joint School District staff going over the project in depth.

Why would you like to be appointed to this position?

- I've lived in Burbank my whole life, attended Burbank Unified School District, Kindergarten through twelfth grade after working for and retiring from Burbank Unified School District after 34 years. I feel an obligation to give back to the community and district I love. My wife

Kelli, is a retired Burbank Unified School District teacher and our two daughters went through Burbank Unified School District. Our daughter, Amy, taught at Luther Middle School before moving to Roseville and becoming an elementary school principal. I understand that School Districts are underfunded and this is why I feel I can help use the bond dollars wisely and get the best product for the community, staff, teachers, and most importantly the students. Having worked on the Facilities Services side and on the construction side I have a unique understanding about working together as a team to achieve and accomplish quality projects.



RECEIVED AUG 26 2025

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

Name: Cathleen Craven-Griffiths Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 8 years Are you a registered voter? yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: I'm a member of the McKinley Elementary School PTA as well as the McKinley Elementary School Site Council.

Name of employer and position held: Caviar LA, LLC. // Head of Production

Employer address: 6320 Sunset Blvd., LA, CA 90028

Professional organizations: AICP West Board Member - 1 year

AICP Contract Negotiations Committee (teamsters 399, DGA, Local 111) - 3 years

AICP 2024 Awards Show Judge

School, Community, and Youth Activities: Cheer Mom for Young Champions Cheer Level 2

- Burbank; Vernon Lee Preteam Gymnastics parent, Volunteer for McKinley Elementary

Posadas and Spring Fling events, McKinley School Site Council,

McKinley PTA Fundraising Committee Member and spring auction chairmember.

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

Kindly refer to attached

Why would you like to be appointed to this position?

I have a lot of budget balancing experience. I also have heart. As there has been a continued trust issue with the BOE and the community, I want to be involved to know there is at least one honest, fair and unbiased person on the committee. I want the absolute best for all of our schools equally. My husband and I moved here from South LA for the school district. There are areas that seem to be struggling that I think I'd be a very helpful asset to help right the ship. Lastly, working within other committees in the school and within my career has rounded out my collaboration skills.

Signature

Cathleen Craven-Griffiths

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025

My experience as the Head of Production for a multimillion-dollar commercial production company ([Caviar LA, LLC.](#)) over the last 4 years has provided me a myriad of experiences to learn and grow upon. After having been on the production line for 13 years, managing the commercial budget, I took the tools I learned from that experience to make myself a Head of Production who understands what is needed, how to facilitate it fairly and following through to the wrap up process.

- I oversee every budget that is put together which amounts to over 200+ budgets annually.
- Ability to oversee multiple projects simultaneously. This past winter was my largest undertaking, evaluating 19 projects simultaneously.
- I also oversee all live action productions not just here in LA but all over the world that Caviar LA produces. I make sure all active productions are staying on budget and that I'm available for not just budgetary issues that may arise but also union issues, insurance claims and general HR oversight.
- Working not just with my in-house team but also production service companies worldwide. Most notably: Spain, Chile, Mexico, Canada, Prague and South Africa.
- I work with the project bidder to find efficiencies to reduce the budget, hit the agency financial targets, but keep the director's creative concept intact.
- I've worked with budgets as small as \$250K and as large as \$10M+.

Other Experience

I joined the McKinley Elementary School Site Council last year; elected by vote. Throughout the 2024-2025 school year I attended meetings and offered insight and project suggestions on how the budget for that school year would be divvied up across all departments.

This school year I joined the McKinley Elementary PTA as well as the subgroup of the fundraising committee. As McKinley is a Title 1 school, I'm very passionate about finding solutions to the continued depletion of funds allocated for the school. I will be chairperson for the Spring Silent Auction which includes but not limited to reaching out to vendors for donations, building the auction website, communicating with winners on collecting their items, etc. The Spring Silent Auction is one of the largest fundraising endeavors the school puts on yearly.

As a member of the AICP ([Association of Independent Commercial Producers](#)) Contract Negotiations Committee I've learned the value of give and take. The AICP represents over 220 national union production companies and needs to keep everyone's interest in mind. From tiny production companies that have 10 or less employees to larger production companies such as Caviar, we need to find the balance of what works for everyone. Sometimes saying no to one thing will open the door to say yes to something we feels is more important. As a member of the School Facilities Oversight Committee we will need find the balance between saying yes to anything and everything and prioritizing what the most immediate needs are as an unbiased committee.



RECEIVED SEP 04 2025

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

Name: Diana Diaz Dawley Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

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

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: [REDACTED]

I'm a member in my son's school PTA (Walt Disney Elementary) and a volunteer.

I hold an MBA and a BS in Accounting. I'm also a CPA in the State of California.

Name of employer and position held: TWDC - Senior Manager Financial Audit (in transition).

Employer address: 610 Circle 7 Dr, Glendale, CA 91201

Professional organizations: AICPA, CalCPA, IIA, FEI

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

AYSO Burbank, YMCA Burbank

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I am a professional in Finance and Accounting with over 15 years of experience in public accounting, controllership, auditing, internal control, governance and compliance. While I may not have direct experience with school districts, my professional background and business acumen would allow me to contribute valuable insights to the Measure ABC School Facilities Oversight Committee (SFOC).

Why would you like to be appointed to this position?

I am excited to apply for a member/alternate member position with the Measure ABC SFOC, where I can contribute to fulfilling the Committee's mandate and objectives to the best of my ability and experience.

My son Oliver is in first grade, we are just starting our school journey and I am very enthusiastic about joining the Measure ABC SFOC, given the importance of public funds oversight and facilities planning in supporting our community. As a parent and a member of the BUSD community, I would be honored to represent parents, serve, and support our students and our school district.

Signature



Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025



RECEIVED FACILITIES
SEP 8 25 AM 11:16

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

Name: Dianna Encarnacion Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: _____ Cell: _____

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

How long have you been a resident of Burbank? 20+ yrs Are you a registered voter? YES

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

- ☐ Business Organization
- ☒ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent

Parent Active in PTA/SSC Educational background: My daughter went through Burbank Public and private schools. Graduated in 2013. Therefore, I am no longer part of PTA

Name of employer and position held: Burbank Unified Sch Dist.

Employer address: 1900 W. Olive Ave # Burbank, CA 91506

Professional organizations: I am a Board member for Senior Citizens for the city of Burbank

School, Community, and Youth Activities: Attend and promote activities for Burbank Park & Rec and the Senior Board speaking to community, being an ambassador for Joslyn & Tuttle Sr. Centers

Please go to Page 2
Use additional sheets if necessary

Name: Dianna Encarnacion

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

None that I know of, as long as meetings
don't affect my work hours 6⁰⁰am to 1³⁰pm

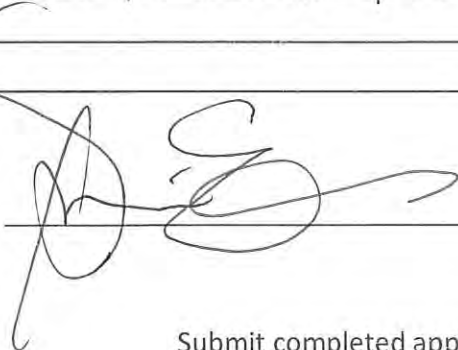
What experience and qualifications would you bring to the SFOC?

Excellent Communication
Ability to listen and provide feedback
Provide solid suggestions with proper data
and research

Why would you like to be appointed to this position?

I am active in my community and
I believe in diverse representation and
that all deserve a place at the table
to provide the best Burbank can
provide for the united success of our
students and families this will affect

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, September 5, 2025



RECEIVED SEP 05 2025

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

Name: Julie Grair Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 40 Years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent

Parent Active in PTA/SSC Educational background: I am applying for the General Member category outlined in the announcement. I am a 19-year educator currently working for LAUSD. I understand first-hand the experiences of educators who work on school sites and the necessity to have facilities that are suitable for teaching and learning. I am an annual contributor to the Burbank Arts and Education Foundation.

Name of employer and position held: Los Angeles Unified School District, School Counselor

Employer address: East Valley Senior High School, 5525 Vineland Ave., North Hollywood, CA 91601

Professional organizations: United Teachers Los Angeles, American School Counselor Association

School, Community, and Youth Activities: I have served as UTLA Vice Chair at East Valley High School. I presented at the National Association of College Admission Counseling (NACAC) Conference last year. I sit on the scholarship committee of the Fairouzah American Association (FAA). I am a UCLA Application Reader for this upcoming 2025-2026 application cycle. I help organize community patrols in the city of Burbank.

Please go to Page 2
Use additional sheets if necessary

Name: Julie Grair

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

No.

What experience and qualifications would you bring to the SFOC?

I am a BUSD alumni; a Burbank High School graduate of the class of 1996. I was also employed by BUSD for 7.5 years.

I have 19 years of experience as an educator, and in-depth knowledge and experience of what it is to be a BUSD educator. My experience makes me qualified to advocate in the best interest of students and school staff in ways that are unique to educators.

As a school counselor, I am entrusted with the future and well-being of students and families. I take this responsibility very seriously.

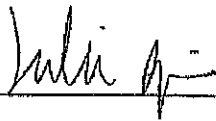
I have established a strong reputation for being student-centered while also advocating for my esteemed colleagues; community building towards a shared vision is a priority to me, and something I work towards daily.

Why would you like to be appointed to this position?

As a homeowner in the city of Burbank, I understand the financial responsibility entrusted by the community to work on their behalf.

I supported the passage of Measure ABC and I believe I can be trusted to ensure the funds are spent responsibly. It is more critical now than ever to instill trust in the community and I believe I am qualified to do that.

Signature



Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED AUG 26 2025

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

Name: Jason Clark Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 9 Are you a registered voter? Y

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: Master of Fine Arts in Technical Production,
University of Delaware, Venue Management School, IAVM

Trustee Training 1 & 2, Fiduciary training IFEBP

Name of employer and position held: The Music Center Director of Production

Employer address: 135 N Grand Avenue LA, CA 90012

Professional organizations: International Association of Venue Managers-Member,
International Foundation of Employee Benefit Plans-Member,
IATSE LOCAL 33 H&W, Pension, 401K, Co-Chairman, Trustee

School, Community, and Youth Activities: AYSO Soccer, 2 Children attending Emerson Elementary,
My wife is Vice President for the PTA at Emerson, Active in all school activities.

Please go to Page 2
Use additional sheets if necessary

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

NO

What experience and qualifications would you bring to the SFOC?

Please see attached letter

Why would you like to be appointed to this position?

As an active parent with children attending BUSD for the next 10 years and a strong background as a fiduciary, facilities manager, i feel this is a great opportunity to provide back to the community in a way that supports the future of burbank.

Signature



Digitally signed by Jason Clark
Date: 2025.08.25 14:01:47 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, September 5, 2025

Jason Charles Clark

702 East Palm Avenue, Burbank Ca 91501]

561-889-5484

Jclark@Musiccenter.org

August 25, 2025

Selection Committee

[B.U.S.D / Facilities Services]

510 S. Shelton St.

Burbank, CA 91506

Dear Members of the Selection Committee,

I am writing to express my interest in serving on the School Facilities Oversight Committee. With more than two decades of experience in venue management, production supervision, and organizational leadership, I am confident in my ability to provide valuable insight and responsible governance in the stewardship of school facility resources.

As Director of Production for the Los Angeles Music Center, I managed a \$4.5 million annual production-related facilities budget and a \$1 million departmental budget. In this capacity, I oversaw numerous infrastructure and capital improvement projects, ensuring that each was executed safely, efficiently, and within budget. My role required constant collaboration with resident organizations, labor unions, county officials, and community stakeholder's—skills that directly translate to serving on a facilities oversight committee.

In addition, my experience as a Board Director and Trustee for the Health and Welfare and Pension Fund of I.A.T.S.E. Local 33 has provided me with extensive governance and fiduciary oversight experience. As a member of both the Finance and Administrative Committees, I have worked to ensure fiscal accountability, transparency, and long-term sustainability.

I am deeply committed to safety, efficiency, and accountability in facility operations. I believe that schools must not only provide safe and functional learning environments, but also reflect responsible investment of community resources. My expertise in project oversight, financial management, and collaborative problem-solving will allow me to contribute meaningfully to the committee's mission.

Thank you for your consideration of my application. I welcome the opportunity to bring my skills and experience to the service of our schools and community.

Sincerely,
Jason Charles Clark



RECEIVED SEP 04 2025

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

Name: Jose Antonio Garcia Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 3 years Are you a registered voter? No

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

- ☐ Business Organization
☐ Senior Citizen
☐ Taxpayer's Group
☒ Parent

Parent Active in PTA/SSC Educational background: N/A

Name of employer and position held: Deloitte, Senior Tax Consultant

Employer address: 555 W 5th Street Suite 2700

Professional organizations: ALPFA, Delta Sigma Pi, HOA (CFO) and LBSA Alum.

School, Community, and Youth Activities: Thomas Edison Parent

Please go to Page 2
Use additional sheets if necessary

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

N/A

What experience and qualifications would you bring to the SFOC?

As an experienced supervisor in tax accounting, I bring a set of oversight and review of accuracy and transparency skills while looking through financials and book reporting.

Also, as an Audit Tax Specialist I possess skills to be able to identify any misstatements or errors. I'm extremely proficient in reading and interpreting Financial Statements.

Also, as a small business owner myself, I am aware of day to day operations and have the skills and knowledge of what it takes to run projects efficiently especially when it comes to school renovations or new builds as I worked more than 16 years in the fire alarm industry and worked on many LAUSD projects as well as other districts.

Why would you like to be appointed to this position?

I would like for the public to have full transparency and the trust that our appointed officers have our best interest in our community. Additionally, I would love for our community to keep growing and assure the people that bonds are been used efficiently and ethically. As a public accountant I hold ethics to the highest of standards and therefore, believe I will always have the people's best interest at heart. Lastly, I would like to use all of my knowledge and experience as a higher education graduate towards something meaningful and impactful that will better my family and other families future to come.

Signature



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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
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RECEIVED AUG 30 2025

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

Name: Greg Jackson Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 40+ years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☒ Senior Citizen
- ☒ Taxpayer's Group
- ☐ Parent

Parent Active in PTA/SSC Educational background: UC Berkeley - BA in History/Economics
CSU Long Beach - Graduate Studies in Public Administration

Name of employer and position held: Retired

Employer address: N/A

Professional organizations: AARP (American Association of Retired Persons)
and ATF (Americans for Tax Fairness)

School, Community, and Youth Activities: City Infrastructure Oversight Board (2019 to 2023)
Burbank Planning Board (1997 to 2009). Burbank Transportation Commission (1995
to 1997)

Please go to Page 2
Use additional sheets if necessary

Name: Greg Jackson

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

To the best of my knowledge I have no Conflicts of Interest.

What experience and qualifications would you bring to the SFOC?

I have been on both of the prior BUSD Citizens Bond Oversight Committees (1997 to 1999 and 2013 to 2021) and I served as Chairman of the latter committee for two years. I believe that this experience will be helpful

Both my father and grandfather were contractors and I'm familiar with the construction trades.

Why would you like to be appointed to this position?

I want to ensure that our students and faculty benefit the most from the monies spent from the latest bonds.

Signature



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Burbank Unified School District
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Burbank, CA 91506
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by 4:30 p.m. on Friday, September 5, 2025



RECEIVED MAY 15 2025

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

Name: Lisa Garcia Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 2.5 years Are you a registered voter? yes

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

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

Educational background: CA High School Diploma, Herbert Hoover High School, 1996; BA, American Literature & Cultures (major), History (major), University of California, Los Angeles, 2001; PhD, Education, University of Southern California, 2011

Name of employer and position held: University of California Office of the President; Policy & Program Analyst

Employer address: 1111 Franklin St, Oakland, CA 94607

Professional organizations: Past Member, American Educational Research Association (AERA); Past Member, Association for the Study of Higher Education (ASHE); Past Member, Western Association for College Admission Counseling (WACAC)

School, Community, and Youth Activities: Chair, RL Stevenson (RLS) SSC, 2023–25; Member, RLS PTA, 2023–present; Vice President of Legislation, RLS PTA, 2024–present; Member, RLS Families for Stevenson (FFS), 2023–present

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2

Name: Lisa Garcia

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

I am not aware that I have any conflicts of interest if appointed to the SFOC.

What experience and qualifications would you bring to the SFOC?

See attachment for response.

Why would you like to be appointed to this position?

See attachment for response.

Signature



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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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by 4:30 p.m. on Friday, May 16, 2025.

Q: What experience and qualifications would you bring to the SFOC?

I believe my experience and skillset would well serve the Burbank SFOC. For the past 2.5 years, I have immersed myself in the RLS community. From my two years chairing the RLS SSC to my experience chairing and working on-campus PTA and FFS events getting to know school administrators, staff, and families, I have a better sense of the needs of not only RLS but the BUSD community at large in terms of maintaining, improving, and modifying its physical infrastructure to better support its educational goals. I feel that I have the connections to ask people what they need and how the district can better serve them. I was a strong and vocal supporter of Measure ABC last fall, helping communicate Burbank Council PTA's endorsement of the measure in my role as RLS PTA Vice President of Legislation. I explained to many Burbankers how the proposed bond would work including the oversight component that would help monitor the community's investment in its schools.

Also, I bring almost 24 years of experience working in California secondary and postsecondary education. I currently provide guidance to senior university administrators and faculty leaders as well as statewide task forces and oversight committees on highly-visible undergraduate admissions policies and initiatives. I support a strategic and long-range direction for admissions, contributing to and managing the production of reports prepared for the UC Regents and President, as well as the California State Legislature. I have many years of experience working with sensitive and controversial matter within a public, shared governance structure serving multiple stakeholders. I am a seasoned researcher and a skilled communicator aware of the importance of acknowledging and serving all community members' concerns and priorities.

Q: Why would you like to be appointed to this position?

My childhood home in Glendale is approximately 400 feet from the border with the Burbank Hillside neighborhood. I attended Burbank Catholic schools for grades K-5 and 7-10, growing up and living my life in Burbank. I formally moved to Burbank for a few years in my mid-20s, finally returning permanently in late 2022 with my husband and Kindergartner in tow. In short, I consider myself a longtime Burbanker both in practice and spirit, ready to serve the broader community by overseeing the new school bond funds and projects.

I am very aware of the conflicting priorities of our schools as well as the larger Burbank community. I am vested in the success of BUSD as a parent of a second grader and have dedicated my adult life to supporting quality public education opportunities for all Californians. I view service on the SFOC as a way to ensure that our community's students, families, staff, and faculty experience the best learning environments that support high educational outcomes, and meaningful and impactful experiences. I would like to serve the broader Burbank community that helped afford me both a supportive and nurturing childhood and adulthood. Thank you for your consideration!



RECEIVED AUG 27 2025

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

Name: Elizabeth (Libby) Minarik Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 16 years Are you a registered voter? yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: I have served on multiple PTA boards
over the last 10 years. Burbank Council PTA Financial Reviewer; Burroughs PTSA Financial Reviewer;
Huerta PTSA Legislation; Stevenson PTA President, VP, Legislation, Financial Reviewer

Name of employer and position held: Film Industry- Freelance Employee

Employer address: N/A - currently between productions

Professional organizations: Directors Guild of America- member since 2002

School, Community, and Youth Activities: I have managed a Burbank Parks & Rec softball team
for 24 years (part of why we moved to Burbank). My kids have participated in various Parks & Rec
activities— softball, flag football, baseball, volleyball, summer camp, art classes, dance classes, and After School Daze.

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I am an active and knowledgeable community member. I have had students at multiple BUSD schools and have a strong understanding of the school sites in the district. As a parent I have helped lead discussions and planning for changes to facilities. At Stevenson I led a group of parents who met with Facilities as the new modular buildings were being put in to help mitigate the loss of grass space. I understand the community perspective and how to marry it to the practical and the possible. As a PTA board member the position I held most often has been Financial Reviewer where I am responsible for reviewing all of the financial paperwork and confirming accuracy and transparency. As a professional, I am a 1st Assistant Director. That job is like a Project Manager for a film. I manage the planning of a film shoot, coordinating departments and logistics. I am responsible for creating the plan to make the film shoot happen. Once on the set I oversee 100-200 people daily. I coordinate departments with skill sets that I am not an expert in, but I am adept at learning each trade so that I can trouble shoot and guide a coordinated effort effectively. I am organized, thoughtful, and intelligent. And one of my greatest strengths is being able to keep in mind both the details and the big picture. I have an undergraduate degree from Northwestern University and a Masters from Cal State Northridge University.

Why would you like to be appointed to this position?

I strongly believe in serving my community. And I seek out ways where my skill sets can be an asset and have an impact. I want smart, considerate, and reliable people who love Burbank on the School Facilities Oversight Committee. And I know I can bring that to this committee. It is a good match for my knowledge and abilities as well as something I care about— using our resources to the best of our ability to make our schools a great place for our kids to learn. I believe I can serve Burbank well here, and I think Burbank deserves to be served well.

Signature



Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozacos@burbankusd.org

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by 4:30 p.m. on Friday, September 5, 2025



RECEIVED AUG 27 2025

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

Name: Kirsten Morris Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

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

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

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

Educational background: _____

AA and AS in Business Administration (PCC)

BA in Economics, Minor East Asian Studies (UCLA)

Name of employer and position held: Currently unemployed.

Employer address: N/A

Professional organizations: Burbank Council PTA

School, Community, and Youth Activities: N/A

Please go to Page 2
Use additional sheets if necessary

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

No I am not aware of conflicts of interest which would adversely
affect my ability to serve on the Facilities Oversight Committee.

What experience and qualifications would you bring to the SFOC?

I would bring excellent financial review skills related to income and
expense tracking, budget planning and tracking, overall economic
theory should it be needed for prioritization, coding small financial
programs if needed, strong skills in excel and google suite.

Why would you like to be appointed to this position?

I am serving as the president for Burbank Council PTA. I would be
happy to represent our parent community to the best of my ability
on the committee.

Signature



Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED AUG 25 2020

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

Name: Luis Quiroz Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 34 yrs Are you a registered voter? Yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: _____

Name of employer and position held: Employer : Guess? Inc. Position : Facilities Maintenance Director

Employer address: 1444 S Alameda St, Los Angeles, CA 90021

Professional organizations: _____

School, Community, and Youth Activities: _____

Please go to Page 2
Use additional sheets if necessary

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

None.

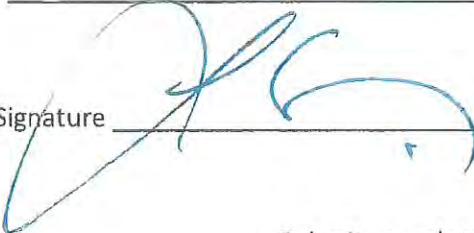
What experience and qualifications would you bring to the SFOC?

I currently head the corporate facilities department for Guess?, Inc in Los Angeles for the last 18 years.

Prior to Guess?, Inc. I also worked at Universal Studios and Disney Studios in a very similar capacity.

Why would you like to be appointed to this position?

I have been a long time resident of Burbank and my three sons have attended BUSD. Also, my career aligns with the needs of this position. And if you guys see my experience as fit for the position, I would like to assist the team.

Signature 

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

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RECEIVED AUG 25 2025

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

Name: Michelle T Ries Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 23 Years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: [REDACTED]
Between 2007 and 2022 Served in a board or committee position on PTA and PTSA's organizations with Thomas Jefferson, John Muir and
Burbank High Schools. Served as president of National Charity League, Bur 21-22.

Name of employer and position held: U.S. District Courts, Sr. Federal Probation Officer (ret)

Employer address: 255 E. Temple Street Suite 1410 LA CA 90012

Professional organizations: Burbank Noon Rotary, National Charity League, Burbank,
Girl Scouts of Greater, LA Burbank Service Unit, National Association of Federal
Probation and Pretrial Services Officers

School, Community, and Youth Activities: I am currently retired, however, I am employed parttime as an
adjunct professor at a local community college. I also own a consulting firm working
with justice involved individuals who need case management and cognitive behavioral treatment.

Please go to Page 2
Use additional sheets if necessary

Name: Ries, Michelle T.

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

No. I am a parent of a freshman student attending Burbank High School.

What experience and qualifications would you bring to the SFOC?

Over my 25 year career as a federal law enforcement officer, I served on several audit committees, conducting audits of other federal probation agencies throughout the federal judiciary.

As an active member of several of the local PTA/PTSA organizations, I have experience with motions, treasurer reports, and auditing documentation related to the organization.

Why would you like to be appointed to this position?

I would like to be apart of this committee because I am an active parent in the community, and this would give me a direct voice to be able to support our school district. Additionally, this opportunity would allow me to help make sure public resources are used responsibly, and schools remain safe for all. Lastly, as a member of the committee I can help represent the needs and values of the community and its members.

Signature

Michelle T. Ries

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozakos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025



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

Name: Chantelle Trujillo Email: [REDACTED]
Address: [REDACTED]
Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

How long have you been a resident of Burbank? 3 years Are you a registered voter? No

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: I am entering my third year as an SSC member in BUSD. Previously served on SSC in the LAUSD district.

Name of employer and position held: N/A

Employer address: N/A

Professional organizations: N/A

School, Community, and Youth Activities: Heavily involved in Burbank AYSO, Burbank Parks and Rec Adult Soccer League, Burbank Parks and Rec Youth Programs

Please go to Page 2
Use additional sheets if necessary

Application – SFOC, page 2

Name: Chantelle Trujillo

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

None

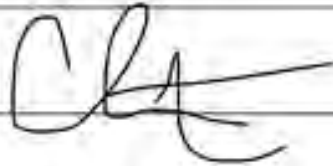
What experience and qualifications would you bring to the SFOC?

I believe my four plus years on SSC (in varying districts) have given me a diverse experience
in setting realistic financial goals, following data and statistics and maintaining
standards that are transparent and significant. I am organized and professional.

Why would you like to be appointed to this position?

My daughters are in elementary and middle school. I am heavily invested
in the quality of their education and the infrastructures and communities that make
that possible. I am a strong supporter of BUSD and I believe I can bring a
substantial point of view and be a strong asset to the committee.

Signature



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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakis@burbankusd.org

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RECEIVED SEP 04 2025

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

Name: Don Valenciano Email: [REDACTED]
 Address: [REDACTED]
 Phone: Home: _____ Work: _____ Cell: [REDACTED]

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

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

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: Served on PTA as Parent Volunteer at Ralph Emerson Elementary.
Served as Walk-a-thon co chair at Ralph Emerson Elementary. Parent Volunteer at Emerson Fall Fair.
Assisted Fund Raising Chair at Ralph Emerson Elementary. Parent Volunteer at John Muir Spring Fair.

Name of employer and position held: Principal Broker at Pure Realty; Business Process Consultant at Kaiser Permanente

Employer address: 99 Oakland, Pasadena, CA

Professional organizations: California Association of Realtors; National Association of Realtors;

School, Community, and Youth Activities: PTA member at Ralph Emerson and John Muir;
Head Coach for Youth Sports Burbank Parks and Recreation - Basketball
Player Coach for Youth Sports Baseball - Burbank Little League and Parcks and Rec;
Y's Service Men for Burbank YMCA. Parent Volunteer at St. Roberts Bellarmine in Burbank.

Please go to Page 2
 Use additional sheets if necessary

Application – SFOC, page 2

Name: Don Valenciano

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

No

What experience and qualifications would you bring to the SFOC?

I produced the operating budget for Pure Realty. Pure Realty is a real estate firm in Burbank.

I forecasted the operating budget for all of Kaiser hospitals in Southern California. I worked with Accounting, Finance and Actuarials to collaborate reports and execution of budgets. I conducted analysis on budget, membership, and economic reports.

I was an owner-builder of a residential development project and managed general contractors and sub-contractors.

I did cost estimating for the production of 737 aircrafts as an engineer. I developed work standards for the production of spoilers and wings of aircrafts. I managed cross functional projects and teams on real estate transactions,

health care projects and manufacturing line. My bachelors is in Industrial Engineering from Cal Poly Pomona.

I have an MBA from Pepperdine University. I am a working Real Estate Broker in the state of CA.

Why would you like to be appointed to this position?

I have two children in Burbank Schools. I am very involved in their activities and education. They along with their friends and teachers spend almost a third of their day in schools. I want to be involved in ensuring their environment is safe and allows them to excel. I have been a tax payer for over 25 years and value transparency and would love the opportunity to represent the community in oversight. Serving also allows me to contribute civic service.

I have a diverse professional and educational background in engineering, finance, and real estate.

I want to give back to the city that has given my family and friends a safe place to live in and grow as a society.

Signature



Don Valenciano

09/04/25

Submit completed application* to: Facilities Services

Burbank Unified School District

510 S. Shelton St.

Burbank, CA 91506

Or email to: CrystalCozacos@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025



RECEIVED AUG 26 2025

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

Name: Carrie Walko Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 18 years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: I am the returning PTA President at
Stevenson Elementary School. I also serve on the Executive Board of the District PTA
Council and participate in many committees including School Site Council, and LCAP

Name of employer and position held: The Walt Disney Company, Ent. Apps System Admin

Employer address: 500 Buena Vista Steet, Burbank, Ca 91505

Professional organizations: Project Manager for Leadership Burbank Graduating Class '24,
Board Member of Women + Technology Business Resource Group at Disney
Small Business Owner, Puppet Garage, LLC located in Burbank

School, Community, and Youth Activities: Registrar for ASYO Region 254 - Burbank
Regularly participates in community meetings and events

Please go to Page 2
Use additional sheets if necessary

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

No

What experience and qualifications would you bring to the SFOC?

I have participated in oversight meetings at the school site and district level as a
Twice member of school site council at Stevenson and District Council representative
For LCAP. I am open minded and detail oriented in ensuring that funds are spent
Appropriately and responsibly.

Why would you like to be appointed to this position?

I mostly want to ensure that there are enough volunteers to meet the requirements of
The bond. If there are more suitable volunteers to fill the role, fantastic. However
I am always willing to extend my time to the schools to ensure the needs of our kids,
Faculty, and facilities are met.

Signature



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Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506
Or email to: CrystalCozakos@burbankusd.org

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RECEIVED SEP 05 2025

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

Name: Monica Zhang Email: [REDACTED]
Address: [REDACTED]
Phone: Home: [REDACTED] Work: [REDACTED] Cell: [REDACTED]

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

How long have you been a resident of Burbank? 10 years Are you a registered voter? Yes

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

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☒ Parent

Parent Active in PTA/SSC Educational background: Registered as PTA member and donate to PTA

Name of employer and position held: 4Site Estate - Chief Financial Officer and Chief Operating Officer

Employer address: 1619 W. Temple Street, Los Angeles, CA 90026

Professional organizations: Urban Land Institute, UCLA Real Estate Alumni Group

School, Community, and Youth Activities: Parent of two children attending elementary school in BUSD.

Please go to Page 2
Use additional sheets if necessary

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

No.

What experience and qualifications would you bring to the SFOC?

I oversee financial aspects for a real estate development company and property management of apartment buildings. We regularly perform capital expenditure projects on our apartment buildings, and I understand the process of obtaining contractor bids and construction timelines. My background is as a CPA, and I was a loan officer originating construction loans to real estate developers for over 10 years.

Why would you like to be appointed to this position?

To serve the schools that serve my children.

Signature Monica Zhang

Digitally signed by Monica Zhang
Date: 2025.09.05 01:20:02 -07'00'

Submit completed application* to: Facilities Services
Burbank Unified School District
510 S. Shelton St.
Burbank, CA 91506

Or email to: CrystalCozakov@burbankusd.org

*Applications must be received and time-stamped by Facilities Services
by 4:30 p.m. on Friday, September 5, 2025

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

June 20, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Abby Pontzer Kamkar
Armond Aghakhanian
Emily Weisberg
Charlene Tabet

MEMBERS ABSENT:

Steve Ferguson

Also present were John Paramo, Superintendent; Peter Knapik, Assistant Superintendent of Educational Services; Oscar Macias, Director of Secondary Education, DEI; Robyn Anders, Director of Instructional Technology and Accountability.

- 1) CALL TO ORDER

- 2) REQUESTS TO ADDRESS THE BOARD
 - 2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

 - 2.b) Staff Responses

 - 2.c) Board Members' Responses

- 3) CLOSED SESSION
 - 3.a) Action on Student Expulsion (OF 30,946)

The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(D), 48900.e, 48900.4 and 48915(e) on the expulsion recommendation by the Administrative Hearing Panel for Student 960035084, as presented in Confidential Exhibit 3a.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

Meeting called to order at 6:05 p.m.

President Weisberg invites Dr. Peter Knapik to lead in the pledge of allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

Member Tabet asks that part of Board policy is to review our GATE program within the next couple of months.

President Weisberg requests an update on Prop 28 Funding. She wants to know where that money has been utilized.

Superintendent Dr. John Paramo, says that the person in charge of the GATE program would have been Dr. Linda Junge. A master Plan requires participation from the community. It may take more than a couple of months.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent Dr. John Paramo, says that the painting project at JBHS is almost 97% complete. Huerta, Jefferson and Miller will start ADA compliant door locks and hardware installation. Disney will have a new ball wall. Currently looking at ADA ramp at Roosevelt, it's about 12% completed. This is the leftover money from the previous bond, and these projects were slated as bond projects. Not coming out from the general fund.

Member Tabet says that she drove by Burroughs and freaked out because of the colors. She says that the colors are amazing and beautiful.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board.

Joel Schlossmann, community member, says that he just learned that Annie Markarian will be running for Board. He says that she has his vote. He says that this is the longest Consent Agenda that he has ever seen. He thinks that staff does this on purpose, there's no way to discuss it. He says that he invites anyone to call him to discuss the rip off of the bond. He tells member Tabet that he holds her accountable for all the poor decisions she has made over ten years. You held a meeting where you went around and asked people what they wanted? He says that he talked to Maxwell and Paramo. They will not show him or give him tours. He accepted his offer about visiting classrooms.

Annie Markarian, community member, comments on item 12n. She commends the goals set for 23-24. School safety and a more comprehensive plan for school safety. The results are not fully reflected on students' progress. She says that she commends them for setting such thoughtful goals and commends them for adjourning on behalf of Ron Morris.

Britta Maslyk, counselor at Burbank High School, says hello to her husband and sons. She says that she is not in favor of spending additional funding on FSA. She thinks that most of the FSA funding is not used for the correct population. She talks about DEI funding and mostly focusing the DEI stipends not the program itself. As a counselor she feels that mental health services are needed. She urges and implores them to make difficult decisions

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent Dr. John Paramo, addresses Britta Maslyk and says that the contracts we are bringing forward with FSA will be a robust discussion. We are still under contract with Hanover and the contract was approved several years ago. He doesn't have a problem looking into another vendor to replace Hanover, its just that their contract is not up yet. He says that he is willing to save the \$45,000 and take care of DEI. Dr. Oscar Macias is willing to help him. He tells Annie that he agrees with her comments regarding college readiness. What she sees is not an accurate representation because it changes so many times. The whole idea of putting the booklet together was to say to the public, here is where we are today. He feels like we keep being compared to scores three or four years ago. He addresses Mr. Schlossmann that he agrees that the consent agenda is long. He says that the Board can pull any of those items and bring them forward at another meeting.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet says she remembers that our test scores were probably 10% less. She thinks of how things have changed in education and now we're back to phonics. There are so many factors that go into educating our kids. She says that our kids are managing to be successful. Our kids are going out into the world and doing ok. She is happy with what is being offered to our students. She thanks Britta Maslyk for coming.

Vice President Aghakhanian says that the budget is a very complex process. Every two to three weeks there are different things coming. He says that people shouldn't compare city budgets to district budgets. We don't qualify for certain programs and there are a lot of challenges. It's not as simple as looking for a ledger for a company. He says that the state determines where the money comes and goes. He says that he encourages them to write to their elected officials.

Clerk Pontzer Kamkar thanks staff and says that nine of the consent agenda items are approval of minutes, three are field trips, eleven are Special Education, seven of them are memberships which carry no cost and twenty-four of them are awarding a contract for expenses that have already been approved. She says that she plans on pulling the Hanover agenda item to discuss it further. She thanks staff for putting together a comprehensive agenda together.

President Weisberg congratulates community member Annie Markarian for Mr. Schlossman's enthusiasm for her running as Board member. She says that she was lucky to attend the Principal's Institute. She says that they addressed some of the issues you have. She wants to avoid being defensive and encourages her to understand the nuances behind these metrics. She addresses Ms. Maslyk and says that the stipend is going to our teacher leaders. She says that Dr. Macias is looking into it deeper. He will assist with reassessing the stipend. She is thankful that she continues to challenge them. She says that she asks questions so she can be prepared. She had multiple questions on the consent agenda.

10) REPORTS TO THE BOARD

10.a) Report on Excess Reserves

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Ending Fund Balance in Excess of Reserve for Economic Uncertainties (REU), as presented.

Superintendent, Dr. Jon Paramo introduces Assistant Superintendent of Administrative Services, Andrew Cantwell who joins virtually and presents the Ending Fund Balance in Excess of Reserve for Economic Uncertainties.

[Excess Reserves - Ending Fund Balance 062024.pdf \(OF 30,947\)](#)

10.b) Report on Temporary Inter-fund Cash Borrowing 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Temporary Inter-Fund Cash Borrowing 2024-2025, as presented.

[Temporary Interfund Cash Borrowing Report 24-25.pdf \(OF 30,948\)](#)

10.c) Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

[Temporary Transfers County Treasurer Report.pdf \(OF 30,949\)](#)

11) PUBLIC HEARING - Approximately 7:30 p.m.

11.a) Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

[Temporary Inter-Fund Cash Borrowing - Public Hearing 24-25.pdf \(OF 30,950\)](#)

11.b) Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

[Temporary Transfers County Treasury - Public Hearing 24-25.pdf \(OF 30,960\)](#)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 42 for Fiscal Stabilization Plan

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 42 for Approving the Development of a Fiscal Solvency, as presented.

[Resolution 42 - Fiscal Stabilization 062024.pdf \(OF 30,951\)](#)

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

12.b) Adoption of Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

[Resolution 43 - Temp Transfer School Pool Fund LA County Treasurer 24-25.pdf \(OF 30,961\)](#)

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

12.c) Adoption of Resolution 44 Authorizing Temporary Inter-fund Cash Borrowing 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 44 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2024-2025 payment obligations as permitted in Education Code 42603, as presented.

[Resolution - 44 Temporary Interfund Cash Borrowing.pdf \(OF 30,962\)](#)

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

12.d) World Language Textbook Adoption (Lottery Textbook Fund)

Peter Knapik, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the Vista Higher Learning World Language Textbooks, Daccord 2024, Descubre 2022, Galeria 2025, Perspectivas 1e, Temas 3e, Themes 2e, not to exceed \$1,156,890.68 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

[World Language Textbook Adoption 6 20 24.pdf \(OF 30,952\)](#)

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

Clerk Pontzer Kamkar asks if this is all funded through lottery textbook funds.

Vice President Aghakhanian asks where we are on digital books.

Superintendent, Dr. John Paramo, clarifies that the State of California only approves certain textbooks we can purchase. Some have online versions available and others we purchase from don't.

12.e) Approval of the 2024-2025 Consolidated Application for Categorical Programs

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the submission of the 2024-2025 Consolidated Application for Funding Categorical Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

[Consolidated Application Approval 6 20 24.pdf \(OF 30,953\)](#)

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

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

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank and Greater East Valley, to provide services for the After School Education and Safety (ASES) Program, not to exceed \$600,000 (01.0- 74250.0-0-00000-27000-5810-7429000) and not to exceed \$100,000 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024 through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

[BAGCB ASES Contract 2024-25 - 6 20 24.pdf \(OF 30,954\)](#)

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

Clerk Pontzer Kamkar asks Assistant Superintendent of Educational Services, Dr. Peter Knapik for a quick overview of this agreement.

Dr. Knapik states that the ASES program is state funded and we receive about \$700 thousand dollars for it. It is on a first come first serve basis.

- 12.g) Advanced Placement (AP) Spanish Textbook Adoption (Lottery Textbook Fund)

Peter Knapik, Assistant Superintendent, Educational Services, recommends the board of education adopt the Wayside Publishing AP Spanish Textbook, Azulejo, 2nd Edition, not to exceed \$12,945.50 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

[AP Spanish Language Textbook Adoption 6 20 24.pdf \(OF 30,955\)](#)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

- 12.h) Approval of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from July 1, 2024, through June 30, 2025

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students in the Around the Bell childcare program (no agreement required as this is a District run program) and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed \$1,750,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

[BGCB ELOP 100% Reduction 2024-2025 Contract- 6. 20. 24..pdf \(OF 30,956\)](#)

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

- 12.i) Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. for the Employment Assistance Program, effective January 1, 2025 through December 31, 2026 (01.0-00000.0-00000-72000-5860-755-2000-0000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD -- AR 3314, as presented.

[Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. \(Human Resources\).pdf \(OF 30,957\)](#)

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

Clerk Pontzer Kamkar asks if this is establishing an EAP and if this is the provider in the past. Her understanding is that they are tremendously helpful if taken advantage of. She would like to know what the plan for rolling this out to employees.

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

Sarah Rudchenko, Assistant Superintendent, Human Resource Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline to provide employee absence management and substitute placement for classified and certificated employees, effective July 1, 2024 through June 30, 2025, not to exceed \$33,212.00 (01.0-00000.0-00000-72000-5840-740-1000-0000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD -- AR 3314, as presented.

[Approval of Agreement Professional Services \(Human Resources\).pdf \(OF 30,958\)](#)

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

- 12.k) Second Reading of the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

[LCAP 24-25 \(2nd reading\) 6-20-24.pdf \(OF 30,959\)](#)

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

President Weisberg states this is a good opportunity to thank Dr. Knapik and Dr. Anders. Thanks everyone for putting in countless hours to answer all questions.

Member Tabet says here is another case where we change how we go forward with education. The community needs to understand what LCAP means and doesn't mean for BUSD.

President Weisberg agrees with Member Tabet that there doesn't seem to be any changes coming soon. Letting our community know that the only way we can provide exemplary service is if the community invests in us.

12.l) Second Reading and Adoption of Proposed Budget

Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a second reading of the proposed budget for the 2024-2025 fiscal year and recommends that the Board of Education adopt the 2024-2025 budget, as presented.

[Proposed Budget 2024-25 062024 reduced.pdf \(OF 30,963\)](#)

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

President Weisberg finds themselves in a similar situation. Our Superintendent and staff have been open to feedback.

Clerk Pontzer Kamkar reiterates that nothing has changed since it was last reviewed last meeting.

Superintendent, Dr. John Paramo, states nothing has changed, just understand the budget included the additional summer layoffs. He will remain hopeful and with that in mind will start the school year with the new budget in mind.

12.m) Approval of Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor being funded by Proposition 28, effective July 1, 2024, as presented.

[Approval of Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor.pdf \(OF 30,964\)](#)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

President Weisberg assumes that the reason it changes is to give it broader title. So, it can be utilized in other areas.

Assistant Superintendent of Educational Services, Dr. Peter Knapik, states that the original approval was only for elementary and we came back with adding secondary as well.

Superintendent Dr. John Paramo clarifies the dance teacher requirements. If we are in that situation, we need to open up PE and limit the number of spots we have available in dance classes.

12.n) Approval of Status of Local Indicators

Robyn Anders, Director of Instructional Technology and Accountability, recommends that the Board of Education approve the Status of All Local Indicators as “Met”, as presented.

[Approval of Status of Local Indicators 6 20 2024.pdf \(OF 30,965\)](#)

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

13) CONSENT AGENDA

13.a) Action on Student Expulsion

The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(D), 48900.e, 48900.4 and 48915(e) on the expulsion recommendation by the Administrative Hearing Panel for Student 960035084, as presented in Confidential Exhibit 3a.

13.b) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on May 18, 2023, as presented.

[Minutes 05.18.23.pdf \(OF 30,966\)](#)

13.c) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on June 1, 2023, as presented.

[Minutes 06.01.23.pdf \(OF 30,967\)](#)

13.d) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on June 7, 2023, as presented.

[Minutes 06.07.23 Sp.pdf \(OF 30,968\)](#)

13.e) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on June 15, 2023, as presented.

[Minutes 06.15.23.pdf \(OF 30,969\)](#)

13.f) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on June 22, 2023, as presented.

[Minutes 6.22.23 Sp.pdf \(OF 30,970\)](#)

13.g) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on July 20, 2023, as presented.

[Minutes 7.20.23.pdf \(OF 30,971\)](#)

13.h) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting on August 1, 2023, as presented.

[Minutes 8.1.23 Sp.pdf \(OF 30,972\)](#)

13.i) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on August 3, 2023, as presented.

[Minutes 8.3.23.pdf \(OF 30,973\)](#)

13.j) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on August 17, 2023, as presented.

[Minutes 8.17.23.pdf \(OF 30,974\)](#)

13.k) Ratification of the Participating Internship Partner Agreement for Burbank Unified School District

Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement for the Burbank Unified School District, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Intern Partner Agreement BLANK 6 20 24 .pdf \(OF 30,975\)](#)

- 13.l) Ratification of the Participating Internship Partner Agreement Between Burbank Unified School District and VOLT

Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement between the Burbank Unified School District and VOLT, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[VOLT INTERN PARTNERSHIP AGREEMENT 6 20 24.pdf \(OF 30,976\)](#)

- 13.m) Approval of the 2023-2024 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through May 27, 2024, as presented.

[2023-2024 PURCHASE ORDER REPORT.pdf \(OF 30,977\)](#)

- 13.n) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through May 27, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,978\)](#)

- 13.o) Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip

Oscar Macias, Director of Secondary Education & DEI, recommends that the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Kealahou, Hawaii, from Tuesday, November 26, 2024 to Sunday, December 1, 2024, as presented.

[JBHS Basketball Overnight Field Trip HI 6 20 24.pdf \(OF 30,979\)](#)

- 13.p) Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School AMENDED

Peter Knapik, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed \$9000.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2024 through July 26, 2025, as presented.

[BAS MVN 6 20 24.pdf AMENDED \(OF 30,980\)](#)

- 13.q) Adoption of the Los Angeles County Plan for Expelled Students in Accordance with AB922

Julie Markussen, Director, Student Services, recommends that the Board of Education adopt the Los Angeles County Plan for Expelled Students in Accordance with AB922, as presented.

[Board Memo - 6.20.24.pdf \(OF 30,981\)](#)

- 13.r) Acceptance of Notice of Completion, Sunbelt Controls Inc., Remove and Replacement of Honeywell Controllers in Auditorium, Burbank high School (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed, remove and replacement of honeywell controllers in Auditorium at Burbank High School, PO 24000440, not to exceed \$44,606.00 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[6-20 NOC_Sunbelt_BHS_RRM.pdf \(OF 30,982\)](#)

- 13.s) Approval of Award of Contract, Integrated Demolition and Remediation Inc., CUPCCAA Bid for Initial Demolition for Aquatic Modernization, Burbank High School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Integrated Demolition and Remediation Inc., for CUPCCAA Bid for initial demolition for aquatic modernization for Burbank High School, not to exceed \$180,000 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[6-20 AOC_Integrated_BHS_Capital.pdf \(OF 30,983\)](#)

- 13.t) Burbank High School Cheer (Overnight) Field Trip

Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Cheer Team (Overnight) Field Trip

request to participate in the USA 2023 Cheer Camp in Palm Springs, CA from Sunday, July 28, 2024 through Wednesday, July 31, 2024, as presented.

[BHS cheer Team Extended Overnight Field Trip 6 20 24.pdf \(OF 30,984\)](#)

13.u) Burbank High School Junior Varsity Cheer (Overnight) Field Trip

Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Junior Varsity Cheer Team (Overnight) Field Trip request to participate in the World Class Cheer Camp in Indian Wells, CA from Monday, July 22, 2024 through Wednesday, July 24, 2024, as presented.

[BHS JV cheer Team Extended Overnight Field Trip 6 20 24.pdf \(OF 30,985\)](#)

13.v) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed \$467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Hathaway-Sycamores_SELPA Program.pdf \(OF 30,986\)](#)

13.w) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed \$255,700 (1.0-33270.0-57601-11800-5810-7440000 = \$189,588 and 01.0-65460.0-57601-1180-5810-7440000 = \$36,112) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Hathaway-Sycamores.pdf \(OF 30,987\)](#)

13.x) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide three speech and language pathologists, not to exceed \$483,300 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Gary Stromberg.pdf \(OF 30,988\)](#)

13.y) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed \$178,640 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Kids Physical Therapy.pdf \(OF 30,989\)](#)

13.z) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed \$6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 960020440, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960020440 SoCal Psychology Center.pdf \(OF 30,990\)](#)

13.aa) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed \$88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 960038124, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960038124 Protocol Agency_LVN_Ratification.pdf \(OF 30,991\)](#)

13.ab) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed \$88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education students, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Protocol Agency_LVN_Ratification.pdf \(OF 30,992\)](#)

13.ac) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960030413, not to exceed \$3,920 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through January 21, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960030413 Professional Tutors_Ratification.pdf \(OF 30,993\)](#)

13.ad) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960039936, not to exceed \$19,250, (01.0-65000.0-50010-36000-5813-7440000), May 23, 2024 through December 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960039936 Settlement Agreement.pdf \(OF 30,994\)](#)

13.ae) Approval of District Memberships 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the memberships in professional organizations for the 2024-2025, as presented.

[District Memberships 2024-2025 062024.pdf \(OF 30,995\)](#)

13.af) Approval of Financial Agreement with Canon Solutions America, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreement between Burbank Unified School District and Canon Solutions America to acquire this print and finishing equipment, together with training, support, maintenance and supplies on a 42-month lease term, effective July 1, 2024 through January 20, 2028, not to exceed \$312,504.36 plus tax, plus a maintenance “click charge” of \$0.0093 per black and white page and \$0.04 per color page (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Canon Agreement 062024.pdf \(OF 30,996\)](#)

13.ag) Approval of Financial Agreements with Sharp Electronics Corporation

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers and printers together with training, support, maintenance and supplies on a 24-month lease term, effective July 1, 2024 through June 30, 2026, not to exceed \$409,786.08 plus

maintenance fees (“clicks charges”) at \$0.011 B&W and \$0.11 color for desktop printers and \$0.0049 B&W and \$0.049 color for Sharp MFPs “per click” (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Sharp Agreement 062024.pdf \(OF 30,997\)](#)

13.ah) Approval of Agreement with Hanover Research (LCAP Funds) PULLED

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Hanover Research, to provide focus group and research assistance, effective July 1, 2024 through June 30, 2025, not to exceed \$69,385 (01.0-01500.0-11100-10000-5890-7420000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Approval of Hanover Agreement 062024.pdf PULLED](#)

13.ai) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Therapy In Action, to provide an occupational therapy assessment, not to exceed \$1,725 (01.0-65000.0-57602-11900-5850-744000) for special education student 960022536, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960022536 Therapy In Action.pdf \(OF 30,998\)](#)

13.aj) Approval of Professional Agreement with Ledesma & Meyers Construction Company, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Ledesma & Meyers Construction Company, Inc., effective June 21, 2024 through June 30, 2025, or CDE deadline, not to exceed \$1,000,000 (01.0-70320.0-00000-37000-5850-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Agreement Ledesma Meyers 062024.pdf \(OF 30,999\)](#)

13.ak) Approval of Memorandum of Understanding between Burbank Adult School and Burbank Therapy Center

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between Burbank Unified School District and Burbank Therapy Center, as presented.

[BAS_Clinical_Sites_6_20_24.pdf \(OF 31,000\)](#)

13.al) Amendment of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Hear Now dba Abramson Audiology, to provide to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960034998, not to exceed \$1,370 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 6, 2024 for a total not to exceed \$1,000. This amendment adds an additional \$370 for IEP attendance. The total not to exceed amount will be \$1,370.

[SPED Student 960034998 Hear Now_Amendment.pdf \(OF 31,001\)](#)

13.am) Approval of Contracts with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators, effective July 1, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[OSS Contracts 2024-25- Ed Em D H McK M St R W-6.20.pdf \(OF 31,002\)](#)

13.an) Approval of Amended Consultant Agreement for Isela Giedt

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Isela Geidt to provide instructional consultant services, effective February 26, 2024 through May 5, 2024, in the amount of \$1,000 (01.0-90201.0-11100-10000-5850-3218100), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Approval of Amended Agmt Isela Giedt 062024.pdf \(OF 31,003\)](#)

13.ao) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent, Educational 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.

[Approval of Instructional Consultants 062024.pdf \(OF 31,004\)](#)

13.ap) Ratification of Agreement for Non-Instructional Consultant Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify 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.

[Ratification of Non-Inst Consultant 062024.pdf \(OF 31,005\)](#)

13.aq) Ratification of Agreement for Instructional Consultant Services

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

[Ratification of Instructional Consultants 062024.pdf \(OF 31,006\)](#)

13.ar) Approval of University Agreement - Western New England University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Western New England University to provide educational field experience, effective June 21, 2024 and through until terminated three (3) years on June 21, 2027, and that authority to sign the Agreement to be exercised pursuant to BUSD -- AR 3314, as presented.

[Approval of University Agreement- Western New England University.pdf \(OF 31,007\)](#)

13.as) Acceptance of Notice of Completion, AVI Systems, Inc. for the Board Room Audiovisual Upgrade Project at the District Office

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Board Room Audiovisual Upgrade Project, District Office by AVI Systems, Inc. (01.0-00000.0-00000-77000-6450-74020000), PO 24002098, not to exceed \$20,701.54, as presented.

[NOC AVI Systems Inc Audiovisual Project District Office 062024.pdf \(OF 31,008\)](#)

13.at) Approval of School Site and Department Software Licenses and Memberships for 2024 - 2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2024-2025 school year, as presented.

[Approval School Site and Department Software Licenses and Memberships for 2024-2025 062024.pdf \(OF 31,009\)](#)

13.au) Approval of Personnel Report Number 23-24-21

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-21, covering Certificated and Classified personnel, and consisting of Pages 1 to 28 inclusive, as presented.

[Personnel Report 23-24-21.pdf \(OF 31,010\)](#)

13.av) Approval of Professional Agreement with UniFirst Corporation

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and UniFirst Corporation, effective July 1, 2024 through June 30, 2025, not to exceed \$11,500 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Agreement Unifirst 062024.pdf \(OF 31,011\)](#)

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

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

President Weisberg thanks the friends of the Burbank Public Library. Anyone with a BUSD badge can buy books an hour prior to the book sale. She wants to thank all the principals for letting her sit at the Principal's Institute. She met with the Burbank Tenants Union to talk about affordable housing. Their fight to stay in Burbank was to keep their kids in school. She wanted to thank them and she thanks the Board of Realtors. She went to Washington's graduation and she thanks childcare staff for inviting her.

Member Tabet thanks the Realtors Association for putting on the breakfast. They always support our students and our schools.

Clerk Pontzer Kamkar says she will not be here for most of July. Will be back for the beginning of the school year.

Vice President Aghakhanian says he wishes everyone a Happy Father's Day. Mentions he attended the Glendale Community College Buena Vista Building ribbon cutting. It will be the biggest state of the art center for science. Thanks GCC for being a good partner for BUSD.

15) ADJOURNMENT

Meeting adjourned in memory of Ron Morris at 8:29 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

July 25, 2024

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Ave
Burbank, California

MEMBERS PRESENT:

Charlene Tabet
Armond Aghakhanian
Emily Weisberg
Steve Ferguson (left 6:20 pm)

MEMBERS ABSENT:

Abby Pontzer Kamkar

Also present were John Paramo, Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

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

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Weisberg invites Annie Markarian to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

President Weisberg states that items 10a, 11b and 11e will be pulled for future Board meetings.

7) ITEMS FOR FUTURE AGENDAS

Member Ferguson requests a report back on where we are with Middle College deliverables.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent Dr. John Paramo, gives an update on the maintenance crew and how they are so busy during the summer. He also provides an update on work that has been completed. (references email from Dennis for all that has been completed during the summer). He commends Dennis Maxwell for his leadership.

Member Ferguson requests an email with all of the projects and where they are currently.

Superintendent Dr. John Paramo, will also request an update on Technology projects and provide a report.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossmann (George Washington) thanks President Weisberg for calling him by the name that he put on the card. He says that Clerk Pontzer Kamkar told him he needs to be more respectful when he addresses President Weisberg. States that he is not hurting anybody and wants the same freedom to speak as everyone else. He references item 12i, and says that the auctioneer takes a buyer's premium and that the kids are getting screwed. He says that there are six meetings between now and election day, approximately, and it's not on the agenda. Says that State Farm has increased its prices and it's only getting worse for Californians. He says that Dr. Paramo said in an interview that the Bond is an opportunity for us to build good will with the community. He tells President Weisberg that her comment shows that she is unqualified to be a Board Member.

Annie Markarian, a thirty-year Burbank resident and candidate for the Board of Education, speaks regarding item 10b. She commends the City for addressing housing challenges. She asks what percentage of current planned units are accommodating families with school aged children. How many of the units are designated as affordable? Based on current plan developments, what are the projected developer fees that are payable to BUSD. Does the district have a plan in place for how those fees will be utilized? She ends with encouraging the school district to collaborate with the city to strengthen our schools.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, tells Ani it's great to see her and there are members of the City here that can help answer her questions. He shares that he completed his year as Superintendent on June 8, 2025. He has met regularly with folks from City Council. He meets regularly with Chamber of Commerce and with the Board of Realtors. He welcomes their questions and does his best to be completely transparent. He said that they said that they didn't feel heard and he learned that he needs to make himself accessible, and he has been doing that. In doing so, it will increase partnerships and cooperation. He met with the Board of Realtors today for two hours. It was a great meeting and they were happy to see him.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Ferguson says that he has been able to read two books, Cheney and Schiff. He says that Mr. Washington today honors his request for freedom of speech and he follows the Brown Act. The language used to describe Board members is disgusting. Everyone has the right to speak and says we should elevate our game. Asks to leave meeting after comment stating he does not feel good.

Member Tabet tells Ms. Markarian that the City has an account that can only be used at the school sites closest to the development and only for growth. Thanks Dr. Paramo for his first year and says he did an amazing job. She got to Chaperone one student who participated in Skills USA. She says that Mr. Mendez, the construction teacher at JBHS, is amazing. He worked out with a Construction company. She is looking forward to the start of the school year.

Vice President Aghakhanian says that sometimes people confuse the way that the City and the school operate. We are not in the business of building. He says that it's complex and not as simple and knows how the district and the school is funded. He is more familiar with K-12 and college funding. Developers operate differently. The way that we get funded is per pupil. He says that going back to Mr. Washington's point, material and labor have gone up. Unless you deal with developers and deal with the city, it's not as black and white as it seems. He says that he hopes that people read more into it and respect staff from city and district, and yes in a perfect world we would have more homes. He says that it's more complicated than it seems.

President Weisberg tells Mr. Washington that strong opinionated women scare him. She says that George Washington slaved people who used their teeth to make his dentures. His comments were very jaded. We have talked about how empathy isn't decided by personal experience. She also states that we have talked about the Bond for months and months. They met with labor partners, Realtors and Chamber about the bond. She says that they realized that last time around they didn't do a great job in communicating with the community. The six meetings in the future do not include the bond because they have spent months discussing it. She tells Ms. Markarian that lowering birth rates and lack of affordable housing are the reason that we have declining enrollment. Affordable housing is at the heart house of our district. A lot of the affordable housing are studio size apartments. There is no way that a family can live in a 500-600 sq. ft. unit. What is affordable? For Whom? People think that declining enrollment is because something is going on at the school. The issue about affordable housing for families is at the top of their mind and they continue to work with City Officials. She says that the City Council meeting ended at

3:00 a.m. and that our meetings do not compare in length. She encourages everyone to speak at City Council meetings and tell them that affordable housing is at the core of us being able to maintain the kind of district that we want. She tells Annie that she is glad that she is bringing this up. We need to recognize that just because you don't make a certain amount doesn't mean you don't belong in our city. We are lucky that we have students that join us from other districts. There is a little bit of a mindset shift that we also need to work on. She says that she hopes that she continues to talk about affordable housing.

Vice President Aghakhanian says that communities like Burbank are protected under Prop 13 for property taxes and looking at the market is important. He has been hearing about affordable housing for at least the nine years that he has been on the board. He says that other school districts are closing. He appreciates the hard work the City employees are putting in.

10) REPORTS TO THE BOARD

10.a) Report on Programs for English Learners

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Jennifer Goldenberg, Teacher on Special Assignment (TOSA), Coordinator of English Learner Services, will report on the workings to the Board of Education from the District English Learner Advisory Committee, as presented.

Pulled

[DELAC and English Learner Programs-Report to the BOE 7.25.24.pdf](#) PULLED

10.b) Status Report on the Media District Specific Plan

John Paramo, Superintendent will introduce City staff who will present an update on the Media District Specific Plan

[Media District Specific Plan.pdf \(OF 30,012\)](#)

Superintendent, Dr. John Paramo, invites Amanda Landry and Joseph from the City of Burbank to present.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Ratification of Renewal of Agreement for Professional Services with CSM Consulting, Inc., for E-Rate Consulting

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the renewal of the agreement between Burbank Unified School District and CSM Consulting, Inc., to provide E-Rate consultation services, not to exceed \$28,500 (40.0-00000.0-00000-81000-5850-7500000), effective July 1, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[Ratification_Agreement_CSM_ERate_072524.pdf \(OF 30,013\)](#)

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

11.b) First Reading English Learner Master Plan

Peter Knapik, Assistant Superintendent, Educational Services, will facilitate the Board's first reading of the proposed revision to the English Learner Master Plan, as presented, in collaboration with Jennifer Goldenberg, Teacher on Special Assignment (TOSA), Coordinator of English Learner Services.

Pulled

[English Learner Master Plan-First Reading- 7 25 24.pdf](#) PULLED

11.c) Approval of Independent Learning Academy Master Agreements

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Independent Learning Academy Master Agreements for the 2024-2025 school year, effective July 26, 2024, as presented.

[BR_ILA_Master_Agreements_24-25.pdf](#) (OF 30,014)

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

11.d) Approval of 2024-2025 Courses and Instructional Minutes for the Independent Learning Academy

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the course list and instructional minutes for the Independent Learning Academy, effective July 25, 2024 through June 30, 2025, as presented.

[ILA_Course_Approval_Inst_Minutes_7_25_24.pdf](#) (OF 30,015)

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

11.e) Second Reading of the Revised Dual Immersion Master Plan

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Jennifer Goldenberg, Teacher on Special Assignment (TOSA), Coordinator of English Learner Services, will facilitate the Board's second reading of the proposed revision to the Dual Immersion Master Plan and recommend that the Board of Education approve the revised Dual Immersion Master Plan, as presented.

Pulled until August 15th.

[Dual Immersion Master Plan-Second Reading 7.25.24.pdf](#) PULLED

- 11.f) Approval of Replenishing Trust Account in Accordance with MOU Regarding Long-Term Transportation Plan to Ensure School Stability for Foster Care Youth

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the additional funds needed to replenish the trust account with the Los Angeles County Office of Education, per the Memo of Understanding between the Burbank Unified School District, DCFS, and LACOE, to provide transportation for Foster Youth, which originally began August 12, 2019, and that the authority increase funding to the supporting trust account be exercised pursuant to BUSD/AR 3314, as presented.

[Transportation MOU for Foster Youth 07.25.24.pdf \(OF 30.016\)](#)

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

- 11.g) Second Reading of Proposed Policy 6145.5 Student Organizations and Equal Access

Peter Knapik, Assistant Superintendent, Educational Services, will facilitate the Board's second reading of the proposed revision to Board Policy 6145.5 Student Organizations and Equal Access, as presented.

[Board Policy 6145.5 Student Organizations and Equal Access-Second Reading.pdf \(OF 30.017\)](#)

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

- 11.h) Approval of Job Description for Lead Educational Sign Language Supervisor Position and Placement on the Classified Supervisors and Managers Schedule B, Range F

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the job description for the Lead Educational Sign Language Supervisor position and placement on the Classified Supervisors and Managers Schedule B, Range F, as presented.

[Approval of Job Description for Lead Educational Sign Language Supervisor Position and Placement on the Classified Supervisors and Managers Schedule B, Range F.pdf \(OF 30.018\)](#)

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

- 11.i) Approval of Amended Contract for California for Department of Rehabilitation Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience for identified students in the "We Can Work" Program for total funding for fiscal year 2024-25 of \$456,465.92 effective July 1, 2024 through June 30,

2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

[DOR Service Contract Augmentation 2024 072524.pdf \(OF 30,019\)](#)

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

Superintendent, Dr. John Paramo, introduces Lori Schleinkofer who will show her presentation.

- 11.j) Acceptance of Notice of Completion, GA Technical Services, Inc. for E-Rate Structured Cabling Project at John Burroughs High School

That the Board of Education accept the following project as completed: for E-Rate Structured Cabling Project at John Burroughs High School by GA Technical Services, Inc. (01.0-90904.0-00000-85000-6249-4328100), PO 24001502, not to exceed \$26,900, as presented.

[NOC_GA Technical_ERate Cabbling_JBHS_072524.pdf \(OF 30,020\)](#)

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

12) CONSENT AGENDA

- 12.a) Notice of Completion TrueLine Construction & Surfacing Inc., Surfacing of Three (3) Pickleball Courts and Restriping Outside Basketball Courts, Luther Middle School (Joint Use Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Surfacing of Three (3) Pickleball Courts and Restriping Outside Basketball Courts at Luther Middle School, PO 24003305, not to exceed \$23,715 (010-81500.0-00000-85000-6170-752-3300) Joint Use Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[7-25 NOC_Trueline_Luther_Joint Use.pdf \(OF 30,021\)](#)

- 12.b) Approval of the 2023-2024 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through June 26, 2024, as presented.

[2023-2024 PURCHASE ORDER REPORT.pdf \(OF 30,022\)](#)

- 12.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through June 26, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,023\)](#)

12.d) Ratification of Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2023 through June 30, 2024, as presented.

[Authorization of Signatures 24-25 072524.pdf \(OF 30,024\)](#)

12.e) Authorization to Issue a Replacement Check for Stale-Dated Warrant

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the reissuance and replace the warrant in the amount of \$341.47, as presented.

[Stale-Dated Warrant Decoudreaux 072524.pdf \(OF 30,025\)](#)

12.f) Approval of Amended Agreement for Professional Services (Administrative Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the agreement between Burbank Unified School District and Marysol Corea to provide services preparing a standard operating procedure guide, not to exceed \$1,200 (01.0-00000.0-00000-72000-5850-7472000), effective February 16, 2024 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

[M Corea Agmt Amended 072524_Redacted.pdf \(OF 30,026\)](#)

12.g) Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip

Oscar Macias, Director, Secondary Education & DEI, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to Pali Retreat Camp in Running Springs, CA Friday, September 20, 2024 through Sunday, September 22, 2024, as presented.

[JBHS VMA Overnight Field Trip 7 25 24.pdf \(OF 30,027\)](#)

12.h) Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on

Uniform Complaints 2023-2024, Report Summary No. 4, April 1 through June 30, 2024, as presented.

[2023-24 UCP Reporting Form 4th Quarter 2024.pdf \(OF 30,028\)](#)

12.i) Ratification of Agreement for Professional Services, TLC Auctions

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and TLC Auctions, for the disposal of surplus materials and equipment, effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD— 3314, as presented.

[Professional Services TLC 072524.pdf \(OF 30,029\)](#)

12.j) Approval of Contracts with Los Angeles County Outdoor Science School

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract with Los Angeles County Outdoor Science School, effective July 26, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[OSS Contracts 2024-25- JEFF PROV-7.25.24.pdf \(OF 30,030\)](#)

12.k) Approval of Amended Agreement between Burbank Adult School and Motor Vehicle Network (MVN)

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed \$25,650.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2024 through July 26, 2027, as presented.

[BAS MVN 7 25 24.pdf \(OF 30,031\)](#)

12.l) Approval of Professional Agreement with Matt Upton

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Matt Upton, for expected training on August 1, 2024, not to exceed \$3,200.00 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Services Matt Upton 072524.pdf \(OF 30,032\)](#)

12.m) Ratification of Professional Agreement with Michelle Curry

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Michelle Curry, effective August 3, 2023 through June 30, 2024, not to exceed \$8,000 (01.0-70290.0-00000-37000-5850-9000000) Kitchen Infrastructure & Training Fund (KIT), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Service Agmt Fred Schafer 072524.pdf \(OF 30,033\)](#)

- 12.n) Approval of Equipment Purchased for RFP 2425-005 from Action Sales, San Diego Restaurant Supply and Clearbrook Farms

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Actions Sales, San Diego Restaurant Supply and Clearbrook Farms, effective July 26, 2024, not to exceed a collective total of \$589,313.73 and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Approval of Award RFP 2425-005 072524.pdf \(OF 30,034\)](#)

- 12.o) Approval of Amended John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip

Oscar Macias, Director of Secondary Education & DEI, recommends that the Board of Education approve the Amended John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Makawao, Hawaii, from Tuesday, November 19, 2024 to Sunday, November 24, 2024, as presented.

[Amended JBHS Basketball Overnight Field Trip HI 7 25 24.pdf \(OF 30,035\)](#)

- 12.p) Approval of Professional Agreement with AMB Group, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and AMB Group, Inc., effective July 26, 2024 through January 31, 2025, not to exceed \$688,300 (13.0-53100.0-00000-37000-5850-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Agreement AMB Group RFP 2425-004 072524.pdf \(OF 30,036\)](#)

- 12.q) Approval of Annual Agreement with Brightly (formerly Dude Solutions) for Work Order Software, District-Wide (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the annual agreement with Brightly (formerly Dude Solutions) for a Work Order Software, District-Wide, effective July 1, 2024 through June 30, 2025, not to exceed \$43,101.44 (01.0-81500.0-00000-82000-5840-752-3100000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[7_25 AOC_Brightly_District Wide.pdf \(OF 30,037\)](#)

- 12.r) Approval of Renewal of Professional Services Agreement, Cintas, District-Wide Dust Mop Cleaning Treatment (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education Amend an agreement renewal between Burbank Unified School District and Cintas for the Monthly Cleaning and Delivery of Dust Mops District-Wide, effective July 1, 2024-June 30, 2025 not to exceed \$8,240.00 (01.0-00100.0-00000-82100-5631-752-1000) general fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[7_25 AOC_Cintas_Various Sites.pdf \(OF 30,038\)](#)

- 12.s) Ratification of Agreement Renewal for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Routine Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the agreement renewal between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, effective July 1, 2024 through June 30, 2025, not to exceed \$55,800 (01.0-81500.0-00000-81100-5631-752-3100) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[7-25 Ratif_Amtech_Various Sites_RRM.pdf \(OF 30,039\)](#)

- 12.t) Acceptance of Notice of Completion, Time and Alarm Systems, Furnish and Replace Fire Devices and Fire Panel, Thomas Edison Elementary (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Time and Alarm Systems to Furnish and Replace Fire Devices and Fire Panel at Thomas Edison Elementary School, PO# 24002630, not to exceed \$49,401.49 (01.0-81500.0-00000-85000-6250-3100000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[NOC_Edison_Fire Alarm_RRM.pdf \(OF 30,040\)](#)

- 12.u) Acceptance of Notice of Completion, Genesis Floor Covering Inc., Removal and Replacement of Flooring on the First (1) Floor of the Modular Building, Miller Elementary School (Bond)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: removal and replacement of flooring on the first (1) floor of the modular building at Miller Elementary School, PO# 24004869, not to exceed \$259,889.00 (213-00000.0-91008-85000-6250-210-0000) Bond

Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[7-25_NOC_Genesis_Miller_Bond.pdf \(OF 30,041\)](#)

12.v) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent, Educational 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.

[Approval Inst Consultant Luke Anderson 072524.pdf \(OF 30,042\)](#)

12.w) Ratification of Agreement with Hanover Research (LCAP Funds)

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the agreement for consultant services between the Burbank Unified School District and Hanover Research, to provide focus group and research assistance, effective July 1, 2024 through June 30, 2025, not to exceed \$69,385 (01.0-01500.0-11100-10000-5890-7420000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Ratification Agreement Hanover Research 072524.pdf \(OF 30,043\)](#)

12.x) Ratification of Agreement for Instructional Consultant Services

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

[Ratification of Instructional Consultants 072524.pdf \(OF 30,044\)](#)

12.y) Approval of Lease Agreement between Burbank Adult School and Transfr, Inc.

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the lease agreement between Burbank Adult School and Transfr Inc., effective July 27, 2024 through July 26, 2027 for a total not to exceed \$50,937.00 (11.0-63910.1-41104-10000-5610-5330000-00), as presented.

[BAS Transfr Inc 7 25 24.pdf \(OF 30,045\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed \$150,000 (01.0-65000.0-

57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services LRA_Ratification.pdf \(OF 30,046\)](#)

12.aa) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960032566, effective July 26, 2024 through May 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960032566 Nurturing Nests.pdf \(OF 30,047\)](#)

12.ab) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Auditory Processing Diagnostic Center, to provide an auditory processing assessment, not to exceed \$2,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960034998, effective July 26, 2024 through June 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960034998 Auditory Processng Diagnostic Center.pdf \(OF 30,048\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,800 (01.0-65000.0-57602-11900-5850-744000) for special education student 960036851, effective April 1, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was May 16, 2024 for a total not to exceed \$1,080. This amendment adds an additional \$720 for a total not to exceed \$1,800.

[SPED Student 960036851 Nurturing Nests_Amendment.pdf \(OF 30,049\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960038447, effective July 1, 2024 through May 23, 2025,

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

[SPED Student 960038447 Nurturing Nests_Ratification.pdf \(OF 30,050\)](#)

- 12.ae) Ratification of Bridge School Based Counseling Agreement with Family Service Agency of Burbank

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the Bridge Agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to enable Family Service Agency to finalize the necessary clinical staff and training for the 2024-2025 school year, and that the agreement be exercised pursuant to BUSD -AR 3314, as presented.

[7 25 24 BUSD FSA SBC Bridge Agreement Ratification School Based Counseling.pdf \(OF 30,051\)](#)

- 12.af) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2023-2024 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed \$120,000 (\$80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, (\$39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2024 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[SPED Professional Services Paradigm.pdf \(OF 30,052\)](#)

- 12.ag) Ratification of Bridge Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the bridge agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS Student Care Centers, effective July 1, 2024 through July 31, 2024, not to exceed \$8,333.33 (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

[FSA Student Care Center Board Report 2024 25.pdf \(OF 30,053\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify 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, 2024 through June 30, 2025, not to exceed \$363,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Family Service Agency.pdf \(OF 30,054\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Quest Therapy Group, LLC to provide up to four (4) behavior intervention implementers to support special education students, not to exceed \$200,000 (01.0-65000.0-57602-11900-5850-7440000), effective June 1, 2024 through May 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Quest Therapy Ratification.pdf \(OF 30,055\)](#)

12.aj) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and ACF EduLeader Consulting, to provide an in-service during pre-service day, not to exceed \$2,500 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2024 through September 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services ACF EduLeader Consulting.pdf \(OF 30,056\)](#)

12.ak) Approval of Chuck Lorre Family Foundation – Expansion of Young Sheldon Grant to Elementary Schools

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Chuck Lorre Family Foundation expansion of the Young Sheldon Grant in the amount of \$430,000, effective July 1, 2024 through September, 2024 as presented.

[Burbank YSSI Grant Agreement.pdf PULLED](#)

PULLED

12.al) Approval of Personnel Report Number 24-25-01

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-01 covering Certificated and Classified personnel, and consisting of Pages 1 to 42 inclusive, as presented.

[Personnel Report 24-25-01.pdf \(OF 30,057\)](#)

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

13) REPORTS FROM THE BOARD MEMBERS

13.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Tabet says that she attended Skills USA and hopes to expand the program. She is thrilled about the report about our Facilities and gives Mr. Maxwell a great deal of credit along with staff who work under extreme heat. The work that they put in is extraordinary. Nobody takes vacation the week before and after school starts. The custodians who move things around to clean the floors. She said that she saw the bulldozers tearing the pool down at BHS. She thanks everyone who works so hard and diligently during the summer and says that she likes the paint at John Burroughs.

Vice President Aghakhanian says that he looks forward to starting school soon.

President Weisberg says that Friends of the Library is hosting a book fair. The first hour has been reserved for BUSD staff. She received an update with easy reader paper backs giving any BUSD staff member for free. They are an amazing partner and she is grateful to the library. On August 3rd, is the nonprofit back to school with the Boys and Girls Club. She congratulates the social impact center who brought on their new coordinator. Excited to continue our partnership with them.

14) ADJOURNMENT

Meeting adjourned at 7:59 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

August 1, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Charlene Tabet
Armond Aghakhanian (arrived 5:02 p.m.)
Emily Weisberg
Abby Pontzer Kamkar

MEMBERS ABSENT:

Steve Ferguson

Also present were John Paramo, Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services and Oscar Macias, Director of Secondary Education, DEI.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

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

No public speakers.

Adjourned to Closed Session at 5:00 p.m.

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,058)

Final Settlement Agreement for Special Education Student 960020440

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Weisberg invites Nicole Drabecki to lead in the Pledge of Allegiance.

- 5) REPORTING ON CLOSED SESSION
- 6) ADJUSTMENTS TO THE AGENDA
- 7) ITEMS FOR FUTURE AGENDAS

President Weisberg would like to revisit the Board Policy limiting the amount of out of states our students can travel. Would like to do it sooner rather than later, within next couple of months.

8) REPORTS FROM THE BOARD AND STAFF

- 8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA president and PE teacher at Huerta says that they had their new teacher orientation today. She thanks the Board Members, Executive Cabinet members and TOSAs for attending. She requests that Principals have monthly meetings with labor representatives. She reminds BTA members about the library's pop-up book sale.

- 8.b) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, thanks Ms. Drabecki for inviting him to the new teacher event today. It was the highlight of the last couple of weeks for him. They seemed happy and animated, happy to be in Burbank. He invites Dr. Peter Knapik to the podium to introduce three new staff members to our instructional team. Director of Childcare Programs, Laura Flosi; Principal at Walt Disney Elementary, Michelle Green and Principal at Thomas Edison, Nicole Cody.

New employees take turns thanking Burbank Unified for their new roles and express excitement in this new beginning.

Board members take turns congratulating the new staff members and welcoming them to Burbank Unified.

9) REQUESTS TO ADDRESS THE BOARD

- 9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossman addresses his concern with President Weisberg questioning students ability to travel. References the LA times article on rising rents in California, and says the Board members are benefiting from this. Accuses Dr. Aghakhanian for talking down to a member of the public who is running against him for office. Expresses his disappointment with Dr. Aghakhanian and

asks why he would exclude other candidates. Asks for Board to consider other people's points of views.

Martha Walter speaks on behalf of Samantha Benson, Fundraising Committee of Bret Harte Elementary School. She requests approval to move forward with a bench and a plaque dedicating the bench to their beloved teacher's legacy, Karyn Lombardo.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, says that he is in full support of the memorial bench. Not only will it memorialize her impact on the community but also help cope with the loss as well.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet says that she believes that Board Policy allows for the bench to be placed in honor of Ms. Lombardo.

Clerk Pontzer Kamkar says that she loves the idea of a bench. She says that she thought a lot about the loss that the Bret Harte community experienced and that it's important to show children that it's ok to have hard feelings. She says that she is in support of it.

Vice President Aghakhanian tells Ms. Walter and Ms. Benson that he is also in support of it and agrees our community needs healing.

President Weisberg says that it's clear that there is no question and would like to come and honor her memory. She shares with the community, that Mr. Ferguson rendered his resignation this afternoon. Upon the advice from Council, President Weisberg reads Mr. Ferguson's letter of resignation effective August 1, 2024.

10) NEW AND/OR UNFINISHED BUSINESS

10.a) Ratification of Agreement with AMS.NET for Veeam & Wasabi Solution for the Data Center (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends the Board of Education ratify the agreement between Burbank Unified School District and AMS.NET for the Veeam & Wasabi Solution for the Data Center, not to exceed \$20,577.39 (01.0-00000.0-00000-77000-5840-7730006), (General Fund), effective July 1, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Ratification_Agreement_AMS_Veeam_Wasabi_Solution_080124.pdf \(OF 30,059\)](#)

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

- 10.b) Approval of the Teacher Assignments for 2024-2025, per Education Codes; Education Code §44258.3 (a), Education Code § 44258.7(b), Education Code § 44258.7(c) & (d), Education Code §44263, and Education Code §44865

Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education approve the Teacher Assignments for 2024-2025, as described per Education Codes §44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

Clerk Pontzer Kamkar asks Dr. Rudchenko if this list is more, the same or less. Is there anything on this list that we should address in the next year to prepare for 25/26.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, responds by stating the Edcode provisions are one offs and pretty similar to what we have every year.

[Approval of Teacher Assignments for 2024-2025.pdf \(OF 30,060\) AMENDED](#)

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

- 10.c) Approval of Declaration of Need for Fully Qualified Educators for the 2024-2025 Fiscal Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education Approve the Declaration of Need for Fully Qualified Educators for the 2024-2025 Fiscal Year.

Clerk Pontzer Kamkar would like a little clarification on this.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, states that when teachers receive credentials, this gives them time to teach while they work on getting their full credentials.

[Approval of Declaration of Need for Fully Qualified Educators for the 2024-2025 Fiscal Year.pdf \(OF 30,061\)](#)

It was moved by Charlene Tabet, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

- 10.d) Approval of Job Description for School Office Manager - Special Programs/Alternative Education

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the job description for the School Office Manager-Special Programs/Alternative Education Position, as presented.

[Approval of Job Descriptions for School Office Manager - Special Programs Alternative Education.pdf \(OF 30,062\)](#)

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

10.e) Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide individual and group counseling to elementary and secondary school pupils, as required, effective August 2, 2024 through July 31, 2025, not to exceed \$119,166.67 (010-01500.0-71500-31100-5810-7422000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

Superintendent, Dr. John Paramo, would like to place this within its context. There was a Special Board Meeting in June and that meeting never happened because there was a change in how our Governor wanted to handle summer layoffs. What you approved last week, was a ratification for FSA services. This time is the contracts in effect from August 1st through June 30th. The reason it's not in the consent agenda is because there is new language included in the contract.

President Weisberg acknowledges and thanks Lori for meeting with herself and Clerk Pontzer Kamkar.

Clerk Pontzer Kamkar would like a walk through with material changes between this contract and the previous.

Superintendent, Dr. John Paramo, says one of the items that was adjusted talks about data collected and how it would be presented. He understands it's important to the Board that you have an understanding with the volume of kids that are being served.

President Weisberg says it would be really helpful to have it broken down by grade and important to track period or time of day they are coming in. Would like those included in the report and would like them to decide which site Admin will have access.

Superintendent, Dr. John Paramo, would like there to be a single point of contact for the data. He will appoint Dr. Macias with that.

Member Tabet states that her concern is if students will use this as a reason to not be in class.

President Weisberg wants clarification why we pay FSA when our students are not in school.

Superintendent, Dr. John Paramo, says when we have student with ongoing mental help needs, these services don't just stop if they are not in school.

President Weisberg would like to ask about 504's (accommodations for students). How are we making sure the therapist gets the information they need.

Superintendent, Dr. John Paramo, says this is a service that would require a referral and part of it is to disclose information the therapist needs to know.

[SBCAGRMT 2024 2025.pdf \(OF 30,063\)](#)

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

10.f) Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care centers, effective August 2, 2024 through June 30, 2025, not to exceed \$91,666.67 (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

[FSA Student Care Center Board Report_8 1 24.pdf \(OF 30,064\)](#)

Superintendent, Dr. John Paramo, clarifies FSA has always been available at lunch. Students don't utilize that time as much.

President Weisberg states that you can't just go in and sit if a student is having an anxiety attack for example. Would like to know what we can do for those students. She also asks about the QR code for the care center. She questions the way the app works with making appointments and about the students who just walk-in and to know they are going to get seen.

Superintendent, Dr. John Paramo, states the technology department spent a lot of time working on this app. It allows someone to schedule an appointment. Still working on an app that would work with confidential information. He is interested to see what the kids think from the Hanover report.

Lastly, Dr. Weisberg asks along the lines of communication that happens between our wellness center and our BUSD staff.

Superintendent, Dr. John Paramo, does not know if he can answer that question at this moment.

Member Tabet agrees it does take a quality partner to make this happen. Thanks FSA for being supremely helpful.

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

11) CONSENT AGENDA

11.a) Approval of the 2023-2024 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through July 8, 2024, as presented.

[2023-2024 PURCHASE ORDER REPORT.pdf \(OF 30,065\)](#)

11.b) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through July 8, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,066\)](#)

11.c) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide three credentialed special education teachers, not to exceed \$407,925.00 (01.0-65000.0-57601-11804-5810-7440000), effective August 5, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Aya Healthcare.pdf \(OF 30,067\)](#)

11.d) Ratification of Burbank High School Unleashed Dance Team (Overnight) Field Trip

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the Burbank High School Unleashed Dance Team (Overnight) Field Trip request to participate in the USA 2024 Dance Plus Team Camp in Buena Park, CA. from Monday, July 22, 2024 – Thursday, July 25, 2024, as presented.

[BHS Unleashed Dance Extended Overnight Field Trip 8 1 24.pdf \(OF 30,068\)](#)

11.e) Approval of Personnel Report Number 24-25-02

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-02, covering Certificated and Classified personnel, and consisting of Pages 1 to 9 inclusive, as presented.

[Personnel Report 24-25-02.pdf \(OF 30,069\)](#)

11.f) Ratification of Agreement for Professional Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed \$200,000 (01.0-00000.0-72000-5850-752000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Ratification of Agreement for Professional Services - Sign Up, LLC.pdf \(OF 30,070\)](#)

11.g) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, 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, 2024, through June 30, 2025, 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.

[SPED Transportation LA City Cab_Ratification.pdf PULLED](#)

PULLED

11.h) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960020440, at no additional cost to the District, (01.0-65000.0-50010-36000-5813-7440000), April 1, 2024 through September 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960020440 Settlement Agreement.docx.pdf \(OF 30,071\)](#)

It was moved by Abigail Pontzer Kamkar, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM BOARD MEMBERS

12.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

President Weisberg thanks the retirees.

Kathy DiNapoli Piccolo, joined BUSD in 2002

M'Lisa Maclaren, joined BUSD in 2006

Rafael Magana, joined BUSD in 2005

Jose Ontiveros, joined BUSD in 2001

Member Tabet thanks John Burroughs High School and Mr. Kenny Knoop for the JBHS swag t-shirt.

Clerk Pontzer Kamkar says that it was a nice surprise to come back from vacation and see the new Bears sign.

Vice President Aghakhanian thanks the community for the prayers and the prayers for his mom.

President Weisberg got to spend Tuesday helping with registration at Huerta, and thanks the ASB staff as well. Also thanks all elementary Principals. Thanks all involved in the new teacher orientation. AB 1955, Safety Act, thanks Tony Thurman for his assistance with this.

13) ADJOURNMENT

Meeting adjourned at 7:47 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

August 15, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Emily Weisberg
Charlene Tabet
Abigail Pontzer Kamkar
Armond Aghakhanian

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent of Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

- 1) CALL TO ORDER
- 2) REQUESTS TO ADDRESS THE BOARD
 - 2.a) Public Communications on Closed Session Agenda Items (In-Person Only)
 - 2.b) Staff Responses
 - 2.c) Board Members' Responses
- 3) CLOSED SESSION
 - 3.a) Public Employee Performance Evaluation Pursuant to Government Code §54957
 Title: Superintendent of Schools
- 4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT
 President Weisberg invites Peggy Flynn to lead in the Pledge of Allegiance.
- 5) REPORTING ON CLOSED SESSION
- 6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, states during Superintendent's comments, he would like to invite Mayor Nick Shultz and Vice Mayor Nikki Perez.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests to have a DEI Master Plan and a report as to where the program is going.

Member Tabet would like a report on overtime for the last year. All overtime for classified staff organized by department. She would like this the sooner the better.

Vice President Aghakhanian requests a report on the Joint project with city - Center for Entrepreneurship. Would like to know where we are and what the next steps are. He would like this by the end of October.

8) REPORTS FROM THE BOARD AND STAFF

- 8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

- 8.b) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, invites Dr. Peter Knapik, Assistant Superintendent of Educational Services, to the podium. Dr. Knapik introduces Rebecca Harris, Director of Elementary Education.

Rebecca Harris takes this opportunity to thank everyone for this opportunity and to working with all elementary schools.

Board members took turns congratulating and welcoming Ms. Harris in her new role.

Superintendent, Dr. John Paramo, introduces mayor Shultz and Vice Mayor Nikki Perez to present a certificate from Assembly member Friedman.

President Weisberg explains that last year the Rainbow club was started at Miller Elementary. The certificate given to them was removed from the wall at Miller. President Weisberg says that there is now going to be two certificates on that wall at Miller. We are meeting intolerance with love and celebration. She also invites the members of the rainbow club to join the Mayor and Vice Mayor in receiving the certificates.

Superintendent Paramo asks Assistant Superintendent of Educational Services Dr. Peter Knapik and Interim Assistant Superintendent of Instruction, Dr. Macias, to report on current enrollment.

Dr. Peter Knapik shares wonderful news. Fiscal services shared that we only have five no shows for the elementary level. We only have a 1.2% drop from May 2023. We are in good shape across the district.

Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias, reports on secondary enrollment. Projected enrollment projections have been met. With staffing and enrollment, it is a fluid process all year.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Community member, Joel Schlossmann, tells Dr. Weisberg that it is un-American to not stand for the flag salute. He says that it's not every meeting where we have a board member resign and that he wishes Mr. Ferguson peace and wellness for his accomplishments. He says that he should be recognized. States that he feels that the Burning man festival fails to sell out, which tells him that they are having financial problems. He says that the bond is for 30 years and that the youngsters will be stuck paying it. He says that they shouldn't do the bond. It's concerning to him that retired individuals need to go back to work. He talks about the increase in salary for the Superintendent. He says that thousands of people turn out for a city job fair.

Annie Markarian, Burbank resident since 1992. She would like to acknowledge Steve Ferguson for his commitment to BUSD and states he deserves to be acknowledged by this Board.

Tom Crowther speaks regarding item 11d. Mentions that he will be running for the Board this upcoming election. He says that the 7:00 a.m. zero period start time is difficult. Asks the Board to consider negotiating with the bargaining units to negotiate a start time at 7:15am for zero period middle school. He says that the pictures on the main page of the BUSD website have not been updated and the cheerleaders and choir students on there have now graduated from college. He says that he has been very transparent with his communication regarding the budget.

Matt Benson, parent and Community member, congratulates staff on the first week of school. He speaks on behalf of his wife, Sam Benson. She would like to apologize for the go fund me page that was started to honor Karyn Lombardo and the memorial bench/plaque. He says that they are grateful to the Board for their support.

Dahlia Dobbartin, teacher at Bret Harte Elementary. Speaks on behalf of Bret Harte and the BUSD colleagues, she wants to express her heartfelt gratitude for item 11a. They thank staff for approving the bench in name of Karyn Lombardo. They are appreciative of the support that they received. Linda Gregorchyck said that losing Ms. Lombardo was a big tragedy. The support from the community and Dr. Paramo is appreciated.

Ms. Fontinella, professor of Education. She says that high class sizes and inappropriate seating will prevent the district from retaining highly qualified employees. There is not enough space or enough chairs for these students. So many students and faculty are overwhelmed with the class sizes. DEI work is committed to "ways to create environments". She says that for teachers, adding a class gets rid of their conference period. Teachers respond during lunch, after school or on weekends.

Brian Smith, PTSA current president at John Burroughs. Shares that students decided to make a change to the mascot. Melinda Frolic and Liz have organized an effort to replace the sign at the front of the school. Would like to invite Board and community to come and see the logo.

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, thanks Annie for being here. He says he knew Steve Ferguson for a long time and considers him a friend and he will be missed. Says that we will have a new website in the next few weeks. He thanks Mr. Benson and the teachers from Bret Harte for coming. When Dr. Oscar Macias released 2.6 to Burbank High, it takes time to get everything set up and kids transferred. Classes like those in Mr. Peebles, are scheduled that way because Mr. Peebles prefers that. His class is very iconic. He's been teaching that way for years. He addresses Brian Smith for coming. Says that he got the picture on Saturday and the sign looked beautiful on Monday.

9.c) Board Members' Responses

Board Members will respond to public comment.

Board member Tabet thanks all the speakers for coming tonight. She thanks Mr. Benson and the teachers from Bret Harte. She says that the bench for Ms. Lombardo is an easy thing to approve in honor of our teacher. She addresses Mr. Smith and thanks him for the sign. She tells Ms. Fontanella that the high school teachers had to teach six periods. She says that she has teacher friends who wait for that .2. States that this is her third term and that it is bothersome to her that she has never had candidates come down and campaign at the dais. Also, that they should do that at their own time.

Clerk Pontzer Kamkar thanks the speakers. She appreciates speakers who bring solution/ideas and valid concerns. She says that she appreciates problem solving and not just problem finding. She thanks Mr. Benson, Dahlia Dobbartin and the other teachers from Bret Harte for advocating for the bench. As it relates to Mr. Ferguson, they received the information immediately before the Board meeting. Dr. Weisberg and Dr. Paramo spoke with legal counsel about it and a plaque is being prepared for him. It was disappointing to see him resign. She thanks Mr. Smith for the signs. She says that the district's Facilities Master Plan talks about the district's needs. It talks about different categories and says that the bond will pay for HVAC, roofs, safety and security. She wants to correct the idea that we are impacting people who are looking for work. She says that the bond will actually create work. The money will stay in Burbank.

Vice President Aghakhanian thanks the teachers and Mr. Benson who are here advocating for Ms. Lombardo's bench. He thanks Mr. Smith for the Burroughs sign and for getting it done by the start of school. He says that it looks beautiful. Also thanks the people who have donated to this wonderful cause.

President Weisberg thanks teachers from Bret Harte and Mr. Benson for coming down and advocating for the bench in Ms. Lombardo's honor. She thanks Ms. Walter for emailing them. She addresses Ms. Fontanella for coming and for bringing up the .2's. She says that it adds additional work, but that it also brings additional pay. She says that the challenges part of this issue, is we know that smaller class sizes are better for learning and better for teaching. She says that because we have new assistant principals, it makes it difficult. It's not at all their fault, but we do have enough desks for students at our schools. She says that she is always available to continue the conversation off line. She tells Ms. F that she hopes that she continues to reach out.

She says that it is challenging to be a Board member because they see painful information on social media. Regarding Mr. Ferguson, she states that they have already sent a plaque to him and she wishes him the best. Deeply upsetting that people are using him to spread misinformation.

Vice President Aghakhanian thanks his colleagues for their words on Mr. Ferguson. He hopes that people remember him for all the wonderful ideas and projects he was involved in and wishes him the best and will be greatly missed.

10) REPORTS TO THE BOARD

10.a) Report on Burbank USD Career Technical Education SkillsUSA Participants 2024

Oscar Macias, Interim Assistant Superintendent, Instructional Services, in collaboration with Peggy Flynn, Coordinator for Arts and CTE programs, will report on the SkillsUSA competition of 2024, as presented.

Oscar Macias, Interim Assistant Superintendent of Instruction introduces Peggy Flynn, Coordinator for Arts and CTE, who will report on the SkillsUSA competition of 2024.

[Report on Burbank USD Career Technical Education Skills USA Participants 2023-2024.pdf \(OF 30,072\)](#)

10.b) Report on Programs for English Learners

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Jennifer Goldenberg, Teacher on Special Assignment (TOSA), Coordinator of English Learner Services, will report on the workings to the Board of Education from the District English Learner Advisory Committee, as presented.

Assistant Superintendent of Educational Services, Dr. Peter Knapik, approaches podium and introduces Jennifer Goldenberg, Teacher on Special Assignment (TOSA), who will report on the District English Learner Advisory Committee, as presented.

[DELAC and English Learner Programs-Report to the BOE 8.15.24.pdf \(OF 30,074\)](#)

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Approval of Request to Name a Bench in Honor of Karyn Lombardo

That the Board of Education approve the request to name a bench in honor of Karyn Lombardo, in accordance with Board Policy 7310: Facilities - Naming a Facility, as presented.

[Harte Bench Naming in Honor of Karyn Lombardo 8 15 24.pdf \(OF 30,073\)](#)

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

- 11.b) Approval of Verification of Requirements for Provisional Internship Permit with the State of California Commission on Teacher Credentialing

That the Board of Education approve the Verification of Requirements for Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 12, 2024 through August 12, 2025, and that the authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD - AR 3314, as presented.

[Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing.pdf \(OF 30,075\)](#)

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

- 11.c) First Reading English Learner Master Plan

Peter Knapik, Assistant Superintendent, Educational Services, will facilitate the Board's first reading of the proposed revision to the English Learner Master Plan, as presented, in collaboration with Jennifer Goldenberg, Teacher on Special Assignment (TOSA), Coordinator of English Learner Services.

[English Learner Master Plan-First Reading- 8 15 24.pdf \(OF 30,076\)](#)

- 11.d) Second Reading of the Revised Dual Immersion Master Plan

That the Board of Education approve the revised Dual Immersion Master Plan, as presented.

[Dual Immersion Master Plan-Second Reading 8.15.24.pdf \(OF 30,077\)](#)

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

- 11.e) Approval of Agreement with Burbank Community YMCA for Expanded Learning Programs

That the Board of Education approve the Agreement between the Burbank Unified School District and Burbank Community YMCA to provide services for the 2024 – 2025 Expanded Learning Programs, not to exceed \$900,000 (01.0-26000.0-11100-10012-5810-5480000 from the fiscal year 2024-2025); and \$36,000 (01.0-26000.0-11100-10000-5110-5480000 from the fiscal year 2025-2026) effective August 16, 2024, through July 31, 2025, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

[2024-2025 YMCA ELOP Programs 8 15 24.pdf \(OF 30,078\)](#)

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

Clerk Pontzer Kamkar says these are ELOP funds not General Fund. Only for Childcare, afterschool programs and summer school programs.

- 11.f) Approval of the Burbank Unified School District Career Technical Education Advisory Board 2024

That the Board of Education approve the Burbank Unified School District Career Technical Education Advisory Board, as presented.

[Approval of Career Technical Advisory Board .pdf \(OF 30,079\)](#)

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

- 11.g) Approval of Agreement for Professional Services with Covelo Group

That the Board of Education approve the Agreement between the Burbank Unified School District and Covelo Group to provide qualified nursing staff to the District, effective August 16, 2024 through June 30, 2025, not to exceed \$300,000 (01.0-74350.0-00000-31400-5850-772-9000), and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Covelo Group Nursing Agreement 8 15 24.pdf \(OF 30,080\)](#)

Clerk Pontzer Kamkar asks for clarification from the Superintendent.

Superintendent, Dr. John Paramo, starts by saying that we are fully staffed with BUSD nurses and that has not always been the case. Protocol nursing agency would supply us with nurses and now that we are fully staffed, this specific contract, is to allow us, in the event we have a nurse on leave, to tap into Covelo and they will provide us nursing staff. Agrees that the dollar amount can be amended and have it Board approved. It is possible that we don't use the money.

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

- 11.h) Los Angeles County School Trustees Association (LACSTA) 2024-25 Annual Representation

That the Board of Education designate a representative to the Los Angeles County School Trustees Association for the 2024-25 school year, as presented.

Superintendent, Dr. John Paramo, states this is something done annually and it's up to the Board to decide attendees.

President Weisberg is the rep and Vice President Aghakhanian is the alternate.

[LACSTA 24-25.pdf \(OF 30,081\)](#)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through July 22, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,082\)](#)

12.b) Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Demolition for Aquatic Modernization, Burbank High School (Capital Outlay Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Inspections, Demolition for Aquatic Modernization at Burbank High School, effective August 16, 2024 through August 15, 2025, not to exceed \$7,500 (40.0-90329.0-00000-85000-6281-4310000) Capital Outlay Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[8-15 AOC MASSADI BHS CAPITAL OUTLAY.pdf \(OF 30,083\)](#)

12.c) Acceptance of Notice of Completion, Perfection Painting, Bid 2324-019, Deferred Maintenance Painting, John Burroughs High School (Deferred Maintenance Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Perfection Painting for Bid 2324-019, Deferred Maintenance Painting at John Burroughs High School, PO# 24004746 not to exceed \$356,000 (14.0-00000-0-00000-85000-6250-432-0000-0000) Deferred Maintenance Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[8-15 NOC PerfectionPainting JBHS Bond.pdf \(OF 30,084\)](#)

12.d) Ratification of Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for Cellular Service Monitoring for the District-Wide Fire Alarm Phone System, effective July 1, 2024 through June 30, 2025, not to exceed \$1,795 (01.0-00100.0-00000-83000-5850-752-1000) General

Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[Ratify ICS Various Sites General.pdf \(OF 30,085\)](#)

- 12.e) Approval of Agreement for Consultant Services with Amergis Healthcare Staffing DBA Amergis Educational Staffing

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed \$30,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

[Board Memo - Amergis 24-25.pdf \(OF 30,086\)](#)

- 12.f) Approval of Agreement for Consultant Services with Language Resources of America, LRA Interpreters Inc.

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide Interpreters/ translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 15, 2024 through June 30, 2025, not to exceed \$3,000 (01.0-00000.0-00000-72000-5850-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Board Memo LRA 24.25.pdf \(OF 30,087\)](#)

- 12.g) Approval to Continue Contracting with Childcare Careers and The Education Team

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education agree to provide additional funding for Child Care Careers (CCC) to provide substitutes for child care centers for the remainder of the 2024-2025 school year.

[Approval to continue Contracting with CCC 0891524.pdf \(OF 30,088\)](#)

- 12.h) Ratification of Arts for All Advancement Grant Program Agreement Contract # RT_007915

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Arts for All Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Arts Commission, effective July 1, 2024, through June 30, 2025, to accept an award amount of \$25,000, and that authority to sign the agreement be exercised pursuant to BUSD – RT_007915, as presented.

[Ratification of Arts for All 081524.pdf \(OF 30,089\)](#)

12.i) Approval of Amended Consultant Agreement for Jon Weinberg

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Jon Weinberg to provide instructional consultant services, effective February 28, 2024 through March 15, 2024, for \$3,000 (01.0-90201.0-11100-10000-5810-2058700), and that authority to sign the agreement be exercised under BUSD-AR 3314, as presented.

[Amend Inst Consult Bret Harte Jon Weinberg 081524.pdf \(OF 30,090\)](#)

12.j) Approval of Personnel Report Number 24-25-03

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-08, covering Certificated and Classified personnel, and consisting of Pages 1 to 11 inclusive, as presented.

[Personnel Report 24-25-03.pdf \(OF 30,091\)](#)

12.k) Approval of Amendment No. 1 to Master Memorandum of Agreement (MOA) DPR20244000077 with The County of Los Angeles for School-Sponsored Recreation

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education amend the Master Memorandum of Agreement with The County of Los Angeles for School-Sponsored Recreation, effective August 16, 2024 through December 5, 2028, as presented.

[Amended Master MOA County of LA Parks & Rec 081524.pdf \(OF 30,092\)](#)

12.l) Ratification of Chuck Lorre Family Foundation Grant Agreement

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education ratify the Chuck Lorre Family Foundation expansion of the Young Sheldon Grant in the amount of \$430,000, effective July 1, 2024, through May 16, 2025, as presented.

[Ratification of Chuck Lorre Family Foundation Grant 081524.pdf \(OF 30,093\)](#)

12.m) Ratification of Reimbursement to Parent for Transportation (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960034998, not to exceed \$895, effective May 16, 2024 through August 30, 2024, (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 960034998_Parent Reimbursement_Ratified.pdf \(OF 30,094\)](#)

12.n) Ratification of Reimbursement to Parent for Transportation (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960021110 visit student who attends a Non Public School (NPS), per IEP, not to exceed \$6,000, effective July 1, 2024 through June 30, 2025, (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 960021110_Parent Reimbursement_Ratified.pdf \(OF 30,095\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and RK Physical Therapy Services PC, to provide physical therapy to special education students, not to exceed \$74,880 (01.0-65000.0-57602-11900-5850-7440000), effective August 5, 2024 through May 24, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services RK Physical Therapy Services_Ratification.pdf \(OF 30,096\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Holding Hands Inc., to provide a functional behavior assessment, not to exceed \$1,600 (01.0-65000.0-57602-11900-5850-7440000) for special education student 960032566, effective July 26, 2024 through May 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960032566 Holding Hands_Ratification.pdf \(OF 30,097\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed \$115,878.00 (01.0-65000.0-57601-11804-5810-7440000), effective August 2, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services The Stepping Stones Group_Ratification.pdf \(OF 30,098\)](#)

12.r) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Behavioral Emotional & Academic Mentoring (BEAM), LLC effective July 1, 2024 through June 30, 2025 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2024 through June 30, 2025, was approved by the Board of Education May 2, 2024.

[SPED Master Contract Amendment.pdf \(OF 30,099\)](#)

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

Sarah Rudchenko, Assistant Superintendent, Human Resources, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Jeff Marderosian to provide services as an Attorney at Law, not to exceed \$25,000 (01.0-00000.0-00000-72000-5850-7552000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD ATR 3314, as presented.

[Ratification of Agreement for Professional Services - Jeff Marderosian.pdf \(OF 30,100\)](#)

12.t) Ratification of University Agreement – Claremont Graduate University

Sarah Rudchenko, Assistant Superintendent, Human Resources, recommends that the Board of Education ratify the Student Teaching Agreement between the Burbank Unified School District and Claremont Graduate University to provide educational field experience, effective August 1, 2024 to July 31, 2027, unless terminated by either party on advanced written notice, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Ratification of University Agreement - Claremont Graduate University.pdf \(OF 30,101\)](#)

12.u) Approval of Amended Consultant Agreement for Luke Anderson

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Luke Anderson to provide instructional consultant services for \$27,000 from August 12, 2024, through May 12, 2024, and that authority to sign the agreement be exercised under BUSD-AR 3314, as presented.

[Approval of Amended Agmt Luke Anderson 081524.pdf \(OF 30,102\)](#)

12.v) Ratification of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the amended authorization of signatures, for the period of August 1, 2024 through June 30, 2025, as presented.

[Amended Authorization of Signatures 081524.pdf \(OF 30,103\)](#)

12.w) Approval of Agreement for Consultant Services

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide Interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 15, 2024 through June 30, 2025, not to exceed \$2,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Board Memo - SignUp 24-25.pdf \(OF 30,104\)](#)

12.x) Ratification of Professional Agreement with Fred W. Schafer

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Fred Schafer, for expected training on August 7, 2024, not to exceed \$4,750 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[Professional Service Agmt Fred Schafer 081524.pdf \(OF 30,105\)](#)

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

13) REPORTS FROM BOARD MEMBERS

Member Tabet thanks all staff for getting the schools ready for the reopening of the school year.

Clerk Pontzer Kamkar wishes everyone a happy first week of school. She thanks Council PTA for inviting them to attend their meeting yesterday. She says that she went to school visits with Superintendent Paramo.

Vice President Aghakhanian had a great first day of school at John Muir. Great to see students back at school. He visited Edison and met with Principal Cody, looked into a few issues and will be taken care of. He attended Burbank Back to School Non Profit Coalition with President Weisberg. He says it was a great event. Also attended Burbank National Night Out and the Chandler Pathways 20th Anniversary. He thanks our former Mayor Marcia Ramos, she was part of this. Asks about PTA and when they will come back.

President Weisberg thanks Desiree from Skills USA and City Council for approving a resolution for approving free transportation for all BUSD middle and high school students. She thanks Member Tabet for visiting Facilities with her today. She gives a shout out to the maintenance

staff for getting Miller Elementary ready. The new floors look amazing and she thanks the amazing job that Dennis Maxwell and Randy Ogawa have done.

Member Tabet thanks Romik Hakopian, with the Burbank Police Commission. They are kicking off the Driver's Safety Campaign at 6:00 p.m. at Community Chevrolet. It's the kickoff event, located at 200 W. Olive Ave. 91502

14) ADJOURNMENT

Meeting adjourned at 8:54 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

September 5, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Abby Pontzer Kamkar
Armond Aghakhanian
Emily Weisberg
Charlene Tabet

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent of Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

- 1) CALL TO ORDER

- 2) REQUESTS TO ADDRESS THE BOARD
 - 2.a) Public Communications on Closed Session Agenda Items (In-Person Only)
 - 2.b) Staff Responses
 - 2.c) Board Members' Responses

- 3) CLOSED SESSION
 - 3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,106)

Final Settlement Agreement for Special Education Student 960041239

- 4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Mr. Everhart to lead in the Pledge of Allegiance.

- 5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, would like to move 13g up to 13a.

7) ITEMS FOR FUTURE AGENDAS

President Weisberg would like to agendize our PLA language for our bond, for the September 19th meeting. Would also like to have a conversation about updating our heat policy.

Clerk Pontzer Kamkar asks for a report of Joint Use funds and what money is in the bucket. Would also like to get Chief Albanese and BPD to talk about school safety.

8) OATH OF OFFICE

8.a) Administration of the Oath of Office for Student Board Members

Emily Weisberg, President, Board of Education, will administer the Oath of Office to Student Board Members, Vivian Munoz, representing Monterey High School, Lauren Nestor, representing John Burroughs High School, and Rose Ilangesyan, representing Burbank High School, who will serve as Student Board Members for the 2024-2025 school year.

Board members took turns welcoming the new student Board members in their new roles.

9) PRESENTATIONS / RECOGNITIONS

9.a) Recognition of Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores

Robyn Anders, Director, Instructional Technology & Accountability will recognize students with perfect California Assessment of Student Performance and Progress (CAASPP) scores during the 2023-2024 school year.

Dr. Robyn Anders, Director of Instructional Technology and Accountability, along with Board members and staff, recognize students with perfect CAASPP scores.

Board members and Superintendent, Dr. John Paramo, thank staff for their work which helps students thrive.

9.b) Burbank Adult School Programs Offered for the 2024-2025 School Year

Oscar Macias, Interim Assistant Superintendent, Instructional Services will introduce Juan Noguera, Director of Burbank Adult School who will present programs offered for the 2024-2025 school year at the Burbank Adult School.

Dr. Oscar Macias, Interim Assistant Superintendent of Instructional Services, introduces Juan Noguera, Director of Burbank Adult School, who provides an update on programs offered during the 2024-2025 school year at the Burbank Adult School.

Juan Noguera presents on the State of the Burbank Adult School.

10) REPORTS FROM THE BOARD AND STAFF

10.a) Student Representatives

Lala Nestor; John Burroughs High School, Rose Ilangesyan; Burbank High School, and Vivian Muñoz; Monterey High School will report on activities at their respective schools.

10.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President and PE teacher at Huerta, begins with congratulating our student Board members. Says that middle school Back To School Night was a success with great parent turnout. Thanks Dr. Macias for meeting with Brenda Kosbab to talk about class sizes at Burbank High and our secondary school. She says moving forward, they are looking for equal balancing of classes. She will be visiting schools to meet with Principals and see how the school year is going.

10.c) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, addresses Ms. Drabecki and acknowledges that this year we were trying to create a new formula for our enrollment and staffing. He feels like we have learned and know where to make the adjustments. Majority of our schools have hit the mark, but with Burbank High it's much more complicated. Also states the transition was tough and we have a new AP of Instruction and brand new Principal. Will also share that he has made several visits to our school sites and he has a set time to visit schools. Would like to let the community know the heat wave is real, and we are prioritizing our classrooms that have the youngest kids. Dr. Macias and Ms. Markussen are meeting with Principals constantly to address outdoor sports and what is safe. Has a message from our Director of Technology, Rick Vonk, that our new website is scheduled to launch November 1st.

11) REQUESTS TO ADDRESS THE BOARD

11.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossman, community member, states that he sent an email to Superintendent Paramo calling for a town hall meeting where stakeholders can talk about the security and safety of our students. He is upset that during the last meeting, the Board chastised two community members who stated they are running for the Board. He tells Ms. Pontzer Kamkar that she is disingenuous and he has sent her emails to discuss solutions. Mentions how California has so many bills that

are only going up. Says we gave the bond money and it was mismanaged and the voters of Burbank are tired of paying for the Board's mistakes.

11.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, addresses Mr. Schlossman. States he always listens carefully and respects his ability to speak his mind. He says that the first amendment right goes both ways and a lot of his comments are inflammatory and its the way in which he says it. If he changed the manner in which he went up to speak, he would get a much better response.

11.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet would like to be clear. Everyone has a right to come up and speak on school business. She says it is not appropriate to have a candidate come up and introduce themselves.

Clerk Pontzer Kamkar responds to Mr. Schlossman and says that she is under no obligation to meet with him outside of this meeting. She says that she doesn't have time to meet with somebody who spreads misinformation and lies. She tells him that you reap what you sew. About the bond, she says that the idea that it is unnecessary money they are spending, infuriates her. We need to do good work on our school facilities, we can't keep patching the roofs. It cannot be 86 degrees in our classroom or experience ADA issues. These are basic needs that need to be addressed.

Vice President Aghakhanian tells Mr. Schlossman that he doesn't really respond to him, but he would like him to know that he most likely scared the new student representatives.

President Weisberg tells community member Joel Schlossman that she had to tell the females student representatives that if they felt uncomfortable during his response, she could have had someone walk them out. She says that he doesn't understand what people in Burbank are feeling. They are smart, informed and ask questions. When this bond passes and move forward and do what's right for the district, wants him to ask himself if he has said anything that benefits the school District.

12) REPORTS TO THE BOARD

12.a) Report on BUSD Math Collaborative

Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, will report to the Board of Education on BUSD Math Collaborative with California Education Partners, as presented.

Dr. Robyn Anders, Director of Instructional Technology and Accountability, introduces Greg Everheart who reports on the district's Math Collaborative with California Education Partners, as presented.

Superintendent, Dr. John Paramo, approaches podium and says he started this school year with identifying three instructional goals. One was middle school math and looking at the data you can see we are currently trending in the right direction. However, our work is not done. It is important because one of the biggest challenges specific to Burbank, is that our kids not meeting A-G, is specific to math.

[BUSD Math Collaborative with California Education Partners 9-5-24.pdf \(OF 30,107\)](#)

13) NEW AND/OR UNFINISHED BUSINESS

- 13.a) Adoption of Resolution 1– Proclaiming the September 15 – October 15 as the Burbank Unified School District’s Hispanic Heritage Month

That the Board of Education adopt Resolution 1 – Proclaiming the month September 15, 2024, to October 15, 2024, as the Burbank Unified School District’s Hispanic Heritage Month, as presented.

[Hispanic Heritage Month 9 5 24.pdf \(OF 30,109\)](#)

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

Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias, thanks Alicia Feldman Boote from Burbank High. He presents on the book choices from Latin and Hispanic community.

- 13.b) Adoption of Resolution 2 – Proclaiming the Month of September 2024 as PTA Membership Month

That the Board of Education adopt Resolution 2 proclaiming the month of September 2024 as PTA Membership Month, as presented.

[Resolution 2 - PTA Membership Month.pdf \(OF 30,110\)](#)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

- 13.c) Adoption of Resolution 3 – Adopting the Gann Limit for Fiscal Years 2023-2024 and 2024-2025

That the Board of Education Adopt Resolution 3 – Adopting the Gann Limit for 2023-2024 and 2024-2025 fiscal years, as presented.

[Resolution 3 - GANN Limit 090524.pdf \(OF 30,111\)](#)

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

- 13.d) Amendment of the 2024-2025 Instructional Calendar

That the Board of Education approve the amended 2024-2025 Instructional Calendar, as presented.

[Amendment of the 2024-2025 Instructional Calendar.pdf \(OF 30,112\)](#)

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

- 13.e) Ratification of Agreement for Professional Services, Nextday Delivery Service, Inc. (NDS)

That the Board of Education ratify an Agreement for Professional Services with Nextday Delivery Service, Inc. (NDS) not to exceed \$6,000.00 (01.0-00000.0-00000-72000-5921-7401000) effective July 14, 2024 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

[Ratification of Agreement for Professional Services, Nextday Delivery Service, Inc. \(NDS\).pdf \(OF 30,113\)](#)

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

- 13.f) Approval of Agreement for Professional Services (Human Resources)

That the Board of Education approve the Agreement between the Burbank Unified School District and Clerical Specialized, to provide clerical support as needed, not to exceed \$90,000 (01.0-00000.0-00000-72000-5850-7402000), effective September 6, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Consultant Agreement - Clerical Specialized_Redacted3.pdf \(OF 30,114\)](#)

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

- 13.g) Approval of the Unaudited Actuals for the 2023-2024 Fiscal Year

That the Board of Education approve the unaudited actuals report for the 2023-2024 school year, as presented.

[Unaudited Actuals 2023-2024 090524.pdf \(OF 30,108\)](#)

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

Assistant Superintendent of Administrative Services, Andrew Cantwell and Director of Fiscal Services, Dr. Mariam Abdelhamid, report on the unaudited actuals.

- 13.h) Ratification of Employment Contract for the Interim Assistant Superintendent of Instructional Services

That the Board of Education ratify the employment contract with Oscar Macias as Interim Assistant Superintendent of Instructional Services, effective July 1, 2024 and end when the Assistant Superintendent of Instructional Services returns from leave of absence.

[Interim Assistant Supt of Instructional Services Dr. Macias.pdf \(OF 30,115\)](#)

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

President Weisberg praises Dr. Oscar Macias and thanks him for all that he does.

Superintendent, Dr. John Paramo, reminds the audience that we were able to hire back Dr. Macias, which was a true blessing. Contract language is clear, if Linda Junge returns, Dr. Macias will return to his previous role.

- 13.i) Approval of a Memorandum of Understanding (MOU) between Burbank Unified School District (BUSD) and the Burbank Teachers Association (BTA) for a Lead School Nurse Position

That the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District (BUSD) and the Burbank Teachers Association (BTA) for a Lead School Nurse Position, as presented.

[Lead School Nurse.pdf \(OF 30,116\)](#)

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

Clerk Pontzer Kamkar confirms that this has no fiscal impact. This just changes it from an eleven month contract to a twelve month contract.

- 13.j) 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 090524.pdf \(OF 30,117\)](#)

President Weisberg reads the list of donations received.

- 14) CONSENT AGENDA

- 14.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through August 12, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,118\)](#)

14.b) Ratification of Agreement for Consultation Services with Quest Therapy Group

Julie Markussen, Director, Student Services, recommends that the Board of Education ratify the agreement for consultant services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed \$30,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

[Quest 24.25.pdf \(OF 30,119\)](#)

14.c) Acceptance of Notice of Completion, Integrated Demolition and Remediation Inc., CUPCCAA Bid for Initial Demolition for Aquatic Modernization, Burbank High School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: CUPCCAA Bid for initial demolition for aquatic modernization, Burbank High School, PO# 25000181, not to exceed \$160,000 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[9-5_NOC_Integrated_BHS_Capital.pdf \(OF 30,120\)](#)

14.d) Acceptance of Notice of Completion, Hart Design Build Inc., Bid 2324-017, Installation of New PC Ball Wall, Walt Disney Elementary (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2324-017 Installation of a New PC Ball Wall, Walt Disney Elementary, PO# 25000539, not to exceed \$45,549.00 (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.

[9-5 NOC_HartDesign_Disney_Bond.pdf \(OF 30,121\)](#)

14.e) Approval of Award of Contract, California Paving & Grading, Patch Existing Playground Asphalt, Thomas Edison Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Paving & Grading, Patch Existing Playground Asphalt at Thomas Edison Elementary School, effective September 6, 2024 to September 5, 2025,

not to exceed \$58,265 (213-00000-0-91000-85000-6170-202-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[9-5 AOC CA Paving Edison Bond.pdf \(OF 30,122\)](#)

- 14.f) Approval of Agreement between the Burbank Adult School and New Readers Press ProLiteracy

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and New Readers Press Pro Literacy to provide an online platform that focuses on instruction for English learners, effective September 6, 2024, not to exceed \$9,000 (11.0-63910.0-41102-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[BAS EnGen 9 5 24.pdf \(OF 30,123\)](#)

- 14.g) Approval of Agreement between Burbank Adult School and Haven Hills, Inc.

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Agreement between the Burbank Adult School and Haven Hills, Inc. from September 6, 2024 through September 5, 2025, and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[BAS Haven Hills 9 5 24.pdf \(OF 30,124\)](#)

- 14.h) Approval of Personnel Report Number 24-25-04

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 25 inclusive, as presented.

[Personnel Report 24-25-04.pdf \(OF 30,125\)](#)

- 14.i) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Karen Kambourian, to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed \$41,925 (01.0-65000.0-57602-11900-5850-7440000), effective August 23, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Karen Kambourian Ratification.pdf \(OF 30,126\)](#)

14.j) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Kenise Carter, as a mentor to our special education teachers and to support individualized education plan mandated counseling services and assessment, not to exceed \$2,245 (01.0-65000.0-57602-11900-5850-7440000), effective August 19, 2024 through May 22, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Kenise Carter_Ratification.pdf \(OF 30,127\)](#)

14.k) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Covelo Group Inc. to provide a credentialed special education teacher, not to exceed \$134,750.00 (01.0-65000.0-57601-11804-5810-7440000), effective August 19, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Covelo_Teacher_Ratification.pdf \(OF 30,128\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Cross Country Staffing, Inc., to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed \$73,040 (01.0-65000.0-57602-11900-5850-7440000), effective August 20, 2024 through December 22, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Cross Country_Psychologist_Ratification.pdf \(OF 30,129\)](#)

14.m) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Service, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed \$100,640 (01.0-65000.0-57602-11901-5850-7440000), effective August 5, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Gary Stromberg_COTA_Ratification.pdf \(OF 30,130\)](#)

14.n) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend the Master Contract for special education students, to be provided by Accountable Healthcare Staffing effective July 1, 2024 through June 30, 2025 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2024 through June 30, 2025, was approved by the Board of Education May 2, 2024

[SPED Professional Services Master Contract Amendment.pdf \(OF 30,131\)](#)

- 14.o) Ratification of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2024 through June 30, 2025, not to exceed \$50,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

[SPED Professional Services Hatch & Cesario Ratification.pdf \(OF 30,132\)](#)

- 14.p) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960041239, for a total not to exceed of \$2,655 (01.0-65360.0-57602-11900-5850-7440000), effective September 6, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960041239 Professional Tutors.pdf \(OF 30,133\)](#)

- 14.q) Action on Final Settlement Agreement (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960041239, at a total cost of \$6,500 (01.0-65000.0-50010-36000-5813-7440000), August 8, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960041239 Settlement Agreement.pdf \(OF 30,134\)](#)

- 14.r) Ratification of Contract with the Los Angeles County Office of Education (LACOE) for the Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2024 through June 30, 2025, not to exceed \$6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[LACOE - Labor Distribution 24-25 090524.pdf \(OF 30,135\)](#)

14.s) Approval of Instructional Consultant Services

Oscar Macias, Interim 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.

[Approval in Instructional Consultants 090524.pdf \(OF 30,136\)](#)

14.t) Ratification of Agreement for Instructional Consultant Services

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

[Ratification of Instructional Consultants 090524.pdf \(OF 30,137\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 96002991, effective August 1, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 96002991 Nurturing Nests.pdf \(OF 30,138\)](#)

14.v) Notice of Completion TrueLine Construction & Surfacing Inc., Tennis Courts Resurfacing, Burbank High School (Joint Use Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Tennis Courts Resurfacing at Burbank High School, PO 25000179, not to exceed \$78,840 (010-81500.0-00000-85000-6170-752-3300) Joint Use Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[9-5 NOC Trueline BHS Joint Use.pdf \(OF 30,139\)](#)

- 14.w) Approval of Agreement between the Burbank Adult School and Pace AI (by Linguistic Inc.)

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Pace AI (by Linguistic Inc.) to provide an online platform that aims at creating a personalized English learning experience for English learners, effective September 6, 2024, not to exceed \$56,000.00 (11.0-63910.0-41102-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[BAS PACE AI 9 5 24.pdf \(OF 30,140\)](#)

- 14.x) Ratification of Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2024 through June 30, 2026, not to exceed \$225,000 per year (01.0-00000.0-00000-72000-5820-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[AALRR Agreement 2024-26 090524.pdf \(OF 30,141\)](#)

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

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

President Weisberg begins with the BUSD retirees:
Julie Grene, began with BUSD in 1998

Vice President Aghakhanian announces BUSD retirees:
Janet MacKenna, been with BUSD for thirty years
Terry Daou, been with BUSD for thirty eight years

Member Tabet says that the start of school is her favorite season of the year. She wishes all the athletes luck with their sport. She thanks PTA for their work during registration, passing out books, feeding our staff, etc. She appreciated those gestures as a teacher.

Clerk Pontzer Kamkar says that she went to the Plumber and Pipefitters educational facility. She helped sort lunch waste at Bret Harte. She says that it was the second week of school and that it was great to see how well their teachers work together. She says that she visited Karyn Lombardo's classroom and that she can tell that they are honoring her memory.

Vice President Aghakhanian says that he attended the John Muir and Burbank High PTA meetings. He says that he met with Archbishop of the Western Diocese. They talked about the schools and he has always been a wonderful supporter of our district. He went to the Ribbon Cutting Ceremony of the Boys Scout ceremony in Glendale. He also attended the Sipan Armenian Center to support our scouts and lastly, he went to the Burbank Community Chevrolet for the drivers safety.

President Weisberg thanks the Burbank Armenian Association, Police Department and Community Chevrolet for their Drive Safely Campaign. She thanks Miller, Disney and Huerta for letting her hang out at Back to School Night. Shout out to Dr. Macias for the providing us with these orange bracelets to commemorate blood cancer awareness. She says that she doesn't stand for the pledge because after Uvalde it stopped feeling like our Government was standing up for teachers, students and staff. Since Columbine, there have been 416 school shootings. Georgia doesn't have background checks to own a gun or safe storage laws. If people want to get involved, they can text 644-33. This is the second time she's had to answer questions from her students asking if they can survive jumping out of a second story.

16) ADJOURNMENT

Meeting adjourned at 9:35 p.m., in honor of the four people murdered in Appalache school.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

September 19, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Abby Pontzer Kamkar
Armond Aghakhanian
Emily Weisberg
Charlene Tabet

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent of Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) **CALL TO ORDER**

2) **REQUESTS TO ADDRESS THE BOARD**

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

President Weisberg called the meeting to order at 5:00 p.m.

Joel Schlossman, community member, says that he wants the Board to keep the climate. The climate in Board of realtors was anti-bond. When we negotiate, things have to change. What was going on in the past is not working and don't think about yesterday, today is a new day. He says that Ms. Markarian wrote a letter to the editor and that he agrees with what she said. Ms. Weisberg wrote this on Facebook (he distributes a document). He says that Weisberg is an agent for the unions. It calls into question if she is unbiased. He says that the optics are horrible. The district needs to have separation and professionalism. The line has been blurred and blocked. Nobody says to chill out. It keeps escalating. He tells Clerk Pontzer Kamkar to cut the ties and look at the big picture. He tells Ms. Tabet to speak up. Things aren't kosher.

Superintendent, Dr. John Paramo, says that he tried to express this last time. He says that he doesn't know if he did a good job. He says that he doesn't have an issue with his comments. But he doesn't understand why the district doesn't have the right to respond. He tells him that he has the right to respond back. He is not the only one with the first amendment right and that he should reciprocate the respect back to him.

Member Tabet says that her thoughts and prayers are with him

Meeting adjourned to Closed Session at 5:08 p.m.

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,142)

Final Settlement Agreement for Special Education Student 960010470

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

Agency Negotiator: Andrew Cantwell Employee Organization: Burbank Teachers Association (BTA)

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

Agency Negotiator: Sarah Rudchenko Employee Organization: California School Employees Association (CSEA) Chapter 674

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Diana Abasta to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Took action on one item, vote was 3-0 with one absent. Member Tabet aye, Clerk Pontzer Kamkar aye and President Weisberg aye.
Motioned by Clerk Pontzer Kamkar and seconded by Member Tabet.

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

President Weisberg requests that Sargeant LeFauer or Chief Albanese come to speak regarding the steps we have in place that are being executed.

8) PRESENTATIONS / RECOGNITIONS

- 8.a) Recognition of Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores

Robyn Anders, Director, Instructional Technology & Accountability will recognize elementary students with perfect California Assessment of Student Performance and Progress (CAASPP) scores during the 2023-2024 school year.

Robyn Anders, Director of Instructional Technology & Accountability, introduces and recognizes students with perfect California Assessment of Student Performance and Progress (CAASPP) scores during the 2023-2024 school year

Superintendent, Dr. John Paramo, and Board members take turns congratulating the students.

9) REPORTS FROM THE BOARD AND STAFF

- 9.a) Student Representatives

Rose Ilangesyan; Burbank High School, Vivian Muñoz; Monterey High School, and Lala Nestor; John Burroughs High School, will report on activities at their respective schools.

- 9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Nicole Drabecki, BTA President and PE teacher at Huerta, addresses the Board of Education and staff. She says that she did a site visit at Roosevelt. She says that she had a nice discussion about Special Education. She asks if there is a possibility of obtaining training for Special Education assistants. They are still in need of other Instructional Assistants and that they need other job sites besides EdJoin to apply for BUSD. She'd like to get an update from the Board to see how getting students to register to vote is going? She asks if Jennifer Nicholson can put out a survey in December to see how things are going with Special Ed.? Long-term, they want Special Education teachers to stay.

- 9.c) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent Paramo asks Nicole if she has anything in mind regarding training and what should be included. He tells the student Board members that it may not be easy to address situations or concerns and he is very impressed with them already. He says that Dr. Macias has already been texting him to see how they can put a panel together and get their voices heard. Shares that the solution to the problem is something that they already have and will help us figure it out. Bathrooms and cleanliness is a priority and that custodial staff take pride in the work they do. He says that before the meeting, he got an email from principal Knoop who indicated that he is already working on a solution with the cleanliness of the bathrooms.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossmann, community member, asks about suggestion/complaint boxes at the High schools. Says that it was intimidation when Mr. Cantwell called him to let him know there will be Police Officers at today's meeting. He asks why Mr. Maxwell is not here whenever there is a meeting to report on our facilities. He says that when the roofs are expanding and contracting, there will be leaks when it rains. He tells president Weisberg that she should be intimidated by him, not in the physical sense but in the sense of the law breaker she is.

Eric Haack from the Burbank Community Band, thanks the Board by the support they have shown to the volunteer band. He says that the band accepts musicians from high school age to higher ages. The band will be playing on Saturday, October 26th at First Christian Church in Burbank. It will be a free concert and will have a Halloween costume contest with prizes for best costume. Hopes that community members can join them.

Lara Z, parent of two boys at BUSD, says that she is here to advocate for the implementation of a district wide phone free school policy. She knows that this is a sensitive issue. She asks for the Board to take a closer look at the use of Chromebooks. She provides the websites where the booklets can be found.

Ara Abrahamyan, says that he seconds what Lara said. Would like to express his gratitude to the Board and District staff. He says that in his humble opinion, the email was lacking in details, while he recognizes that the policies are in place would like to bring somethings to attention. The framing assumes that the recipient has seen the social media post. Going on to say that the threat is at one of our campuses puts 100% of parents on alert. As a parent, he would like to know if the Police department is involved and what they have to say. Lastly, says Glendale schools have black mesh on their Elementary playgrounds and would like Burbank to consider this as well.

Jo Pimienta, resident of Burbank, says that it's pretty awesome that the district has a land acknowledgement. For the past month, the City has been running meetings about rent cap. He is here tonight to say that four out of five meetings have already happened. He says that for anyone concerned about Burbank housing, he invites everyone to attend the next meeting on September 25th at the Burbank Hotel. He says that for anyone who is curious to see the ordinance that the city put together, it can be found on Burbank Tenants.com. He says that it is important to get involved as it will impact families.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo says that it was nice to hear about the concert and the play list sounds great. He says that a lot of goodness comes from his energy. Mentions he will spend most of his time addressing safety issues. We immediately contacted the Police upon hearing of the potential threat. We are not able to decide if a threat is credible or not, we get that direction from

the Police department. He says that given this specific incident, he says it's template language that explains to the community what our process is and what we are doing about it. Our school district was invited to a podcast to speak on the bond, it will be moderated by Craig Sherwood.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet thanks speakers and thanks Mr. Haack. She says that their musicians have played for decades. States says that Ms. Pontzer Kamkar spoke about the air conditioning system at Disney, says that the units are 20 years old. She says that the AC systems are not used as much as they are used at our schools. That is why there is a need for a Bond. She says that our facilities department took hours repairing them. She thanks Miller elementary school and says that today is their crossing guard's birthday, Mr. Larry. She thanks the speaker who spoke about the email. Burbank High School staff has decided to not allow students to use their cell phones unless it's during nutrition or lunch and John Burroughs does not have something in place regarding phone usage. She thanks BAEF for the nice job they did with the State of the Schools. She thanks Gavin Cho for speaking about how districts are funded.

Clerk Pontzer Kamkar thanks Mr. Haack for coming, she attended the Spring concert with her children. She thanks Mr. Pimienta for coming and says that we talk about families not being able to afford rent in Burbank. She says that she wants to make sure that Burbank is affordable and livable. She thanks Lara for coming and for bringing resources. She says that a phone policy should be brought to a meeting for discussion. She says that she received a few emails regarding students having their phone for school safety and that it doesn't necessarily help students to have their phone accessible. She says that we as parents need to figure out another way for parents to know that their kids are safe besides doing it through cell phone. She thanks Mr. Abrahamyan for coming and speaking about the email.

Vice President Aghakhanian begins by thanking Lara for speaking. Agrees that students need to focus on school not phones. He thanks Mr. Abrahamyan for speaking on his concerns. He felt similar emotions when he received the email. He says that getting the police involved was beneficial. He tells Mr. Haack that it's always nice to see him. That he is going to spread the word about the concert. He says that it would be great to find a donor for the tuba at Burbank High School.

President Weisberg says that the gradual introduction about the phone policy is a better way. She says that taking phones away from Middle Schoolers is challenging. Can ask City Council why there are fifteen gun stores within such a small radius in Burbank. She says that we will continue to see declining enrollment if people can't afford to live here. She says that everyone has the right to feel safe. She says that \$2,000 for a 500 sq. foot for one bedroom apartment is not affordable to a family.

Superintendent Paramo says that we currently have four schools which have mesh in designated areas like our TK yards. We are continuing to look at the issue.

12) NEW AND/OR UNFINISHED BUSINESS

- 12.a) Adoption of Resolution 4 Proclaiming September 21 - 27, 2024 as United Against Hate Week

That the Board of Education adopt Resolution 4, Proclaiming September 21 through September 27, 2024, as United Against Hate Week, as presented.

[Adoption of Resolution 4 United Against Hate Week.pdf \(OF 30,143\)](#)

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

- 12.b) Second Reading and Approval of the English Learner Master Plan

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the English Learner Master Plan, as presented.

[English Learner Master Plan Second Reading and Approval 9 19 24.pdf \(OF 30,145\)](#)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Assistant Superintendent of Educational Services, Dr. Peter Knapik, gives a summary. It is a plan that gives guidance to our schools on how we get to identify students that are English learners. How we test and place them and how we evaluate them. It is a compliance document required by the State of California.

- 12.c) Approval of an increase in Substitute Teacher hourly rate for the Burbank Adult School and Burbank Unified School District's Children's Centers

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve an increase in the Substitute Teacher hourly rate for the Burbank Adult School and the Burbank Unified School District's Children's Centers, effective October 1, 2024, as presented.

[Certificated Adult School and Children's Center Substitutes Salary Increase.pdf \(OF 30,146\)](#)

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

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, speaks on this increase. Two different increases in the substitute rates. Needed to make sure that the Certificated staff made more an hour than non Certificated. We have been using Agency's as it has been hard recruiting staff. For the Adult School, the rate had to be increased to \$45 an hour to drive in more recruitments.

- 12.d) Approval of Agreement for Professional Services

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Khan Academy and Khanmigo, to provide rostering support for

schools and teachers, not to exceed \$8,000 (01.0-30100.0-11100-10000-5840-3229000) and (01.0-00000.0-11100-10000-5840-7421000) effective September 20, 2024 through September 19, 2025 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Muir Khan Academy 9 19 24.pdf \(OF 30,147\)](#)

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

11) REPORTS TO THE BOARD

11.a) Report on 2023-2024 Academic Performance

Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on 2023-2024 Accelerating Performance, as presented.

[Performance Data 9 19 24.pdf \(OF 30,144\)](#)

Dr. Robyn Anders, Director of Technology and Accountability, presents on academic performance.

13) CONSENT AGENDA

13.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through August 26, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,148\)](#)

13.b) Approval of Award of Contract, California Marquee Inc, Furnish and Install Marquee Sign, Walt Disney Elementary (Gift Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Marquee Inc., to Furnish and Install Marquee Sign at Disney Elementary, effective September 20, 2024 to September 19, 2025, not to exceed \$24,928.00 (010-90201-0-00000-27000-6510-201-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[9 19 AOC_California Marquee_Gift.pdf \(OF 30,149\)](#)

13.c) Acceptance of Notice of Completion, Forma Engineering and Construction, Bid 2324-023, New Restroom, ADA Alterations and Related Site Work, Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Forma Engineering and Construction for Bid 2324-023, new restroom, ADA alterations and related site work for the Teddy Bear Park project at Theodore Roosevelt Elementary School, PO #25000560, not to exceed \$866,590 (213-00000-0-91008-85000-6250-214-0000) Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[9 19 NOC_Forma_Roosevelt_Bond.pdf \(OF 30,150\)](#)

- 13.d) Acceptance of Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Flooring in Three (3) Rooms, Burbank Adult School (Routine Restricted Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Flooring in Three (3) Rooms, PO# 25000125, not to exceed \$26,257.00 (1.10-63910-0-41101-85000-6250-533-0000, 1.10-63910-0-41102-85000-6250-533-0000, 1.10-63910-0-41106-85000-6250-533-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[9 19 NOC_Reliable Flooring_Adult School.pdf \(OF 30,151\)](#)

- 13.e) Approval of Personnel Report Number 24-25-05

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-05, covering Certificated and Classified personnel, and consisting of Pages 1 to 25 inclusive, as presented.

[Personnel Report 24-25-05.pdf \(OF 30,152\)](#)

- 13.f) Approval of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education approve the amended authorization of signatures, for the period of September 20 , 2024 through June 30, 2025, as presented.

[Amended Authorization of Signatures 091924.pdf \(OF 30,153\)](#)

- 13.g) Approval of Instructional Consultant Services

Oscar Macias, Interim 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.

[Approval of Instructional Consultants 091924.pdf \(OF 30,154\)](#)

13.h) Ratification of Agreement for Instructional Consultant Services

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

[Ratification of Agreement for Instructional Consultant Svcs 091924.pdf \(OF 30,155\)](#)

13.i) Approval of Agreement for Restorative Practices Consultant

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Karen Junger to provide training in restorative practices, not to exceed \$50,000 (01.0-00000.0-11100-10000-5810-7422000), effective September 20, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314,

[Approval of Agreement for Restorative Practices 091924.pdf \(OF 30,156\)](#)

13.j) Approval of 2023-2024 Arts & Music in Schools, Prop 28 Annual Report AMENDED

Peter Knapik, Assistant Superintendent, Educational Services, in collaboration with Peggy Flynn, Coordinator for Arts and CTE programs, recommends approval of the 2023-2024 Arts and Music in Schools Funding Annual Report, as presented.

[Approval of 23-24 Arts & Music in Schools Prop 28 091924.pdf AMENDED \(OF 30,157\)](#)

13.k) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide up to four credentialed special education teachers, not to exceed \$526,260.00 (01.0-65000.0-57601-11804-5810-7440000), effective August 5, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was August 1, 2024 for a total not to exceed \$407,925. This amendment adds one additional special education teacher, for a total of four special education teachers, with an increase of \$118,335. The new not to exceed amount is \$526,260.

[SPED Professional Services Aya Healthcare_Amendment.pdf \(OF 30,158\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Sorenson Communications, LLC, to provide interpreting and translation for Burbank students, not to exceed \$50,000 (01.0-65000.0-57602-

11901-5850-7440000), effective September 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Sorenson Communications_Ratification.pdf \(OF 30,159\)](#)

13.m) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and New Mediscan II, LLC dba Cross Country Education, to provide a school psychologist to support individualized education plan mandated counseling services and assessment, not to exceed \$73,040 (01.0-65000.0-57602-11900-5850-7440000), effective August 20, 2024 through December 22, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services New Mediscan_Ratification.pdf \(OF 30,160\)](#)

13.n) Ratification of University Agreement– Point Loma Nazarene University School of Education

Sarah Rudchenko, Assistant Superintendent, Human Resource Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and Point Loma Nazarene University School of Education to provide educational field experience, effective August 6, 2024 through August 31, 2027, and may be extended for successive one academic year by mutual written consent of the parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Approval of University Agreement-Point Loma.pdf \(OF 30,161\)](#)

13.o) Approval of University Agreement– Concordia University, Irvine

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Concordia University, Irvine to provide educational field experience, effective September 19, 2024 through September 19, 2029, unless renewed with the consent of both parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Approval of University Agreement-Concordia University Irvine.pdf \(OF 30,162\)](#)

13.p) Approval of Agreement between the Burbank Adult School and Northstar Digital Literacy

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Northstar Digital Literacy to provide an online platform that focuses on instruction for English learners, effective September 20, 2024, not to exceed

\$500.00 per year (11.0-63910.0-41104-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[BAS - Northstar 9 19 24.pdf \(OF 30,163\)](#)

- 13.q) Approval of Agreement between the Burbank Adult School and Ellii (formerly ESL Library)

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Ellii (formerly ESL Library) to provide support for English learners and resources to enhance instruction in the classrooms, effective September 20, 2024, not to exceed \$20,272.02 per three years (11.0-63910.0-41102-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

[BAS Ellii 9 19 24.pdf \(OF 30,164\)](#)

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

14) REPORTS FROM BOARD MEMBERS

- 14.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Clerk Pontzer Kamkar would like to thank Matt Osmond at Roosevelt for having her over to walk the site and talk to some kids in the office.

Vice President Aghakhanian would like to shout out to Jefferson Elementarys faculty and staff. As well as Principal, Ron Young.

President Weisberg thanks Alicia Feldman-Boote for the work that she did with the book recommendations. She says that she and Dr. Rebecca Harris attended the celebration of life for Joe Krueger. This Saturday at Burroughs is the College and Career Fair and September 28th at Johnny Carson park is Burbank Pride in the Park. Thanks BAEF for the fundraising they did last night and we are so lucky to have the continued relationships that we have.

President Weisberg reads the retirees:
Christine Assesor, began with BUSD in 1993
Nazeli Zargayan, began with BUSD in 2007

15) ADJOURNMENT

Meeting adjourned at 9:22 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

October 3, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Charlene Tabet
Armond Aghakhanian
Emily Weisberg
Abby Pontzer Kamkar

Also present were John Paramo, Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services; Oscar Macias, Interim Assistant Superintendent, Instructional Services and Robyn Anders, Director of Technology and Accountability.

- 1) CALL TO ORDER
- 2) REQUESTS TO ADDRESS THE BOARD
 - 2.a) Public Communications on Closed Session Agenda Items (In-Person Only)
 - 2.b) Staff Responses
 - 2.c) Board Members' Responses
- 3) CLOSED SESSION
 - 3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,165)

Final Settlement Agreement for Special Education Student 960036851
 - 3.b) Conference with Real Property Negotiators (Gov. Code 54956.8)

Property Address: 223 E. Santa Anita Ave., Burbank, CA 91502 Agency negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services Under Negotiation: Terms
 - 3.c) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Assistant Superintendent, Administrative Services Employee Organization: Andrew Cantwell, Burbank Teachers Association (BTA)

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

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Alyssa Pracha to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Omit item 17.

7) ITEMS FOR FUTURE AGENDAS

Member Tabet requests that students from the Changemakers elective class come and present with teacher and Assistant Principal Wendy Vargas.

Clerk Pontzer Kamkar would like to get an endorsement of Proposition 2 to be brought forward to the next meeting.

President Weisberg wants a report on hiring practices by November. If additional time is needed it can be requested. Also, would like a timeline of having Chief Albanese from BPD to come and go over safety policies and procedures.

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition of Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores

Robyn Anders, Director, Instructional Technology & Accountability will recognize students with perfect California Assessment of Student Performance and Progress (CAASPP) scores from the 2023-2024 school year.

Dr. Robyn Anders, Director of Technology and Accountability, recognizes students from ninth and twelfth grade with perfect CAASPP scores.

Board members take turns congratulating the students.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Vivian Muñoz; Monterey High School, Lala Nestor; John Burroughs High School, and Rose Ilangesyan; Burbank High School, will report on activities at their respective schools.

Vivian Munoz from Monterey High School is absent. Alyssa Pracha is here as substitute for Lala Nestor at John Burroughs.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, begins by addressing the incident which occurred last weekend involving two students from Bret Harte. Incident involved one student making threats against another, he acknowledges that this incident causes fear. District leadership immediately took action and community resources were readily available. Shared that in the Five Star Coalition, we had a meeting with the State Superintendent on this topic specifically.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Talin Partikyan, parent at Burbank High School, speaks regarding the Burbank High choir program. She says that the program is rallying the community to support the Night of Magic Broadway Edition. She invites Board members and staff to attend. The event is on November 2nd in the Burbank High Quad.

Preston Joseph, parent of an 8th grader, praises the district's AI guidelines and policies. He speaks to the parents of Burbank on limiting cell phone usage. Kids stay up too late and have a hard time focusing. Gambling addiction is common in the older students as well. It's not too late for parents to push back and set limits.

Amanda Pumilia, teacher at Disney Elementary, speaks regarding facilities. She says that Facilities staff is diligent and checked on her class regularly. She says that she hopes that the Bond passes and we get the resources that we need.

Mr. Paz, parent, reads the email he sent to several staff members. He asks the following: Why did they received the email at 5:30 p.m., he learned that there was a police patrol at drop off. He asks

for clarity as to how the school will proceed? He says that we are failing as a community. He tells Dr. Paramo that we knew on Saturday about the threat. States that protocols need to be adjusted and revisited. Asks Board for help and why were we notified so late and why only to fifth grade student parents. Also asks for some revisions in protocol.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent, Dr. John Paramo, tells Talin he will be there this year. He tells Joseph Preston that a phone policy recommendation will be brought forward at the next Board meeting. He tells Amanda Pumilia that he appreciates her coming to praise the facilities team. He thanks Mr. Paz and acknowledges that we can definitely do better. He agrees that communication should have gone out sooner and he was copied on the email and says that it is frustrating that he can't answer those questions. He welcomes parents to come and meet with him and they can email and meet with him if desired.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet tells Mr. Paz that there are more times than not that we can't share information with them for legal reasons. She says that our Police department is amazing but it takes time for the police to work through it. She says that she is not using these items as an excuse. She says that if there was any hint that the school site was in danger, the school site would know. The number one priority is the safety of our children. She addresses Preston Joseph and thanks him for supporting the cell phone work. She tells Amanda Pumilia that she constantly sings praises to the facilities staff and that they do it at a rate of pay that is far below neighboring districts. She tells her that the fact that she came to thank them goes a long way.

Clerk Pontzer Kamkar says that she is excited about Night of Magic. She tells Mr. Paz that we are trying to get better with communication. She says that staff is trying to be more proactive and that they got better, but there is still room for improvement. She says that she trusts that Dr. Paramo and team are making the students as safe as they can be. She tells Mr. Joseph that what she loves the most is that he is addressing parents. She thanks him for the support and thanks Ms. Pumilia for the shout out to the Facilities staff. She says that we need to renovate our HVAC system and our roofs.

Vice President Aghakhanian tells Mr. Paz that as a parent he understands what his concerns are. He says that information is helpful, but there are limitations. He sees the consequences of students and what they are going through and these situations impact kids all the way through college. He thanks Mr. Joseph for coming. He says that he is glad that he brought it forward. We also need to talk about other programs such as sports. He says that it's important and that he sees the consequences of cell phone usage in his college classes. He thanks Ms. Pumilia for bringing forward the love that these facilities employees deserve. Mentions that it's important to thank our custodians and people that do this hard work. He thanks Ms. Partikian for the gifts and that the program is great.

President Weisberg thanks Ms. Partikian for coming. She tells Mr. Joseph that you can set clear limits with your phone on what you can and can't use. The newest IOS update allows for you to

be able to use your phone on your computer. States that she is happy that we are doing what other districts are not. Says that it will go through multiple iterations. It will be interesting to see the impact that it will have. She says that a lot of what people brought up is something that hasn't been addressed in the past and we don't have ways to address it. She thanks Ms. Pumilia for coming and states that the items being repaired need to actually be replaced instead. As a district we need to be respectful for the men and women who are working around the clock to help with all the incoming work orders.

11) REPORTS TO THE BOARD

11.a) Report on High School Dashboard Indicators

Robyn Anders, Director of Instructional Technology reported on the 2023-2024 High School California Dashboard Measures, as presented.

[Report on High School California Dashboard Measures 10-3-24.pdf \(OF 30,166\)](#)

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

12.a) Public Hearing - In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials for 2024-2025

The Board of Education held a Public Hearing, in compliance with provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2024-2025 school year. The purpose of the hearing was to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All persons interested in reviewing such information should contact Peter Knapik, Assistant Superintendent, Educational Services, Burbank Unified School District at (818) 729-4451. No one wished to address the Board.

[PUBHEARNEWS 2024-2025.pdf \(OF 30,167\)](#)

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Adoption of Resolution 5 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2024-2025

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 5 In the Matter of Determining Sufficiency of

Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2024-2025, as presented.

[Resolution 5 Sufficiency of Pupil Textbooks 2024 25.pdf \(OF 30,168\)](#)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

- 13.b) Adoption of Resolution 6 – Proclaiming October as Burbank Unified School District’s Filipino American History Month

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education adopt Resolution 6 proclaiming the month of October 2024, as Burbank Unified School District’s Filipino American History Month, as presented.

[Filipino American History Month 10 3 24.pdf \(OF 30,169\)](#)

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

President Weisberg invites Dr. Oscar Macias to the podium to go over book recommendation slides. Thanks all Librarians for all their help.

- 13.c) Adoption of Resolution 7 – Proclaiming October 13 through October 19, 2024 as Week of the School Administrator

Sarah Rudchenko, Assistant Superintendent, Human Resources recommends that the Board of Education adopt Resolution 7 Proclaiming October 13 through October 19, 2024, as Week of the School Administrator, as presented.

[Resolution 7 Week of the Administrator.pdf \(OF 30,170\)](#)

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

- 13.d) Approval of Contract with CENIC for High-Speed Bandwidth Service (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a contract with CENIC for High-Speed Bandwidth Service, not to exceed \$4,620 (01.0-00000.0-00000-72000-5910-7401000) (General Fund), effective November 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Approval Contract CENIC Highspeed Bandwidth 100324.pdf AMENDED \(OF 30,171\)](#)

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

13.e) Acceptance of Gifts

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

[Gift Report 100324.pdf \(OF 30,172\)](#)

14) CONSENT AGENDA

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036851, at a total cost of \$116,500 (01.0-65000.0-50010-36000-5813-7440000), August 1, 2024 through August 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960036851 Settlement Agreement.pdf \(OF 30,173\)](#)

14.b) Approval of John Burroughs High School Girls Varsity Volleyball (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Girls Varsity Volleyball (Overnight) Field Trip request to participate in the Redondo Union Varsity Volleyball Tournament in Redondo Beach, CA. from Friday, October 4, 2024 through Saturday, October 5, 2024, as presented.

[JBHS Girls Varsity Volleyball Extended Overnight Field Trip 10 3 24.pdf \(OF 30,174\)](#)

14.c) Approval of John Burroughs High School Softball (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Softball (Overnight) Field Trip request to participate in the Best of the West Tournament in Santa Maria, CA from Thursday, April 24, 2025 through Saturday, April 26, 2025, as presented.

[JBHS Girls Softball Overnight Field Trip 10 3 24.pdf \(OF 30,175\)](#)

14.d) Approval of Williams Settlement Quarterly Report on Uniform Complaints 2024-2025

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2024-2025, Report Summary No. 1, July 1 through September 30, 2024, as presented.

[UCP Williams 2024 25 10 3 24.pdf \(OF 30,176\)](#)

14.e) Approval of Instructional Consultant Services

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

[Approval of Instructional Consultants 100324.pdf \(OF 30,177\)](#)

14.f) Acceptance of Notice of Completion, Integrated Demolition and Remediation, Inc, Sawcut and Remove Concrete Trench, Luther Middle School (KIT Funds 2022)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Sawcut and Remove Concrete Trench at Luther Middle School, PO#25001063, not to exceed \$23,575.00 (01.0-70320-0-00000-37000-5631-749-9000) KIT Funds 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[10 3 NOC_IDR_Luther_KIT.pdf \(OF 30,178\)](#)

14.g) Ratification of Agreement for Instructional Consultant Services

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

[Ratification of Agreement for Inst Consultant Svcs 100324.pdf \(OF 30,179\)](#)

14.h) Amendment to Consultant Agreement

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 12, 2024 through June 30, 2025, not to exceed \$100,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

[Board Memo-Amergis 24-25 - AMENDED.pdf \(OF 30,180\)](#)

14.i) Approval of Personnel Report Number 24-25-06

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

[Personnel Report 24-25-06.pdf \(OF 30,181\)](#)

14.j) Approval of Dolores Huerta Middle School Choir (Overnight) Field Trip

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Dolores Huerta Middle School Choir (Overnight) Field Trip request to participate in the National Youth Choir Festival at Carnegie Hall, in New York, NY from Friday, March 28, 2025 through Monday, March 31, 2025, as presented.

[DHMS Choir Overnight Field Trip 10 3 24.pdf \(OF 30,182\)](#)

14.k) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960043514, effective September 2, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960043514 Nurturing Nests Ratification.pdf \(OF 30,183\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed \$7,000 (01.0-65000.0-57602-11900-5850-744000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Professional Services Debra Rondeau Ratification.pdf \(OF 30,184\)](#)

14.m) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nurturing Nests Therapy Center Inc., to provide a functional behavior assessment, not to exceed \$1,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960038447, effective September 2, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960038447 Nurturing Nests Ratification.pdf \(OF 30,185\)](#)

14.n) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend the Master Contract for special education students, to be provided by Accountable Healthcare Staffing effective July 1, 2024 through June 30, 2025 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2024 through June 30, 2025, was approved by the Board of Education May 2, 2024.

[SPED Master Contract Amendment.pdf \(OF 30,186\)](#)

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

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Tabet says last Friday was the monthly meeting of the Five Star Coalition. It has been a very exciting part of her Board responsibilities. Asked Mr. Tony Thurmann about paying back PERS and STRS for the past 10 years and when do we get to stop this. It will put six million dollars back into our budget. She was disappointed that his response was no one is really looking at that. Declining enrollment is going to eat us alive unless we figure a way to change things.

Clerk Pontzer Kamkar says she was busy over the last couple of weeks. Visited Washington Elementary's Read In, Monterey High School and their new Soar program. Also attended the College and Career Fair at John Burroughs. She thanks our partners for coming out and supporting our children. October 19th is Dia De Los Muertos day at Disney and is a wonderful community event.

Vice President Aghakhanian says he attended the Karyn Lombardo memorial bench. Says generations will be enjoying it. He attended the Pride in the Park event and say it was a great visit.

President Weisberg begins thanking all parents for reaching out to them. Shout out to the Student Mental Health Board for having a table at Pride as well as all the students that signed up to set up. Also thanks the staff at Bret Harte for the bench and tribute to Ms. Lombardo.

16) ADJOURNMENT

Meeting adjourned at 8:38 p.m.

17) REQUESTS TO ADDRESS THE BOARD

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

October 17, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossmann, community member, addresses the board and staff and says that he noticed that the cost of things is escalating. He learned that a refinery is closing in LA which will cause gas prices to sky rocket. He wants the Board to know that he is going to continue to do what he is doing about ABC. He needs to see progress and that they are changing. He says he met with Cantwell and that they are receptive but Cantwell would not answer a simple question. They have to show movement in the right direction to gain his support. He says that he hopes that the closed session agenda bothers him and says that this is a pattern and practice of the Board. He says that some kids are not getting the services that they need and assume that people are suing. He says he'd be demanding more and would be asking questions to staff. Mentions that President Weisberg should be looking up and pay attention. Says that every parent who comes in to complain about services, he will give parents a number to an attorney so they can settle for more.

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,187)

Final Settlement Agreement for Special Education Students 96007625 and 960029991

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

Agency Negotiator: Assistant Superintendent, Administrative Services Employee
Organization: Andrew Cantwell, Burbank Teachers Association (BTA)

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

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human
Resources Employee Organization: California School Employees Association
(CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND
ACKNOWLEDGEMENT

President Weisberg invites Caroline Solberg to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. John Paramo, would like to move 13b to Superintendent's comments.

7) ITEMS FOR FUTURE AGENDAS

Clerk Pontzer Kamkar would like add a discussion about Elementary Homework Policy, non-emergently.

President Weisberg would like to add a discussion about our enrollment policies and procedures.

Vice President Aghakhanian requests that he would like to look into the traffic concerns around Muir be looked into with the traffic commission.

Member Tabet adds she would like this for all schools.

8) PRESENTATIONS / RECOGNITIONS

8.a) Presentation on Burbank Arts and Education Foundation (BAEF) Fall Grant Cycle

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will introduce Caroline Solberg, Grants and Giving Committee Chair of the Burbank Arts and Education Foundation (BAEF), who will present the outcomes of the Fall Grant Cycle

President Weisberg invites Dr. Oscar Macias, Interim Assistant Superintendent of Instructional Services to the podium. Dr. Macias then introduces Caroline Solberg, Chair of Burbank Arts &

Education Foundation, who will report on BAEF and their support of BUSD and to share their grant.

Board Members express their gratitude with BAEF and how important their partnership is.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Lala Nestor; John Burroughs High School, and Rose Ilangesyan; Burbank High School, and Vivian Muñoz; Monterey High School, will report on activities at their respective schools.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

M'Lisa McClaren, Burbank Chapter 674 Representative of CSEA, says that during their last meeting they expressed their gratitude for the facilities employees to get the AC working in our schools. Facilities workers are Classified employees, however there are over 800 Classified members in Burbank Unified. She asks the Board to please remember that classified employees need to be recognized as very important to the overall health of the District.

9.c) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, thanks Laura and M'Lisa for reminding us at just how amazing our Classified folks are. They are vital to the running of our school and he couldn't do his job without all those people.

Superintendent, Dr. John Paramo, invites Dr. Macias to the podium who then invites Bret Harte Elementary school library coordinator, Nikki Capshaw. She goes on to introduce the recommended books.

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Approval of the District's Initial Proposal for the 2025-2028 Successor to the Current Collective Bargaining Agreement with the Burbank Teachers Association

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District's Initial Proposal for the 2025-2028 Successor to the Current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

[Approval District Proposal BTA 101724.pdf \(OF 30,191\)](#)

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

- 13.b) Adoption of Resolution 8 – Proclaiming November as Burbank Unified School District’s National Native American Heritage Month

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education adopt Resolution 8 Proclaiming the month of November 2024, as Burbank Unified School District’s National Native American Heritage Month, as presented.

[Resolution 8 Native American Heritage Month 10 17 24.pdf \(OF 30,188\)](#)

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

- 13.c) Adoption of Resolution 9 --Proclaiming November 11-15, 2024, as National School Psychology Week

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 9, Proclaiming November 11 through November 15, 2024, as National School Psychology Week, as presented.

[Adoption of Resolution 9 -- Proclaiming November 11-15, 2024, as National School Psychology Week.pdf \(OF 30,192\)](#)

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

- 13.d) Adoption of Resolution 10 – Support for Proposition 2, the Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 10 – Support for Proposition 2, the Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024, as presented.

[Resolution10 - Proposition 2 101724.pdf \(OF 30,193\)](#)

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

- 13.e) Approval of School Attendance Review Board (SARB) Committee Members for 2024-2025

Julie Markussen, Director, Student Services, recommends that the Board of Education approve the School Attendance Review Board Committee members for the 2024-2025 school year, as presented.

[Board Memo - SARB Panel 24-25.pdf \(OF 30,194\)](#)

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

[13.f\) Approval of Revisions to Administrative Regulation 5121; Grades/Evaluation of Student Achievement](#)

[Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education waive a second reading of the proposed revisions to Administrative Regulation 5121 Grades/Evaluation of Student Achievement, and approve the policy, as presented.](#)

[Revision of AR 5121 10 17 24.pdf \(OF 30,195\)](#)

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

Superintendent, Dr. John Paramo, clarifies that when we moved from the database system that housed our board policy, we had some glitches. This update is recognizing that a student has to have a certain amount of instructional minutes to get full credit. Old version said six weeks when in fact its three weeks.

[13.g\) Approval of School-Connected Independent 501c3 Organizations for 2024-2025](#)

[Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, School Year 2024-2025, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 18, 2024 through October 17, 2025, as presented.](#)

[School Connected Organizations 10 17 24.pdf \(OF 30,196\)](#)

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

Superintendent, Dr. John Paramo, clarifies this is something that is approved annually.

[13.h\) First Reading of Revisions to Board Policy 5131.8; Mobile Communication Devices](#)

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will facilitate the Board's first reading of the proposed revision to Board Policy 5131.8: Mobile Communication Devices, as presented.

[Revision of BP 5131.8 10 17 24.pdf \(OF 30,197\)](#)

- 13.i) Acceptance of the Burbank Teachers Association/CTA/NEA 2025-2028 Proposal for Bargaining a Successor to the Current Agreement with the Burbank Unified School District

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the Burbank Teachers Association/CTA/NEA 2025-2028 Proposal for Bargaining a Successor to the Current Agreement with the Burbank Unified School District, as presented.

[BTA Acceptance 101724.pdf \(OF 30,198\)](#)

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

10) REQUESTS TO ADDRESS THE BOARD

- 10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossmann, community member, addresses member Tabet and says that she praised the facilities group but neglected to give those members a raise. He asks if Measure ABC is a new tax, yes or no. This bond hurts our students and the people who can least afford it. Should be illegal for businesses outside of Burbank to bring in money to try and get the contracts awarded for these bids. He says that it's union money who stand to benefit from Measure ABC. Tells the Board to spend less and they should put our students first instead of the Unions first.

Harry Timuryan, President of Burbank House of Realtors, speaks regarding measure ABC. He says that we must recognize that home ownership matters, its about fostering community, stability and growth. We understand the intention behind it, but you have to assess how this impact home owners in the community. Property owners will need to be informed of how funds will be spent. Transparency will build trust among community members. The Burbank House of Realtors is in full support of the measure. They are in full support of Dr. Paramo. His experience in both classroom and administration is invaluable.

Holly Crowe, a parent and advocate for the DHH Program, with an interpreter. She has three kids who go to elementary, middle school and high school. She has a son in preschool with Ms. Wiewal. For three years she found that it was the perfect environment for her children to grow. Everything changed this last May when she had an IEP meeting and discussed her son transitioning to Kindergarten with Ms. Wiewal. Was supposed to have 600 minutes in direct communication with Ms. Wiewel. Right now, he is only getting 150 minutes. The IEP is not being honored, you guys are breaking the law. Other parents were not told that the program changed. Her son was placed in a general education classroom in which the instructor does not sign. She has aides, but not direct instruction. For 40 years, the DHH program was under Patty Ivankovich and Wendy Weiwal. She says that they need the support. They ask that the program be restored to what it was. She says that her son and the program deserve better.

Derek Crowe, community member and husband of Holly Crowe, says that he stands here as an advocate for the deaf. He says that we need to come together to ensure that the deaf community receives proper education. They are lacking a qualified DHH teacher in the TK and Kindergarten

classroom. He says Ms. Latrovalis lacks a background in the DHH program and says that the district finally posted the DHH position. He says that the district requires a proactive plan, not a reactive one. He says that the time to act is now and that children are counting on them and on the board to make the right choices. He says that the district is phenomenal.

Catherine Hilterman, an ASL interpreter for the Burbank Unified School District, says that Patty Ivankovich was her teacher and professor when she was in College. Deaf children deserve more. She says that they are not teachers or language models. The district must make serious changes in order to dismantle systemic audism. She asks the Board to honor and respect ASL.

Eric Haack, community member and president of the Burbank Community Band, thanks the Board for their support. In a little over a week, the band will have their first Halloween concert of the season. He states the concert is free and there will be a costume contest. A Burbank Arts Grant makes this possible. On November the 11th, the band will be presenting at Mc Cambridge Park. He asks anyone who can attend, please do.

Leanne Matussek, mom to three boys, says that one of her sons is in the DHH program. He has hearing loss and was diagnosed when he was nine years of age. She says that she spoke with the Board last May about her concern over the lack of credentialed DHH teachers at the High School level. She says that the now the elementary and middle schools are struggling. Asking for the Board to adopt an approach that calls for thoughtful planning.

Robert Campana, parent of two boys, says that he was scared when he found out that his son had hearing loss. He asks what is the benefit of removing such a great program. He felt safe when he found out that Patty Ivankovich and Wendi Wiewel were going to be his teachers, they have the knowledge and skillset to further his child's learning and confidence. Everyone should be open to learning. Asks Board to give these children the tools they need to learn.

Magali Huerta, Food Services employee, speaks regarding the meal application. She speaks in support of the meal program at schools and advocates for the completion of the meal application.

10.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

Superintendent Dr. John Paramo, begins by recognizing Harry from our Realtor group. This is a relationship he values and to have their endorsement on the bond means the world to him. Financial mismanagement is his responsibility and doesn't want anyone to think that the bond is going to be mismanaged. There are mechanisms in place to make sure the money is spent appropriately and its overseen by people in the community. Tells Eric he is a very inspirational man and he will send out his flyer via BUSD Enews. He lets the parents know that they are not closing the DHH program and his commitment is to get the program to the gold standard they are used to. He says that the district is trying to be proactive and that if we need to do better, we will do better. He says that the meets with the Superintendents from Five Star Coalition and meets with Jay Swartz from Foothill Selpa. He says that it is their collective vision that they have a certified DHH instructor.

Sarah Rudchenko, Assistant Superintendent of Human Resources, says that right now they have the position open on Edjoin and have four applicants currently, but unfortunately neither have the

appropriate certifications. We have reached out to our University partners to try and reach out and get more recruits.

Superintendent, Dr. John Paramo, states Dr. Knapik is working with our Special Ed Director to get a mechanism in place to be able to hear more from the community.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Tabet thanks the DHH families for coming today. She says that she is constantly bragging about the programs we have here in Burbank, specifically our DHH program. She addresses the parents by letting them know their concerns have been heard and she is confident we can get our gold standard back. She addresses Mr. Schlossmann and says that he is really incredibly wrong when he said that custodians did not get a raise. She states that when staff gets a raise, everyone gets a raise and he might have been referring to the job study. She thanks Ms. Huerta for leaving her family to come and speak on the meal application. She thanks Mr. Haack and thanks Mr. Timuryan from the Board of Realtors for coming. She says that there was a place on the website to indicate where money was spent. She says that she hopes that people ask and can say that due diligence was done to make sure that the district was transparent on how the money was spent.

Clerk Pontzer Kamkar says that she is going to rely on what Superintendent Paramo has said about the program. She says that we need to open the lines of communication. She thanks them for coming and for advocating on behalf of the students. Let's Mr. Haack know that she will be in attendance with her children. Thanks Mr. Timuryan for talking about the bond a little bit. Addresses her concern to Mr. Schlossman. She says that she feels good that the Union partners are supporting the district.

Vice President Aghakhanian thanks the parents and members of the DHH community. He says that their intention is not is not to be reactive instead of proactive. He encourages them to maintain the lines of communication and to email them or reach out to them by cell phone. He says that as a parent, he agrees that every child deserves the best and thanks them for being here and talking about this. He thanks M'Lisa and says that the work that classified employees do is difficult and encourages everyone to thank a CSEA member for all they do. Lastly, he thanks the BAEF for their presentation.

President Weisberg says that she received a press release on her phone about the termination of the DHH program. Her immediate response was what email did she miss to make sure as a Board member the ball does not get dropped. Her concern is what is the classroom structure like for these kids. Asks for a better picture of what is going on.

Superintendent, Dr. John Paramo, responds to President Weisberg stating that the class consists of five students. Have a general education teacher, a paraeducator and an interpreter. We are trying to get a certificated DHH teacher to replace the general education teacher.

President Weisberg says that she responds to email within 24 hours and asks that they be given an opportunity to respond. States she recognizes that the DHH community needs specific things and asks that they be given a chance to respond. She hopes that people reach out and hold them accountable and ask questions. She thanks M'Lisa and Laura for their communication. She thanks

Harry for coming. She says that the bond will generate \$458,000,000 and that the district's priority is to allow the community to make decisions based on fact. She thanks Ms. Huerta for coming down.

Vice president Aghakhanian also thanks Harry Timuryan for coming and acknowledging that one of the main reasons people come to Burbank is for our amazing schools.

11) REPORTS TO THE BOARD

11.a) Report to the Board of Education on District Hot Weather Guidelines

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will report to the Board of Education on the upcoming CA Senate Bill 1248 compliance requirement, as presented.

[BUSD Heat Inclement Weather Guidelines 2024.pdf \(OF 30,189\)](#)

Interim Assistant Superintendent of Instructional Services, Dr. Oscar Macias, approaches podium to invite Ms. Lenora Aguilera to help present. Heat waves are lasting longer and more often.

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

12.a) Public Hearing of the District's Initial Proposal for the 2025-2028 Successor to the Current Collective Bargaining Agreement with the Burbank Teachers Association

The Board of Education will hold a public hearing to allow public comment regarding the District's Initial Proposal for the 2025-2028 Successor to the Current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

[Public Hearing Initial Proposal BTA 101724.pdf \(OF 30,190\)](#)

14) CONSENT AGENDA

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029991, total not to exceed \$187,290, (01.0-65000.0-50010-36000-5813-7440000), October 1, 2024 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960029991 Settlement Agreement.pdf \(OF 30,199\)](#)

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960007625, total not to exceed \$5,000, (01.0-65000.0-

50010-36000-5813-7440000), October 18, 2024 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960007625 Settlement Agreement.pdf \(OF 30,200\)](#)

14.c) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through September 23, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,201\)](#)

14.d) Approval of Agreement for Special Services with School Services of California

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and School Services of California, effective November 1, 2024 through October 31, 2025, not to exceed \$5,680 (01.0-00000.0-00000-72000-5850-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

[SSC Agreement 24-25 101724.pdf \(OF 30,202\)](#)

14.e) Acceptance of Notice of Completion, California Paving & Grading, Patch Existing Playground Asphalt, Thomas Edison Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Patch Existing Playground Asphalt at Thomas Edison Elementary School, PO 25000936, not to exceed \$58,265 (213-00000-0-91000-85000-6170-202-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

[10-17 NOC_CA Paving Edison Bond.pdf \(OF 30,203\)](#)

14.f) Approval of Instructional Consultant Services

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

[Approval of Instructional Consultants 101724.pdf \(OF 30,204\)](#)

14.g) Approval of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education

Student 960007625, not to exceed \$7,000 (01.0-33050.0-57602-11900-5850-7440000), effective October 18, 2024 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960007625 Professional Tutors_Ratification.pdf \(OF 30,205\)](#)

14.h) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC for Special Education Student 960010470, not to exceed \$15,525 (01.0-33050.0-57602-11900-5850-7440000), effective October 1, 2024 through May 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960010470 Sign Up Interpreting.pdf \(OF 30,206\)](#)

14.i) Ratification of Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gwendolyn Olicker, Occupational Therapist, for Special Education Student 960034998, not to exceed \$1,500 (01.0-33050.0-57602-11900-5850-7440000), effective May 24, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960034998 Gwendolyn Olicker_Ratification.pdf \(OF 30,207\)](#)

14.j) Ratification of Reimbursement to Parent for Transportation (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960034998, not to exceed \$1,000, effective May 16, 2024 through October 30, 2024, (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 960034998 Parent Reimbursement_Ratification.pdf \(OF 30,208\)](#)

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

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Jan Britz to provide coaching and mentoring to the superintendent as needed, not to exceed \$10,000 (01.0-00000.0-00000-72000-5850-7552000), effective April 1, 2024 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

[Consultant Agreement - Britz_Redacted.pdf \(OF 30,209\)](#)

14.l) Approval of Personnel Report 24-25-07

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-07, covering Certificated and Classified personnel, and consisting of Pages 1 to 14 inclusive, as presented.

[Personnel Report 24-25-07.pdf \(OF 30,210\)](#)

14.m) Approval of John Burroughs High School Vocal Music Association Powerhouse and Sound Sensations (Overnight) Field Trip

Oscar Macias, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to participate in the Exhibition Performance and Educational Workshops in New York, NY from Friday, April 25, 2025 to Tuesday, April 29, 2025, as presented.

[JBHS_VMA_Extended_Overnight_Field_Trip_NY_10_17_24_draft.pdf \(OF 30,211\)](#)

14.n) Approval of John Burroughs High School Vocal Music Association Power House (Overnight) Field Trip to Dallas, Texas

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to participate in the American Corral Directors Association National Conference in Dallas, TX from Friday, March 21, 2025 to Tuesday, March 25, 2025, as presented.

[JBHS_VMA_Extended_Overnight_Field_Trip_TX_10_17_24.pdf \(OF 30,212\)](#)

14.o) Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip to Surprise, Arizona

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association Sound Sensations and Decibels (Overnight) Field Trip request to participate in the Surprise, Arizona Choir Competition in Surprise, AZ from Friday, March 14, 2025 to Sunday, March 16, 2025, as presented.

[JBHS_VMA_Extended_Overnight_Field_Trip_AZ_10_17_24.pdf \(OF 30,213\)](#)

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

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Tabet thanks BAEF for their outstanding and generous grants. Also, thanks Annie Cavanaugh, the Burbank High band director. She had Burbank High students volunteer to come and play at our youth football homecoming. Thanks the Boys and Girls Club for the festive cards they make.

Clerk Pontzer Kamkar has been busy with other elections activities. Would like to remind the community about Disney's Dia de los Muertos event. She will attend the Burbank Community Band event and the Burbank High Night of Magic event as well. States by the time we meet again, it will be after the election and reminds everyone to vote.

Vice President Aghakhanian congratulates Terri Walker for receiving the FSA Award. He says that tomorrow is the Fall festival at Muir and Dia de Los Muertos at Disney on Saturday.

President Weisberg thanks the Boys and Girl's club for the Halloween cards. She gives a shout out to City Clerk Kim Clark and staff. Also, thanks PTA for educating people about the Bond and thanks the executive board of CSEA and gives recognition to Indigenous Peoples day.

President Weisberg announces BUSD retiree:

Linda Sweeney, Paraeducator, been with BUSD since 1988.

16) ADJOURNMENT

Meeting adjourned at 9:27 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

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

November 7, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:

Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet

Also present were John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources; and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

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

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,214)

Final Settlement Agreement for Special Education Student 960032566

3.b) Action on Student Expulsion (OF 30,215)

The Board of Education will take action in closed session pursuant to Education Code Section 48900(a)(2), 48915(a)(1)(E), and 48900.4 on the expulsion recommendation by the Administrative Hearing Panel for Student 960032266, as presented in Confidential Exhibit 3b.

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

Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative
Services Employee Organization: Burbank Teachers Association (BTA)

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

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Weisberg invites Dr. John Paramo to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Board accepted the resignation of the Director of Food Services.

Took action on item 3b, 4-0 for student expulsion in favor of committee's recommendation.

6) ADJUSTMENTS TO THE AGENDA

13a removed, the action was read out loud in closed session.

7) ITEMS FOR FUTURE AGENDAS

President Weisberg requests a meeting with JBHS and BHS to discuss safety in the bathrooms. Also, would like to agendaize high quality labor that we utilize bond funds for. Creating a Work Force Agreement.

Member Tabet requests that Middle School sites be included in the bathroom safety protocols as well.

Vice President Aghakhanian requests a report to see how we can work with the transportation department/committee to discuss traffic control and student safety. He wants it to be a 2025 plan. He says that he wants students to feel safe walking to school. Promoting healthier practices for walking.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Student Representatives

8.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.c) Reports from the Superintendent

John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

Superintendent, Dr. John Paramo, thanks the Burbank community for supporting the ABC Bond Measure. He will uphold his obligation to spend the bond money appropriately and wisely. Thanks BTA, CSEA, the Chamber of Commerce, the Mayor, Armenian National Committee of America, Vice Mayor and ABC Bond Committee. He is humbled and will not let them down.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

9.c) Board Members' Responses

Board Members will respond to public comment.

10) REPORTS TO THE BOARD

10.a) Burbank Unified School District Surplus Property Procedure

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce a representative from Atkinson, Andelson Loya, Ruud & Romo, who will present the Surplus Property Procedure.

[Surplus Property Procedure PPT 110724.pdf \(OF 30,216\)](#)

President Weisberg invites Assistant Superintendent of Administrative Services, Andrew Cantwell, to the podium who in turn invites one of our Attorney's to show the presentation.

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

[Resolution 11 - Surplus Property Advisory Committee 110724.pdf \(OF 30,243\)](#)

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

- 12.b) Adoption of Resolution 12 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CSPP-3163

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 12 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

[CSPP 2025-26 Resolution Number 12-11.7.24.pdf \(OF 30,217\)](#)

It was moved by Abby Pontzer Kamkar, and seconded by Char Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously.

Dr. Peter Knapik, Assistant Superintendent of Educational Services, would like to share with the Board that Resolution 12 is a contract with the Californian Department of Education for \$397,566 and that is for 25/26 school year and we are a year ahead of time.

- 12.c) Adoption of Resolution 13 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CCTR-2074

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 13 certifying approval of the Board of Education to enter into a transaction with the Department of Social Services for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

[CCTR-2025-26 Resolution Number 13-11.7.24.pdf \(OF 30,218\)](#)

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

Dr. Peter Knapik, Assistant Superintendent of Educational Services, shares this is a contract with the California Department of Education for \$744,138 and this is for Elementary school at Bret Harte and at Washington.

- 12.d) Second Reading and Approval of Revisions to Board Policy 5131.8; Mobile Communication Devices

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy 5131.8: Mobile Communication Devices, as presented.

[BP 5131.8 11 7 24.pdf \(OF 30,219\)](#)

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

Dr. Oscar Macias, Interim Assistant Superintendent of Instructional Services, approaches podium to address this Board Policy.

Board Members and Superintendent, Dr. John Paramo, review and comment.

12.e) Approval of School-Connected Independent 501c3 Organizations for 2024-2025

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, Burbank High School Boys Basketball and John Burroughs High School Boys Basketball, School Year 2024-2025, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective November 8, 2024 through November 7, 2025, as presented.

[School_Connected_Organization_11_7_24.pdf \(OF 30,220\)](#)

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

12.f) Approval of Early Separation Notification Incentive for any Burbank Teacher Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2024-2025 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Early Separation Notification Incentive for BTA member unit members who submit an irrevocable resignation effective on June 30, 2025 to receive a \$1,000.00 incentive, as presented.

[Approval of Early Separation Notification Incentive for Burbank Teacher Association \(BTA\) Who Choose to Retire or Separate at the End of the 2024-2025 School Year.pdf \(OF 30,221\)](#)

It was moved by Char Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

President Weisberg asks Dr. Sarah Rudchenko, Assistant Superintendent of Human Resources, to explain to the Public that this is not to force people out.

Dr. Rudchenko states that this is just an opportunity to know who is staying and who is going, so we can get out there and hire new people.

13) CONSENT AGENDA

13.a) Action on Student Expulsion

The Board of Education will take action in closed session pursuant to Education Code Section 48900(a)(2), 48915(a)(1)(E), and 48900.4 on the expulsion recommendation by the Administrative Hearing Panel for Student 960032266, as presented in Confidential Exhibit 3b.

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032566, total not to exceed \$12,250, (01.0-65000.0-50010-36000-5813-7440000), January 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Student 960032566 Settlement Agreement.pdf \(OF 30,222\)](#)

13.c) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on October 19, 2023, as presented.

[Minutes 10.19.23 \(UNOFFICIAL II\).pdf \(OF 30,223\)](#)

13.d) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on November 2, 2023, as presented.

[Minutes 11.2.23 \(UNOFFICIAL II\).pdf \(OF 30,224\)](#)

13.e) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on November 16, 2023, as presented.

[Minutes 11.16.23 \(UNOFFICIAL II\).pdf \(OF 30,225\)](#)

13.f) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on December 21, 2023, as presented.

[Minutes 12.7.23 \(UNOFFICIAL II\).pdf AMENDED \(OF 30,226\)](#)

13.g) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on December 14, 2023, as presented.

[Minutes 12.14.23 Sp \(UNOFFICIAL II\).pdf \(OF 30,227\)](#)

13.h) Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on December 21, 2023, as presented.

[Minutes 12.21.23 \(UNOFFICIAL II\).pdf \(OF 30,228\)](#)

13.i) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through October 14, 2024, as presented.

[2024-2025 PURCHASE ORDER REPORT.pdf \(OF 30,229\)](#)

13.j) Approval of Non-Instructional Consultant Services

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

[Approval of Non-Instructional Consultant 110724.pdf \(OF 30,230\)](#)

13.k) Approval of Instructional Consultant Services

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

[Approval of Instructional Consultants 110724.pdf \(OF 30,231\)](#)

13.l) Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide four speech and language pathologists, not to exceed \$584,256 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 20, 2024 for a total not to exceed \$483,300. This amendment adds one additional speech and language pathologist, for a total of four speech and language pathologists, with an increase of \$100,956. The new not to exceed amount is \$584,256.

[SPED Professional Services Gary Stromberg Amendment.pdf \(OF 30,232\)](#)

13.m) Ratification of Reimbursement to Parent for Transportation (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960011648 visit student who attends a Non Public School (NPS), per IEP, not to exceed \$4,000, effective July 1, 2024 through June 30, 2025, (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 960011648 Parent Reimbursement Ratified.pdf \(OF 30,233\)](#)

13.n) Ratification of Agreement for Instructional Consultant Services

Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

[Ratification Consult Agrmt McKinley Deana Hippie 110724.pdf \(OF 30,234\)](#)

13.o) Approval of Additional Budget - Unrestricted General Fund Carryover and Enrollment Adjustments

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-25 approved budget for the Unrestricted General Fund Carryover and Enrollment Adjustments, as presented.

[GF Unrestricted Carryover & Enrollment Adjustments 110724.pdf \(OF 30,235\)](#)

13.p) Approval of Additional Budget – General Fund Legally Restricted Balances

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-2025 approved budget for the General Fund Legally Restricted Balances, as presented.

[GF Legally Restricted Bal 110724.pdf \(OF 30,236\)](#)

13.q) Approval of Additional Budget - Restricted General Fund Unearned Revenue

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the budget additions to the 2024-2025 approved budget for Restricted General Fund as presented.

[GF Restricted Unearned Rev Addt'l Budget 110724.pdf \(OF 30,237\)](#)

13.r) Beginning Balances for 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2024-2025 Report of Beginning Fund Adjustments, as presented.

[Beginning Balances 110724.pdf \(OF 30,238\)](#)

- 13.s) Ratification of Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2024 through June 30, 2027, not to exceed \$65,000 per year (21.0-00000.0-92000-85000-5840-7400021), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[CFS Agreement 2024-25 110724.pdf \(OF 30,239\)](#)

- 13.t) Approval of Change Order of Professional Agreement with AMB Group, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve and additional increase of the agreement between Burbank Unified School District and AMB Group, Inc., effective July 26, 2024 through January 31, 2025, not to exceed \$61,954.41 (13.0-53100.0-00000-37000-6510-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

[AMB Group Inc RFP 2425-004 110724.pdf \(OF 30,240\)](#)

- 13.u) Approval of Personnel Report Number 24-25-08

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-08, covering Certificated and Classified personnel, and consisting of Pages 1 to 18 inclusive, as presented.

[Personnel Report 24-25-08.pdf \(OF 30,241\)](#)

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

14) REPORTS FROM BOARD MEMBERS

- 14.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Tabet shares that it is Homecoming time of year. She thanks the teachers and staff for making those activities extra special. Congratulates both High Schools on a great football game.

Shares that she visited the State of the City and had a great time. It's important, as a Board member, to see where our city is headed and help us plan. Visited the YMCA for the first time and its not just a space for youth, but anyone.

Clerk Pontzer Kamkar says that she went to State of the City for the first time. She went to the Burbank Community Band Concert, which was great. She and Dr. John Paramo attended the Night of Magic at Burbank High, which was a very lovely night. She went to Burroughs on Broadway, which she and her kids enjoyed. She thanks the community for voting for the Bond and the Districting election. Also attended Dia de los Muertos at Disney Elementary and she highly recommends it.

Vice President Aghakhanian says that he was invited by Melinda Amado to go the the Dia De Los Muertos Event at Disney. He says that the props were great and that the event was nicely organized. He says that it was fun for all ages. He also attended the Fall festival at Muir. He gives a shout out to Emily, the president of the PTA and Kathy. It was a little windy, but it was a fun event.

President Weisberg says that she was sad to miss a lot of the events as that weekend she got sick. Thanks Monterey for her visit and to learn about the Soar program. Thanks our community for voting for the bond and taking the time to do the research. Also, President Weisberg thanks our Bond committee and to our Consultants. She thanks BTA and CSEA as well. She says that none of them take for granted the work that they invested.

President Weisberg announces Randy Ogawa's retirement. He will be very missed.

Member Tabet says that Randy is one of those leaders who is able to lead the folks who work alongside him. These folks come to work for Randy because of his treatment. They have respect for him. He will be missed.

Dr. Paramo says that he didn't get a chance to say goodbye to Randy. He says that they attempted to do a few things for him and he was certain that he didn't want anything. He hopes he enjoys his retirement.

11) PUBLIC HEARING - Approximately 7:30 p.m.

11.a) Public Hearing on the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387

The Board of Education will conduct a public hearing to receive input from any interested parties on the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

[Public Hearing - Surplus Property Advisory Committee 110724.pdf \(OF 30,242\)](#)

15) ADJOURNMENT

Meeting adjourned at 7:42 p.m.

MINUTES APPROVED:

JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

9/18/2025

DATE

ABIGAIL PONTZER KAMKAR, CLERK

**Burbank Unified School District
Fiscal Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services

PREPARED BY: Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services

SUBMITTED BY: Cheretta Wade, Administrative Secretary II, Business Services

DATE: September 18, 2025

SUBJECT: Approval of Warrants

Background:

Approval of commercial warrants for period beginning August 1, 2025, and ending August 31, 2025.

Discussion/Issues:

Fiscal Services is submitting for approval warrants issued August 1, 2025 through August 31, 2025.

Fiscal Impact: (if any)

\$10,033,950.22

Recommendation: Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of \$10,033,950.22, issued August 1, 2025 through August 31, 2025, as presented.

Vendor Name	01	11	12	13	14	21	25	40	67	76
	General Fund	Adult Education Fund	Child Development Fund	Cafeteria Enterprise Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Retiree Benefits Activity	Warrant Pass-Through Fund
4A CRANE SERVICE CO.	2233960, 22317991	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AAB CORPORATION	22334022	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACADEMIC THERAPY PUBLICATIONS	22343580	\$470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACCREDITING COMMISSION FOR SCHOOLS WASC	22343581	\$6,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN	22332068	\$1,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACTIVE INTERNET TECHNOLOGIES	22317992	\$55,787	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADAMS SILVA & MCNALLY LLP	22335834, 22321776	\$45,109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AGUILERA, LENORA	22334023	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALEX POTAPENKO	22332069	\$218	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALL PHASE ELECTRIC SUPPLY CO	22317993, 22332070, 22339661	\$4,675	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AMAZON CAPITAL SERVICES	22320034, 22337801, 22332071, 22339662	\$27,161	\$1,329	\$124	\$672	\$0	\$0	\$0	\$0	\$0
AMERGIS HEALTHCARE STAFFING, INC. (EIN: 83-2)	22317994, 22334024, 22337802	\$69,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AMERICAN FIDELITY	22335835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,601
AMERICAN FIDELITY ASSURANCE COMPANY	22334025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,779
AMS.NET, LLC	22332072	\$0	\$0	\$0	\$0	\$0	\$28,480	\$0	\$0	\$0
AMTECH ELEVATOR SERVICE	22332073	\$1,464	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ANA MARIA MOEN	202508260481050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
ANDREA MARIE VALDEZ	22348174	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ANNA MARTIROSYAN	202508260481033	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$708	\$0
ANNETTE RIOJAS	202508260480994	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
AREVAHAD AVANESSIAN	202508260480933	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$284	\$0
AREY JONES EDUCATIONAL SOLUTIONS	22348175, 22339663	\$11,553	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ARROW RESTAURANT EQUIPMENT	22339664	\$0	\$0	\$0	\$6,977	\$0	\$0	\$0	\$0	\$0
AT&T	22320035, 22332074	\$10,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AUTISM BEHAVIOR INTERVENTION INC	22332075	\$3,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AVS TEES	22339665	\$1,438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANC OF AMERICA PUBLIC CAPITAL CORP	202508260482289, 202508050474503	\$256,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BARBARA AYUSO	202508260480931	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
BARBARA DEVALL	202508260481003	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
BARBARA STEELE	202508260480927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
BEHAVIOR AND EDUCATION INC	22334026	\$2,019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BEHAVIOR THERAPY CLINIC	22334027	\$1,659	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B & H PHOTO VIDEO	22339666	\$2,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BMC WEST LLC 1202	22332076	\$1,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOYS & GIRLS CLUB OF BURBANK	22343582	\$198,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BRIDGET L HIGHFILL	202508260481054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
BROIDY, HEATHER	22343583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$885	\$0
BURBANK HIGH SCHOOL ASB	22332077	\$1,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BURBANK IRRIGATION SUPPLY	22332078	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$378	\$0
BURBANK WATER AND POWER	22339667, 22339668	\$256,745	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALPERS 457 PLAN	22314885, 22317995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,900
CAMBRIDGE UNIVERSITY PRESS	22334028	\$0	\$36,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CANON U.S.A., INC.	22332079, 22339669	\$4,027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CARIN L WANTLAND	202508260481009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
CAROL H ROWSEY	202508260480969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
CAROLYN PERLSTEIN	202508260481002	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
CARYN S TOMER	202508260480997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,119	\$0
CASCADE LODGE LLC	22345678	\$42,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CATALINA PAINTS	22314886, 22332080, 22335836	\$2,628	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CATHERINE LOPEZ	22332081	\$495	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CATHY MARCY	202508260480934	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
CDW GOVERNMENT	22334029	\$4,463	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CENIC	22339670	\$1,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CENTER FOR VISION DEVELOPMENT OPTOMETRY	22332082	\$1,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CFS PRODUCTS, INC.	22314887	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CHARLES TAYLOR ENVIRONMENTAL	22332083	\$1,525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CHERIE WESCOTT	202508260481039	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
CHRISTINA D'ANDREA	22343584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
CHRISTINA K. WRIGHT	202508260481006	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131	\$0
CHRISTINE DENISE ASSESSOR	22343585	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
CHRISTOPHER ANDREW MITCHELL	202508260480998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
CINDY SULLIVAN	202508260480920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
CINTAS CORPORATION	22314888	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CITY OF BURBANK	22343586, 22337803, 22335837, 22334030	\$10,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CLARKE, KELLI	202508260480935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
CLIFTONLARSONALLEN LLP	22321777	\$3,738	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMERCIAL DOOR OF LOS ANGELES COUNTY	22348176	\$32,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMERCIAL ROOFING SYSTEMS INC.	22332084	\$12,306	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMPLETE BUSINESS SYSTEMS	22317996, 22335838	\$1,023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CORNEJO'S AUTOMOTIVE	22332085	\$1,249	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COSCO FIRE PROTECTION INC	22314889	\$3,020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COVELO GROUP, INC.	22334031	\$69,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CROWN CASTLE FIBER LLC	22334032	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CSBA CALIFORNIA SCHOOL BOARDS ASSOC	22343587	\$9,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CURRICULUM ASSOCIATES LLC	22337804, 22335839, 22343588	\$6,027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CUT TIME LLC	22332086	\$1,745	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DANIEL GOMEZ dba HEAR & C	22314890	\$2,862	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DARIN WOLF	202508260481051	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
DAVID OLMOS	22343589	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
DAVID REYES	202508260480989	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
DAVID THOMSON	202508260480943	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
DE AVILA, JENNY	202508260480944	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
DEBORAH ANN FARMER	202508260481020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$716	\$0
DEBORAH GRAMMER	202508260481029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
DEBORAH MADRIGAL	202508260480953	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
DECKER EQUIPMENT/SCHOOL FIX	22334033	\$0	\$280	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DELFINO ROMERO	202508260480952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
DEMCO	22335840, 22337805	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEPARTMENT OF JUSTICE	22343590	\$2,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DIANA RHODAS	202508260480950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
DICK BLICK CO	22343591	\$989	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISCOUNT SCHOOL SUPPLY	22332087	\$0	\$661	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DIY HOME CENTER	22332088, 22314891, 22339671, 22345679	\$2,249	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DONNA S SPAULDING	202508260480964	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
DUBNOFF VALLEY HIGH SCHOOL	22345680	\$16,852	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUNN EDWARDS CORP	22345681, 22317997, 22332089, 22339672	\$3,895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EDCLUB INC	22335841	\$1,881	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EDGEWORTH MONITORING LLC	22343592	\$7,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

EDMENTUM	22321778, 22335842	\$237,208	\$7,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ELITE SANITATION INC	22339673	\$1,352	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ELIZABETH THOMAS	202508260480924	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
ELIZABETH WOOD	22343593	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
EPS OPERATIONS, LLC	22339674	\$456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ESCOBAR, CELIA MOLINA	202508260480932	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
FEDERAL FINGERPRINTING, INC.	22343594	\$0	\$670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FERGUSON ENTERPRISES INC #1350	22332090, 22337806	\$5,983	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRST STUDENT, INC	22343595	\$101,311	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRANCISCO J VILLARREAL	202508260480967	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
FRESHWORKS INC	22320036	\$20,736	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRESHWORKS INC . 24888	22343596	\$22,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GARY D STROMBERG & ASSOCIATES LLC	22317998	\$2,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENEVA RICHARDS TARANDEK	202508260481015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$768	\$0
GEORGAN YANTZ	202508260480929	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
GHADA BAKHOS	202508260480956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
GLENDALE UNIFIED SCHOOL DISTRICT	22328761, 22320037	\$1,266,824	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GLORIA DIANE MEZA	202508260480960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
GLORIA LARA	202508260480959	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330	\$0
GM SUPPLIES	22332091	\$1,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLDBERG, MICHELLE	22332092	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLD STAR FOODS	22335843	\$0	\$0	\$0	\$43,317	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOPHER SPORT	22339675, 22337807	\$1,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAINGER	22314892, 22345682	\$928	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAYBAR	22314893	\$480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GWENDOLYN OLICKER	22343597	\$875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HALLIE ELIZABETH FLEISHMAN	202508260481019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
HARPER, ELENA AND MICHAEL	22339676	\$33,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HASA INC	22314894, 22337808	\$2,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HATCH, ROBIN	22317999	\$439	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HATHAWAY-SYCAMORES	22345683	\$19,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HD SUPPLY FORMERLY HOME DEPOT PRO	22318000, 22332093, 22339677	\$8,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HECTOR GARCIA	22332094	\$94	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HELENE K MARTE	202508260480968	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
HENRY WALLACE ALEXANDER JR	202508260481052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
HOLDING HANDS, BURBANK	22314895	\$565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HOLTZBRINK PUBLISHERS LLC DBA MPS	22343598	\$111,925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HOUGHTON MIFFLIN	22337809	\$712	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	22345684	\$191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IAN LEPATAN	202508260480962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$662	\$0
ICS SERVICE CO.	22335844	\$158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IDR ENVIRONMENTAL SERVICES	22314896	\$15,037	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	22332096	\$1,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IN TOUCH BEHAVIORAL SERVICES, LLC	22332095	\$1,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ISMAEL LOPEZ	202508260481035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
JACKIE DAVIS	202508260481043	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
JACKIE'S LONGSHOT COFFEE INCORPORATED	22341548	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JAMES C. DEKAY	202508260481059	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
JAMIE ANDREWS	202508260480940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
JANE ANNE SINGER	22343599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$786	\$0
JANET LAM-ZIEGLER	202508260481047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
JANET MCKENNA	202508260481012	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
JANICE L BUROW	202508260481056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
JASMAN SEPRAKI	202508260480951	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
JAYNES, DAVID	202508260480937	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
JEFFREY HERB THOMPSON	202508260481000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
JENNIFER GRIFFITH	22334034	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JERMAN AVANISIAN	202508260480941	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
JOANNE VALLONE	202508260480925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$284	\$0
JOHN KLEIN	202508260480995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
JOHNSON, JILL	22334035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JOHNSTONE SUPPLY	22339678, 22314897, 22332097, 22337810	\$19,773	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JOSE JULIAN RODRIGUEZ	202508260481040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131	\$0
JOSE ONTIVEROS	202508260481025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
JOSEPH BOYD	202508260480974	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
JOY YOUNG	22334036	\$1,815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JPMORGAN CHASE BANK	22334037	\$5,783	\$2,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
JULIE ANN GRENE	202508260481027	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$388	\$0
JULIE ANN LAMBERT	202508260481017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710	\$0
JULIE ARBOGAST	202508260481036	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
JULIE DAVIS	202508260481021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
KAREN DARRYN	202508260480930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
KAREN LYNN EPPORT	22334038	\$4,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KATHRYN SESSINGHAUS	202508260480972	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
KATHY DINAPOLI	202508260481026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
KATHY J YAEGER	202508260480961	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
KELLY SPICERS STORES	22339679	\$1,374	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KEN BROWN	202508260480992	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
KEVORK MADOOGLU	202508260480981	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
KIMBERLY A. JOHNSON	202508260480980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
KIMBERLY WILLIAMS	202508260480928	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
LABYRINTH LEARNING	22337811	\$368	\$4,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAGUNA CLAY CO	22332098	\$2,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAKE SHORE CURRICULUM MATERIAL	22332099	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAURA BAUMAN	202508260481001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
LAURA CHAN	22348177	\$0	\$0	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAURIE A HARMON	202508260481010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
LAW OFFICES OF HENRY TOVMASSIAN	22348178	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LENORA AGUILERA	22334039	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LESLIE HAWA	202508260480938	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
LESLIE'S POOLMART, INC.	22314898	\$137	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LESZEK BACZKOWSKI	202508260480957	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
LEVEL 3 COMMUNICATIONS LLC	22318001	\$980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIANN ASMUSSEN	202508260481022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
LIGHTFOOT, RICHARD	22343600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$786	\$0
LINCOLN AQUATIC	22343601	\$1,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LINDA LINDLEY	202508260480975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
LINDA MARIE SWEENEY	202508260481030	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$284	\$0
LINDE GAS & EQUIPMENT INC	22314899	\$53	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LINGUABEE LLC	22343602	\$2,385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LITERACY MINNESOTA	22314900	\$0	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIZ COSTELLA	22332100	\$156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

LOREEN M THOMAS	202508260480996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
LORI SCHLEINKOFER	22334040, 22314901	\$745	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOUIS DY	202508260480922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
LOWE'S HOME IMPROVEMENT	22332101	\$310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LYDIA MARINA RIOS	22343603	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$284	\$0
LYNDA CAMARILLO	202508260480947	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$739	\$0
MADDIGAN, DEBORAH	22320038	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MARGARET HESS-WITUCKI	202508260481045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
MARGARET MORGAN	202508260481023	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
MARIA ELENA ROMERO	202508260480945	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
MARIA L PEREZ	202508260480987	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
MARIA MARQUEZ CARMAN	202508260480993	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
MARK CLARKE	202508260480921	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
MARK GANTT	22348179	\$0	\$0	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0
MARK PALMER	202508260480954	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
MARLA J JURMAN	202508260481046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710	\$0
MARLA STEPHANIE LIDDELL-JOHNSON	202508260481048	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
MARTHA FERGUSON	202508260480958	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
MARTHA WALTER	202508260481057	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
MARY HYMAN	202508260480936	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
MARY KELLY	202508260480955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710	\$0
MAY LEE STATE OFFICE COMPLEX	22345685	\$1,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MB DANCE INC	22332102	\$5,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MCCALLA COMPANY JANITORIAL SUPPLIES	22343604, 22337812	\$4,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MEAN STITCHING INC.	22334041	\$357	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MELARAGNO, M.D., ALBERT J.	22334042	\$173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242	\$0
MERCEDITA R CORNEJO	202508260480963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
MEREDITH, JEFF AND TERES	22320039	\$3,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MICHAEL A DECARO	202508260480976	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$388	\$0
MICHELLE HACKING	22343605	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
MIKE BROWN GRANDSTANDS INC.	22343606	\$4,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MISHELLE FORDHAM	22348180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MULTI-HEALTH SYSTEMS	22334043	\$1,875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MYBASEPAY USA LLC	22343608	\$3,956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MY MUSIC FOLDERS	22343607	\$1,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NANCY J MARTIN	202508260480979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710	\$0
NANCY PETERSEN	202508260481058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
NANCY RENEE FITZGERALD	202508260481053	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
NAPA AUTO PARTS	22314902, 22332103, 22335845, 22345686	\$1,029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NARUMOL PRACHASAISORADEJ	22348181	\$0	\$0	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0
NCS PEARSON INC	22337813	\$1,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NEWSLA INC	22335846	\$6,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NJP SPORTS INC	22332104	\$690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NORTHERN SAFETY CO., INC.	22337814, 22345687	\$1,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NTT AMERICA INC	22339680, 22332105	\$7,008	\$0	\$0	\$0	\$0	\$63,894	\$0	\$0	\$0	\$0
NURTURING NESTS THERAPY CENTER INC	22332106	\$44,901	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	22332107, 22337815, 22314903, 22343609, 22318002, 22335847, 22339681	\$8,116	\$202	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OMAR AND CINDY SOLACHE	22332108	\$27,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PALU INSTITUTE	22341549	\$29,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PAMELA A. ELLIS	202508260481007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330	\$0
PAMELA COHEN	202508260480978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
PAPER DIRECT	22337816	\$347	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PAPER RECYCLING & SHREDDING SPECIALISTS, LLC	22334044	\$243	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARADIGM HEALTHCARE SERVICES, LLC	22334045	\$10,259	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PATEL, DIPALI	22332108	\$320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PATRICIA IVANKOVIC	202508260481018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
PATRICIA VALDIVIA GOLASKI	202508260480965	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710	\$0
PATRICK CARMAN	202508260480919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
PATRIOT FIRE PROTECTION	22339682	\$13,595	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PEARSON VUE	22334046	\$0	\$4,555	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERRY REX BULLINGTON	202508260481005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
PHILLIP HARRIS	202508260480990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
PITSCO EDUCATION, LLC	22343610	\$1,014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PLUMBING WHOLESALER OUTLET INC	22332109, 22314904, 22345688	\$5,835	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PNC C/O FELLERS LLC	22318003	\$1,199	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POCKET NURSE	22341550	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSITIVE DEVELOPMENT	22339683	\$2,756	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRIVATIZER TECHNOLOGIES, LLC	22318004, 22343611	\$1,338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRO LITERACY WORLDWIDE	22332110	\$0	\$808	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC EMPLOYEES' RET SYSTEM	202507310473197, 202508190478427	\$3,128,501	\$22,312	\$39,129	\$41,770	\$0	\$4,677	\$0	\$0	\$163,188	\$0
PURPLE COMMUNICATIONS INC	22314905	\$0	\$792	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
QUEST THERAPY GROUP, LLC	22318005, 22314906	\$15,878	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RAFAELA LIZARRAGA	202508260480985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290	\$0
RALPH DEJEAN FALLS	202508260481032	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
RANDY M OGAWA	202508260481031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
READ NATURALLY INC	22334047	\$3,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REBECCA RODRIGUEZ	202508260480991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185	\$0
REFRIGERATION SUPPLIES DIST	22334048, 22332111, 22343612, 22339684	\$13,163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REMEDIA PUBLICATIONS	22334049	\$232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RENEE NORMAN MILLER	202508260481016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,396	\$0
RICHARD JAMES SARQUIZ	202508260481014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$670	\$0
RIK VONK	202508260481034	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
RITA MORGAN	22345689	\$3,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ROBERT D. ALCANTAR	202508260481004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$427	\$0
ROCHESTER 100 INC	22332112	\$753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RON YOUNG	22334050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ROOBINA KARIMIAN	22343613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$708	\$0
ROSE GARCIA	202508260480923	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
RUSSELL SIGLER INC	22337817	\$1,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RUSSELL SIGLER INC.	22332113, 22343614	\$2,806	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RUTHIE DIFONZO	202508260480999	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,087	\$0
RYAN AND ORNA PICKENS	22320041	\$69,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SABRINA RUIZ-EMMONS	202507310473198	\$11,218	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SALLY A COTREL	202508260480977	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
SANDRA DE BARROS	202508260480966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,106	\$0
SANDRA ENGEL	202508260480942	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$769	\$0
SAN JOAQUIN COUNTY OFFICE OF EDUCATION	22320042	\$4,732	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SARAH KNAUFF SPEECH THERAPY	202508260478958, 202508060474933	\$14,880	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SARAH RUDCHENKO	22320043	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCHOOL LIFE A DIVISION OF IMAGESTUFF	22335850	\$214	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCHOOL MATE	22335851, 22337819	\$2,036	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SCHOOL SPECIALTY LLC	22335852	\$780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
25001824	CENIC	CARRYOVER PO; 2024-25 BLANKET ORDER; DISTRICT-WIDE HIGHSPEED BANDWIDTH INTERNET ACCESS; BOARD APPROVED 10/3/24	TECHNOLOGY SERVICES	010	\$1,072.50
25003604	BEST CONTRACTING SERVICES, INC.	CARRYOVER PO 25006304; 2425-022-06: SUMMER 2025 ROOFING AT MUIR MIDDLE SCHOOL; BOND FUNDS; BOARD APPROVED 3/6/25	MUIR MIDDLE SCHOOL	210	\$586,773.11
25004302	AREY JONES EDUCATIONAL SOLUTIONS	CARRYOVER PO; COMPUTER EQUIPMENT; LCFF SUPPLEMENTAL FUNDING	DISNEY ELEMENTARY	010	\$1,332.54
25004368	ARROW RESTAURANT EQUIPMENT	CARRYOVER PO; BID 2425-021; COOKING EQUIPMENT AT VARIOUS SITES; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 3/27/25	FOOD SERVICES	130	\$503,371.76
25004453	COMMERCIAL DOOR OF LOS ANGELES COUNTY	CARRYOVER PO; 2425-039: ROLL-UP PARKING GATE REPLACEMENT AT MILLER ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 6/5/25	FACILITIES SERVICES	010	\$34,403.42
26000642	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY \$2,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	\$4,000.00
26000658	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE; PERKINS GRANT	BURBANK HIGH SCHOOL	010	\$930.31
26000674	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	\$3,000.00
26000675	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	\$354.00
26000676	CENGAGE LEARNING	BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	\$3,759.60
26000678	LACOE-MULTILINGUAL ACADEMIC SUPPORT (MAS) UNIT	EVENT REGISTRATIONS; TITLE III - LEP FUNDS	INSTRUCTIONAL SERVICES	010	\$825.00
26000679	PATEL, DIPALI	REIMBURSEMENT TO PTA CHAIR FOR DEPOSIT FOR CUSTOM CLOTHING	EMERSON ELEMENTARY	010	\$320.00
26000680	MEAN STITCHING INC.	CUSTOM CLOTHING	EMERSON ELEMENTARY	010	\$356.98
26000681	NASCO WEST	CLASSROOM SUPPLIES; PERKINS GRANT	MUIR MIDDLE SCHOOL	010	\$11,308.72
26000682	NASCO WEST	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$176.94
26000683	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	\$231.08
26000684	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	\$433.06
26000685	BECKLAR HOLDINGS, LLC	FIRE MONITORING SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 7/24/25	FACILITIES SERVICES	010	\$4,600.00
26000686	MYSTERY SCIENCE INC	SOFTWARE LICENSE; BOARD APPROVED 7/24/25	STEVENSON ELEMENTARY	010	\$1,999.00

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BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000687	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	\$441.46
26000688	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; DOR FUNDS	SPECIAL EDUCATION	010	\$1,348.69
26000689	FAMILY SERVICE AGENCY OF BURBANK	PROFESSIONAL SERVICES AGREEMENT; MENTAL HEALTH SERVICES; STATE MENTAL HEALTH RELATED SVC FUNDS; BOARD APPROVED 7/24/25	SPECIAL EDUCATION	010	\$480,000.00
26000690	MN SON WESTERN, LLC	TESTING MATERIALS	BURBANK HIGH SCHOOL	010	\$1,506.93
26000691	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/16	MILLER ELEMENTARY	010	\$711.71
26000692	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/16	DISNEY ELEMENTARY	010	\$148.60
26000694	SHARP BUSINESS SYSTEMS	PRINTER MAINTENANCE CHARGES; BOARD APPROVED 6/20/24	INSTRUCTIONAL SERVICES	010	\$31,908.90
26000696	ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING, INC	STUDENT TRANSPORTATION; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 7/24/25	SPECIAL EDUCATION	010	\$65,754.00
26000697	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	\$293.80
26000698	SPECIAL EDUCATION PARENT	CARRYOVER PO 25002474; REIMBURSEMENT TO PARENTS FOR TRAVEL, MILEAGE, AND TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 11/21/24	SPECIAL EDUCATION	010	\$32,090.08
26000699	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	\$156.05
26000700	AMAZON CAPITAL SERVICES	BOOKS AND TEXTBOOKS - ADOPTED; GENERAL AND LOTTERY FUNDS; BOARD APPROVED 4/21/16	INSTRUCTIONAL SERVICES	010	\$197.64
26000701	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	\$151.34
26000702	VISTA HIGHER LEARNING	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/20/24	INSTRUCTIONAL SERVICES	010	\$1,026.13
26000703	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	\$109.36
26000704	McHORNEY, DEBBIE	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE	INSTRUCTIONAL SERVICES	010	\$129.60
26000705	DATA2 CORP	WAEHOUSE SUPPLIES; ASSET TAGS	PURCHASING SERVICES	010	\$304.58
26000706	BURBANK IRRIGATION SUPPLY	GROUPS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$144.96
26000707	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	MILLER ELEMENTARY	010	\$236.11
26000708	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MONTEREY HIGH SCHOOL	010	\$346.14
26000709	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$686.38
26000710	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$2,340.85

Fiscal Year: 2026

BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000711	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$735.27
26000712	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$409.30
26000713	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$485.89
26000714	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$690.63
26000715	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$596.98
26000716	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$1,117.35
26000717	LABYRINTH LEARNING	E-BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	\$4,780.00
26000718	LOWE'S HOME IMPROVEMENT	FURNITURE; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,179.04
26000719	AMAZON CAPITAL SERVICES	FURNITURE; ADULT EDUCATION - ELL PATHWAYS FUNDS	BURBANK ADULT SCHOOL	110	\$1,762.48
26000720	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$983.03
26000721	ENTERPRISE FM TRUST	2025-26 BLANKET ORDER; LEASE AGREEMENT FOR DISTRICT VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 10-15-15, 12-15-16 & 2-15-18	FISCAL SERVICES	010	\$10,580.86
26000722	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	\$216.71
26000723	AMAZON CAPITAL SERVICES	CLASSROOM AND TECHNOLOGY SUPPLIES; PERKINS GRANT	BURBANK HIGH SCHOOL	010	\$1,072.55
26000724	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	BURBANK HIGH SCHOOL	010	\$377.78
26000725	PITSCO EDUCATION	CLASSROOM SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,064.50
26000726	B & H FOTO & ELECTRONICS CORP	AUDIO EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$666.40
26000727	MIDWEST TECHNOLOGY PRODUCTS	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$775.99
26000728	SIGN UP INTERPRETING SERVICES, LLC	CONSULTANT AGREEMENT; INTERPRETING SERVICES; BOARD APPROVED 7/24/25	PERSONNEL SERVICES	010	\$90,000.00
26000729	GOPHER SPORT	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	\$411.05
26000730	JPMORGAN CHASE BANK	INSTRUCTIONAL MATERIALS; PERKINS GRANT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$235.95
26000731	JPMORGAN CHASE BANK	HEAT PRESS; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$795.55
26000732	DICK BLICK CO	CLASSROOM SUPPLIES; CTE - UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$1,770.96
26000733	BRODART CO.	LIBRARY SUPPLIES	MUIR MIDDLE SCHOOL	010	\$278.22
26000734	AMAZON CAPITAL SERVICES	CLASSROOM AND TECHNOLOGY SUPPLIES; PERKINS GRANT	INSTRUCTIONAL SERVICES	010	\$3,351.32
26000735	C.C. IMEX	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$305.62

Fiscal Year: 2026

BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025					
PO Number	Vendor	Description	Site	Fund	Total Amount
26000736	JPMORGAN CHASE BANK	INSTRUCTIONAL MATERIALS; PERKINS GRANT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$152.00
26000737	JPMORGAN CHASE BANK	INSTRUCTIONAL SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$314.88
26000738	B & H FOTO & ELECTRONICS CORP	AUDIO EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$333.20
26000739	HEAT TRANSFER WAREHOUSE INC	CLASSROOM EQUIPMENT; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$640.84
26000740	FILMTOOLS, INC	TECHNOLOGY SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$3,331.85
26000741	JPMORGAN CHASE BANK	INSTRUCTIONAL SUPPLIES; PERKINS GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	\$160.34
26000742	POCKET NURSE	CLASSROOM EQUIPMENT; ADULT EDUCATION - ELL PATHWAYS FUNDS	BURBANK ADULT SCHOOL	110	\$1,197.66
26000743	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED; 5/7/15	VARIOUS SITES	010	\$4,042.00
26000744	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,205.30
26000745	FIRST STUDENT, INC	STUDENT TRANSPORTATION FOR QUALIFIED STUDENTS; SPECIAL EDUCATION TRANSPORATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$3,806,332.20
26000747	SPECIAL EDUCATION PARENTS	SETTLEMENT AGREEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$33,120.00
26000748	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	MILLER ELEMENTARY	010	\$964.67
26000749	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	\$60.57
26000750	BUSSARD, BEVERLY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	\$12,589.00
26000751	FITZGERALD, NANCY RENEE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	\$12,370.00
26000752	AMAZON CAPITAL SERVICES	FURNITURE; SPECIAL EDUCATION - WORKABILITY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$1,645.39
26000753	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$246.99
26000754	VENTRIS LEARNING	BOOKS; LCFF SUPPLEMENTAL FUNDS	EDISON ELEMENTARY	010	\$97.35
26000755	GARY D STROMBERG & ASSOCIATES LLC	PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE PATHOLOGIST; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$141,960.00
26000756	GWENDOLYN OLICKER	PROFESSIONAL SERVICES AGREEMENT; OCCUPATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$3,325.00
26000757	DR. AGNESA PAPAZYAN, PSYD PSYCHOLOGY CORPORATION	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$6,500.00

Fiscal Year: 2026

BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000758	OREN R. BOXER	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$6,500.00
26000759	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	\$2,411.62
26000760	ACCO ENGINEERED SYSTEMS	2526-004: HVAC CHILLER REPAIR AND MAINTENANCE AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$17,623.00
26000761	RUSSELL SIGLER INC	HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$3,390.48
26000762	SWEETWATER SOUND INC	STAGE SUPPLIES; PERKINS GRANT	BURBANK HIGH SCHOOL	010	\$552.50
26000763	CHRISTINA GALLO	CONSULTANT AGREEMENT; ATHLETE TRAINING; BOARD APPROVED 8/11/25	INSTRUCTIONAL SERVICES	010	\$73,200.00
26000764	JPMORGAN CHASE BANK	KITCHEN EQUIPMENT; PERKINS GRANT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,048.65
26000765	JPMORGAN CHASE BANK	SHOP FURNITURE; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,190.09
26000766	WARD'S NATURAL SCIENCE	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$222.22
26000767	WILSON LANGUAGE TRAINING	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	\$370.91
26000768	JPMORGAN CHASE BANK	ONLINE AUTO SHOP AND CONSTRUCTION SAFETY TRAINING SOFTWARE; PERKINS GRANT	INSTRUCTIONAL SERVICES	010	\$2,245.00
26000769	LODI UNIFIED SCHOOL DISTRICT	2025-26 MEMBERSHIP RENEWAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	\$1,143.97
26000770	BENCHMARK EDUCATION COMPANY	CLASSROOM SUPPLIES; LOTTERY FUNDS	PROVIDENCIA ELEMENTARY	010	\$1,036.30
26000771	BENCHMARK EDUCATION COMPANY	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	DISNEY ELEMENTARY	010	\$4,629.95
26000772	HEGGERTY PHONEMIC AWARENESS	BOOKS; LCFF SUPPLEMENTAL FUNDS	EDISON ELEMENTARY	010	\$110.35
26000773	JUNKERMEIER, JOSHUA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE FUNDS	INSTRUCTIONAL SERVICES	010	\$55.90
26000774	SCHOOL HEALTH CORPORATION	CLASSROOM SUPPLIES; GIFT FUNDS	SPECIAL EDUCATION	010	\$126.85
26000775	ACADEMIC THERAPY PUBLICATIONS	TESTING MATERIALS	SPECIAL EDUCATION	010	\$470.29
26000776	PALI INSTITUTE	FIELD TRIP ADMISSION; PALI INSTITUTE; FUND RAISING COMMITTEE FUNDS; BOARD APPROVED 6/18/25	EDISON ELEMENTARY	010	\$29,100.00
26000777	TRANSFRVR	VIRTUAL REALITY HEADSETS AND SOFTWARE; CTE FUNDS; BOARD APPROVED 7/25/24	BURBANK ADULT SCHOOL	110	\$15,112.86
26000778	REMEDIA PUBLICATIONS	BOOKS; SPED - IDEA MENTAL HEALTH FUNDS	BURBANK ADULT SCHOOL	010	\$787.68

Fiscal Year: 2026

BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000779	AYA HEALTHCARE, INC.	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALLED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/24/25	SPECIAL EDUCATION	010	\$135,975.00
26000781	RALUY-MARTINEZ, LISA	2025-26 BLANKET ORDER; CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	\$5,000.00
26000782	RED RIVER PRESS INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	\$9,440.00
26000783	MIKE BROWN GRANDSTANDS INC.	BLEACHER RENTAL	BURBANK HIGH SCHOOL	010	\$4,290.00
26000784	MN SON WESTERN, LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	\$529.96
26000785	MN SON WESTERN, LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	\$273.49
26000786	CITY OF BURBANK	FALSE ALARM FINES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	\$1,350.00
26000787	ANBRASS MUSIC	2025-26 BLANKET ORDER; INSTRUMENT REPAIRS	LUTHER BURBANK MIDDLE SCHOOL	010	\$1,000.00
26000788	SPECIAL EDUCATION PARENT	SETTLEMENT AGREEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/11/25	SPECIAL EDUCATION	010	\$7,000.00
26000789	KR NIDA CORPORATION	HANDHELD RADIO	LUTHER BURBANK MIDDLE SCHOOL	010	\$835.96
26000790	SCHOOL ZONE TRANSPORTATION, INC	CARRYOVER PO 24003121; STUDENT TRANSPORTATION; NATURAL HISTORY MUSEUM	STEVENSON ELEMENTARY	010	\$1,320.00
26000791	ACHILLES HEAL LLC	CONSULTANT AGREEMENT; ATHLETIC TRAINING; BOARD APPROVED 8/11/25	INSTRUCTIONAL SERVICES	010	\$73,200.00
26000792	WESTERN SAFETY PRODUCTS, INC	SAFETY SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	\$672.95
26000793	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	\$282.05
26000794	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$165.68
26000795	AMAZON CAPITAL SERVICES	FURNITURE; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	\$472.35
26000796	CDW-G - COMPUTER DISCOUNT WHSE	TECHNOLOGY SUPPLIES	BRET HARTE ELEMENTARY	010	\$90.17
26000797	CDW-G - COMPUTER DISCOUNT WHSE	COMPUTER EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	\$425.43
26000798	VILLALTA, JOSE ROBERTO RODRIGUEZ	2025 - 2026 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	\$10,787.00
26000799	DE LEON, JUAN JOSE	2025 - 2026 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	\$7,159.00
26000800	HIGHFILL, BRIDGET L	2025 - 2026 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	\$8,750.00
26000801	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	\$1,972.17
26000802	CENTRAL RESTAURANT PRODUCTS	KITCHEN EQUIPMENT	BURBANK HIGH SCHOOL	010	\$2,706.91
26000803	TEACHERS' CURRICULUM INSTITUTE LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/19/22	DISNEY ELEMENTARY	010	\$3,865.62

BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025					
PO Number	Vendor	Description	Site	Fund	Total Amount
26000804	TEACHERS' CURRICULUM INSTITUTE LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/19/22	MC KINLEY ELEMENTARY	010	\$233.82
PO Count:			133	Total:	\$6,373,640.18

BURBANK UNIFIED SCHOOL DISTRICT
BOARD DETAIL REPORT

Printed between 08/12/2025 & 08/25/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	119	\$5,194,643.74
110	Adult Education Fund	6	\$36,052.60
130	Cafeteria Fund	2	\$504,515.73
210	Building Fund	1	\$586,773.11
670	Self Insurance Fund	5	\$51,655.00
		Total:	\$6,373,640.18



PURCHASE ORDER
BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000642
Show this number on invoices,
packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

Page 1 of 2

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AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958

Fax:

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BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
M. WILLIAMS-BAER

PO Date: 08/07/2025

Requested Delivery: 08/01/2025

Buyer Name: Maro Bojolyan

Req# R0000739

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY \$2000.00 FOR A REVISED TOTAL OF \$4000.00 AS PER R0000900 TO MAKE ADDITONAL PURCHASES	2,000.00	2,000.00
2	1	LOT	***** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED \$2,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO EMERSON ELEMENTARY ATTN: MAUREEN BAER 720 E CYPRESS AVE BURBANK, CA 91501 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000642 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT.	2,000.00	2,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-203-0000-0000	\$4,000.00

SUB TOTAL	\$ 4,000.00
SALES TAX	\$ 0.00
SHIPPING	\$ 0.00
TOTAL	\$ 4,000.00

(A)	PAYMENT	DATE
(B)	PAYMENT	DATE
(C)	PAYMENT	DATE
(D)	PAYMENT	DATE
(E)	PAYMENT	DATE

Final Payment ()

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE



PURCHASE ORDER
BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.

26000642

Show this number on invoices,
packages and correspondence.

AMAZON CAPITAL SERVICES

Page 2 of 2

Vendor# 0000000206

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AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958

Fax:

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BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
M. WILLIAMS-BAER

PO Date: 08/07/2025

Requested Delivery: 08/01/2025

Buyer Name: Maro Bojolyan

Req# R0000739

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			PLEASE SAVE YOUR PACKING LIST FOR FUTURE REFERENCE IF NEEDED. IF YOU DO NOT RECEIVE A PACKING LIST, PLEASE GO TO THE AMAZON SITE AND SEARCH FOR THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT. VENDOR WILL ONLY BE PAID FOR ORDERS RECEIVED IN THE AMAZON RECEIVING PORTAL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-203-0000-0000	\$4,000.00

SUB TOTAL	\$ 4,000.00
SALES TAX	\$ 0.00
SHIPPING	\$ 0.00
TOTAL	\$ 4,000.00

(A)	PAYMENT	DATE
(B)	PAYMENT	DATE
(C)	PAYMENT	DATE
(D)	PAYMENT	DATE
(E)	PAYMENT	DATE

Final Payment ()

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

ACCOUNTS PAYABLE

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Approval of Agreement for Professional Services

Background:

The District contracts with an interpreting company to provide an interpreter/translator as an impartial party for expulsion hearings and/or special conferences with students and families when it is requested by the parent to assist with language barriers in understanding proceedings or specific documentation.

Discussion/Issues:

Interpreters are used during expulsion hearings when English is not a family's home language and the District is required to provide an impartial translator who is certified (in specific cases) and insured to interpret hearings/conferences and provide translation for the family.

Fiscal Impact:

Not to exceed \$3,000 funded through Student Services Non-Instructional Consultants/Independent Contractors (Non-employees) account string.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement between Burbank Unified School District and Leo Rosenblum & Associates dba LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 19, 2025 through June 30, 2026, not to exceed \$3,000 (01.0-00000.0-00000-72000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



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

TERMS OF AGREEMENT

This Agreement, made and entered into this 19 day of September, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Leo Rosenblum & Associates dba LRA Interpreters, Inc., hereinafter referred to as "Provider."

Payee's Name: Leo Rosenblum & Associates dba LRA Interpreters, Inc. Daytime Phone Number: 818-861-7844

Mailing Address: 1608 W. Magnolia Blvd. Burbank, CA 91506

Email Address: org@lrausa.com

Sponsoring Administrator: <u>Peter Knapik</u>	<u>Ass.t. Superintendent of Educational Services</u>	<u></u>	<u>District Office</u>
Print Name	Title	Signature	Location

Board Approval: 9/18/2025

Account Code: 010-00000-0-00000-72000-5810-7450000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of * per hour not to exceed \$3,000
**Amount to include mileage and any additional fees. *See attached Rate Sheet
2. The term of the Agreement shall be the period commencing on: 9/19/2025 and terminating on: 6/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Leo Rosenblum & Associates dba LRA Interpreters, Inc. will provide **interpreters/translators for parents during conferences, hearings, meetings and events.**
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 the Provider breach this agreement or fail to perform the required services in a satisfactory manner.
9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.
11. District and Provider 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.
12. Communicate within twenty-four hours to Leo Rosenblum & Associates dba LRA Interpreters, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.
13. The District agrees to indemnify, defend and hold harmless Leo Rosenblum & Associates dba LRA Interpreters, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.
14. 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.
15. 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

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District

Peter Knapik

Print Representative Name

Asst. Superintendent of Educational Services

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Leo Rosenblum & Associates dba LRA
Interpreters, Inc.

Provider/Company

Nicole Plockner

Print Representative Name

Title

Chief Financial Officer

Signature

Date

08/27/2025

SOUTHERN CALIFORNIA INTERPRETING(oral/not written service) FEE SCHEDULE

APPLICATION: CONTRACTS OR PURCHASE ORDERS PLACED BY INSTITUTIONS FOR INTERPRETING SERVICES TO BE RENDERED IN MOST SOUTHERN CALIFORNIA METROPOLITAN LOCATIONS DURING FISCAL YEAR 2025-2026.

GENERAL NOTES:

This fee schedule is issued for use by School Districts, Institutions of Higher Education, County Offices of Education, California Regional Centers, State, County and Municipal Institutions, Non-Profit Public Organizations, and other institutions of similar structure, scope and purpose. This Fee Schedule is not to be used for public distribution nor for general publication.

The terms and conditions herein govern and supersede all previous versions of the terms and conditions for LRA Interpreters Inc., and their corresponding fiscal period.

All Interpreting fee rates quoted are for up to a **3-hour time block of time for one consumer/student**.

LRA services all languages spoken in California communities

STANDARD INTEPRETATION (not written service) FEE SCHEDULE

LANGUAGE	\$	LANGUAGE	\$	LANGUAGE	\$
Amharic	484	Gujarati	469	Russian	402
Arabic	407	Hebrew	427	Spanish	273
Armenian	387	Indonesian	411	Spanish *E	397
Bengali	438	Italian	482	Tagalog	422
Cambodian	403	Korean	407	Thai	386
Cantonese	400	Mandarin	407	Urdu	422
Farsi	365	Portuguese	412	Vietnamese	403
French	405	Punjabi	422		

Please call us for Interpreting fees on other spoken languages not listed above.

Spanish *E: Fee applies to conferences, seminars, classes, public and large group meetings.

CONFERENCES, MEETINGS, SEMINARS, CLASSES, PUBLIC AND LARGE GROUP MEETINGS WITH ALTERNATING OR MULTIPLE SPEAKERS:

For events with multiple speakers programmed to run at a fast pace and scheduled for more than two hours, two alternating interpreters for each language are recommended to allow for each interpreter to get the same rest time received by each speaker and guarantee the integrity of the interpretation.

AMERICAN SIGN LANGUAGE (ASL) – Please contact LRA Interpreters Inc., for a quote when specific levels of certification are required.

ASL/English

Up to two hours: \$ 294.00/interpreter.
Each additional hour or fraction thereof: \$ 147.00/interpreter.

ASL/English/Spanish (Trilingual with Spanish)

Up to two hours: \$ 314.00/interpreter
Each additional hour or fraction thereof: \$ 157.00/interpreter

For certain ASL assignments, interpreters demand working in pairs to alternate their work during the scheduled time

due to the physical demands of this type of interpreting. LRA will advise when a pair interpreter is required. When a second interpreter is not available, and/or a single interpreter is requested for a session running at a brisk pace, the interpreter will require breaks to guarantee the integrity of the interpretation.

LEGAL (SETTING) INTERPRETING WORK: The fees quoted in this Fee Schedule do not apply to legal settings interpreting work such as: depositions, Court appearances and administrative hearings. Please call for a quote.

SPECIAL AND/OR MULTIPLE SKILL REQUIREMENTS: Orders for interpreters with special, technical or multiple skills, and orders which require the interpreting work to be done under special conditions (outside of what is reasonable considered normal or ordinary), may result in higher fees than those quoted herein.

SERVICE FEE APPLICATION: Interpreting service fees quoted apply to a single case, at a single location (address), a single scheduled time, and to a single type of service.

INTERPRETER ORDER REQUESTS: Shall include, among other items, the name of the event, the individual(s) for whom the event was scheduled, the individual who needs the interpreter's help, the name and telephone number or the contact person at the event's location, and the estimated time length of the event.

LATE ORDERS: Late orders are those last-minute requests to provide interpreter services, generally with less than 24 hours' notice. LRA will work diligently to cover interpreting service orders received in close proximity to the scheduled date of the event for which the service is needed. LRA has a good success rate for covering late orders. However, LRA's success in the coverage of every late order received cannot be assured since interpreters may not be available on short notice.

PARKING EXPENSE REIMBURSEMENT: When free parking is not provided or validated by the client or is not available in the near vicinity of the service site, parking fees related to the interpreter's service shall be reimbursed to LRA.

MILEAGE EXPENSE REIMBURSEMENT: LRA will try to assign interpreters, who are available and qualified, living within a radius of 18 miles from the interpreting job site. When this condition cannot be met, the round-trip mileage incurred by the interpreter more than 36 miles as determined from MapQuest shall be reimbursed to LRA at the prevailing Federal mileage expense reimbursement rate.

CANCELLATIONS: Notice of cancellation will only be received and acknowledged by LRA Interpreters Inc. during regular hours of operation. Notices of cancellation that are sent to LRA Interpreters Inc. outside regular business hours are considered to be received at 8:40 am the following business day.

LATE CANCELLATIONS: A late cancellation is a cancellation received with less than one full business days' notice from the scheduled start time of a specific interpreting assignment.

CANCELLATION FEES: Unless notified of a cancellation at least one full business day prior to the time the service is to be provided, LRA Interpreters Inc. shall be paid no less than the minimum fee previously stated in this fee schedule. This rule applies to a no-show, an on-site cancellation, and a late cancellation.

SERVICE PERIOD: Starts at the scheduled time of interpreter's appearance and ends at the conclusion of the block of time as indicated herein, or with the interpreter's dismissal by the person in charge of the scheduled event. LRA shall be paid no less than the full fee for a block of time regardless of the event concluding before the block of time runs out.

LRA's BUSINESS HOURS: Monday through Friday from 8:30 AM to 5:00 PM. Legal holidays and weekends are excluded. In case of an emergency, call LRA's office and follow the instructions of the phone message. A live person will call you back thereafter.

LIMITATION OF LIABILITY: LRA Interpreters, Inc.'s liability, if any, whether arising from breach of warranty, contract, negligence, indemnity, strict liability or other tort, or otherwise with respect to its services is limited to an amount not to exceed the price of the services giving rise to liability. In no event shall LRA Interpreters be liable for any indirect, incidental, lost profits, consequential or special damages.

LRA has provided interpreting and translation services continuously since 1990.

TRANSLATION (written service) FEE SCHEDULE

APPLICATION: CONTRACTS OR PURCHASE ORDERS PLACED BY INSTITUTIONS FOR TRANSLATION SERVICES TO BE RENDERED DURING FISCAL YEAR 2024-2025.

GENERAL NOTES

This fee schedule is issued for use by School Districts, Institutions of Higher Education, County Offices of Education, California Regional Centers, State, County and Municipal Institutions, Non-Profit Public Organizations and other institutions of similar structure, scope and purpose. This fee schedule is not to be used for public distribution nor for general publication.

The terms and conditions herein govern and supersede all previous versions of the terms and conditions for LRA Interpreters Inc., and their corresponding fiscal period.

All translation projects are delivered in digital copy form via email at no additional costs, unless specific instructions to have a printed version are received by LRA Interpreters Inc. at time of project request.

All translation fee rates are quoted in cents per source word. A source word is a word of the original document (English language) that is to be translated into another language.

Our fee rates include translation and proofing.

LRA INTERPRETERS translates all languages written in CALIFORNIA.

STANDARD TRANSLATION (written service) FEE SCHEDULE.

LANGUAGE	CENTS	LANGUAGE	CENTS	LANGUAGE	CENTS
Amharic	34	Hebrew	25	Russian	25
Arabic	28	Indonesian	23	Serbo-Croatian	Delete from Schedule
Armenian	23	Italian	23	Spanish	22
Bengali	21	Japanese	33	Tagalog	25
Khmer/Cambodian	28	Korean	24	Thai	29
Chinese	26	Mongolian	25	Turkish	25
Farsi	21	Pashto	28	Ukrainian	25
French	22	Polish	25	Urdu	25
German	Delete from Schedule	Portuguese	22	Vietnamese	23
Greek	25	Punjabi	21	Hindi	25
Gujarati	28	Romanian	Delete from Schedule	Mien	Delete from Schedule

CALL US ABOUT ANY LANGUAGE NOT LISTED IN OUR FEE SCHEDULE

About word counting.

A word is defined as a grouping made of any number(s), character(s) and symbol(s). Groupings are separated by a space, period, comma, colon, semicolon, hyphen, slash or apostrophe.

A translation price estimate will be quoted at no charge when requested.

Translation fees quoted apply to:

- Common alphabets.
- Straight translation only.
- Non-technical and non-specialized fields and subjects.

-Text typed in single column with double or single line spacing.

There may be an additional charge for work involving extensive formatting, formulas, charts, tables, graphics, difficult to read text, most handwritten text, unusual quantity of numbers and symbols, tabulations, mix of two or more alphabets, and similar situations that decrease the translator's production rate.

MINIMUM CHARGE :	Per order, for non-Spanish language	\$105.00
	Per order, for Spanish language	\$95.00

OTHER SERVICES

Separate proofing, editing, graphic paste up, project coordination,
changes in scope of work, special preparatory work requirement..... \$75.00/hour

STANDARD TURNAROUND TIME ESTIMATE.

The standard turnaround time estimates quoted are applicable to a single translation job with straight translation of most common languages, covering non-specialized fields, with a legible source document, and very clear instructions to the translators provided by the client and where no preparation of source document is required by LRA other than the counting of words.

Up to 7,500 words output.....Up to 10 full working days

Turnaround time for larger projects will be quoted on request. A shorter than usual turnaround time (*rush order*) request may result in a rush fee.

The turnaround period starts on the business day following the day of order receipt by LRA, when the source text is complete, typewritten and readable with complete instructions for its execution. The turnaround time ends with the availability of the executed translation into the target language at our office ready for delivery to the requestor.

RUSH ORDERS (fee)

A 50% fee increase applies to orders demanding a rush turnaround time.

OTHER PRODUCTION COSTS

- A. Additional Copies
 - i. digital.....No cost
 - ii. paper15% of project (each)
- B. Binding.....15% of project plus binding cost
- C. U.S. Mail delivery.....US Postage charge
- D. Messenger service.....At cost

CANCELLATIONS: Cancellations of ordered jobs already in progress shall be billed for work already completed, including preliminary and preparation tasks. Billing rates shall be applied per this fee schedule.

LRA's BUSINESS HOURS: Monday through Friday from 8:30 AM to 5:00 PM. Legal holidays and weekends are excluded. In case of an emergency, call LRA's office and follow the instructions of the phone message. A live person will call you back thereafter.

LIMITATION OF LIABILITY: LRA Interpreters, Inc.'s liability, if any, whether arising from breach of warranty, contract, negligence, indemnity, strict liability or other tort, or otherwise with respect to its services is limited to an amount not to exceed the price of the particular services giving rise to the liability. In no event shall LRA Interpreters be liable for any indirect, incidental, lost profits, consequential or special damages.

LRA has provided interpreting and translation services continuously since 1990.

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Approval of Agreement for Professional Services

Background:

Pursuant to Board Policy 3312, the Board of Education designee may contract with consultants to provide services that District Staff are not able to provide. The District contracts with agencies to provide other health services on an "as needed" basis when the District does not have qualified staff available for students. Student Services requests the following master blanket purchase order be approved by the Board of Education to cover the provider listed below.

Discussion/Issues:

The implementation of this agreement will not affect the District's internal accounting controls. Each invoice received requires approval from Student Services in order to issue payment to the provider. Provider may service all BUSD schools during the school day, Monday through Friday, based on the student's specific needs and schedule. See attached rate sheet for further details.

Fiscal Impact:

Not to exceed \$180,000 funded through Student Services special Uses Account string.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective September 19, 2025 through June 30, 2026, not to exceed \$180,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.



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

TERMS OF AGREEMENT

This Agreement, made and entered into this 19 day of September, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing hereinafter referred to as "Provider."

Payee's Name: Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing
 Daytime Phone Number: 818-539-8359

Mailing Address: 500 N Central Ave. Suite 250 Glendale, CA 91203

Email Address: nidavis@amergis.com

Sponsoring Administrator: <u>Peter Knapik</u>	<u>Asst. Superintendent of Educational Services</u>	<u></u>	<u>District Office</u>
Print Name	Title	Signature	Location

Board Approval: 9/18/2025 Account Code: 010-00000-0-11100-10000-5810-7450000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

- The Provider agrees to perform the following services for the District, at a rate of * per hour not to exceed \$180,000
 **Amount to include mileage and any additional fees. *See attached Rate Sheet
- The term of the Agreement shall be the period commencing on: September 19, 2025 and terminating on: June 30, 2026.
- Payment Terms: Net 45 Days
- District desires to enter into an Agreement in which Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing will provide **other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans.**
- The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
- It is expressly understood and agreed to by both parties hereto that the Provider, 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.
- Provider 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 Provider'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 the Provider breach this agreement or fail to perform the required services in a satisfactory manner.
9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.
11. District and Provider 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.
12. Communicate within twenty-four hours to Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.
13. The District agrees to indemnify, defend and hold harmless Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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.
14. 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.
15. 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

Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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 Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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 Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing, its agents, subcontractors, employees or other representatives referred to in this Agreement, Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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 Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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 Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing demand.

District shall save and hold Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing, harmless from and against and shall indemnify Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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 resulting from the acts of this agreement. If Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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, Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing may defend the same and any expenses, including reasonable attorney's fees, which Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing may pay or incur in defending said action and the amount of any judgment which Amergis Healthcare Staffing LLC DBA Amergis Educational Staffing 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

Peter Knapik
Print Representative Name

Asst. Superintendent of Educational Services
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:
Amergis Healthcare Staffing LLC DBA
Amergis Educational Staffing
Provider/Company
Amergis Healthcare Staffing

Austin Koehn
Print Representative Name

Title

Assistant Controller

Signature  Signed by:
_____ EEDF1EC502774F3...

Date 02-Sep-25

ATTACHMENT A
AMERGIS HEALTHCARE STAFFING SERVICES, INC.
STAFFING RATES FOR
AMERGIS EDUCATIONAL SERVICES

Charges will be based on the following hourly rate schedule *effective July 1st 2025 - June 30th 2026*:

Service	Rate per Hour
ACSW/AMFT	\$75
APE Teacher	\$90
ASL Interpreter	\$70
Audiologist	\$100
BCBA	\$120
Behavioral Aide/Technician	\$52
C.N.A./Health Aide/MA	\$45
Clerical/administrative assistant	\$42
Credentialed RN (CRN)	\$120
Prelim Credentialed RN (CRN)	\$95
Custodial/Janitorial	\$38
Food Service Specialist	\$38
General Education Teacher	\$75
Instructional Aide/School Aide	\$42
LCSW/LMFT	\$90
LVN	\$63
Orientation Mobility Specialist / Visual Education Specialist / Deaf and Hard-of-Hearing (DHH) Teacher	\$120
OT/PT	\$105 - 120
Principal/HR Director	\$120 - 130
RN (non-credentialed)	\$85
School Counselor	\$75
School Psychologist	\$105 - 120
SLP	\$102 - 135
SLPA/COTA	\$80
SPED Teacher – Mild/Mod and Resource Specialist	\$85 - 95
SPED Teacher – Mod/Severe and Early Childhood	\$110
Substitute SPED Teacher (Temporary certification)	\$75

BURBANK SCHOOL DISTRICT – STUDENT SERVICES:

AMERGIS HEALTHCARE STAFFING SERVICES, INC.

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>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/END DATE</u>
Mohler, Chez-E-Rae	Teacher	01.0-01500.0-11114-21300-1910-2140000	100	T-006-24+MA		08/08/2025
Vo, Katelyn	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-006-03		08/08/2025
<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/END DATE</u>
Atherton, Debra	Lng Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/12/2025 - 08/25/2025
Molina, Cesar	Lng Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		08/08/2025 - 08/19/2025
Snaer, Serena	Lng Term Sub Couns	01.0-00000.0-00000-31100-1260-7550000	100	T-001-01		08/04/2025 - 10/24/2025
Nolen, Nikki	Lng Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	T-001-01		08/11/2025 - 08/28/2025
<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/END DATE</u>
Abe, Meredith	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/27/2025
Booth, Leah	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/27/2025
Cook, Caroline	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Cook, Edward	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Hacobian, Aram	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Hu, Robin	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Huerta, Elizabeth	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Jackson, Cheryl	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/14/2025
Martin, Robert	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
Michna, Adam	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/15/2025
Strobl-Engler, Samantha	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/20/2025
Wrobel, Kayla	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/18/2025
<u>Election: Long Term Substitute</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Hu, Robin	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/22/2025 - 10/31/2025
Martin, Nancy	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/14/2025 - 09/12/2025
Martin, Robert	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/21/2025 - 10/08/2025
Rader, Dionne	Lng Term Substitute	01.0-00000.0-00000-31100-1260-7550000	100	T-001-01		09/03/2025 - 10/24/2025
Stoffers, Martha	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/08/2025 - 11/21/2025
<u>Election: Prob 1</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Khechoyan, Nazeli	School Nurse	01.0-00000.0-00000-31400-1216-7740000	.40	T-006-01		08/15/2025
Snaer, Serena	Counselor	01.0-00000.0-00000-31100-1121-4310000	100	I-006-01 +MA		08/21/2025
Tran, Ellyn	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-004-01 +MA		08/08/2025
Urbina, Briza	Teacher DI	01.0-62660.0-47601-10000-1110-2010000	.61	2-003-01 + BIL		08/27/2025
		01.0-01500.0-11104-10000-1110-2010000	.39			
<u>Election: Prob 1E</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Tait, Holly	Teacher SE	01.0-65000.0-57602-11100-1110-3220000	100	V-001-01		08/08/2025
Whitney, Marilyn	Teacher SE	01.0-65000.0-57602-11100-1110-3220000	100	V-003-01		08/08/2025
<u>Election: Prob 0</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Robertson, Benjamin Connor	Teacher SE	01.0-65000.0-57602-11100-1110-2020000	100	V-001-02		08/25/2025 - 5/29/2026

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>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/END DATE</u>
Del Rio, Erica	Teacher CC	12.0-90602.0-11100-10000-1110-2010000	100	1-005-08	Paid	09/02/2025 - 11/21/2025
Farewell, Rebecca	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-17 +MA	Paid	09/15/2025 - 09/19/2025
Klauder, Lindsey	Teacher	01.0-00000.0-11100-10000-1110-2130000	100	2-003-09	Paid	08/29/2025 - 11/21/2025
CT – 191-25	Teacher	01.0-00000.0-11100-10000-1110-2050000	100	T-005-05+MA	Unpaid/Change End Date	08/08/2025 - 08/19/2025

<u>Resignation</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Clarke, Kelli	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/05/2025
Corbo, Regina	Teacher SE	01.0-65000.0-57602-11200-1130-7440000	100	T-006-17		08/06/2025
Flynn, Claire	Substitute/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		08/01/2025

<u>Salary Correction</u>	<u>Assignment</u>	<u>APPROPRIATION NUMBER</u>	<u>PCT</u>	<u>RATE OF PAY</u>	<u>REMARKS</u>	<u>EFFECTIVE DATE/END DATE</u>
Bommarito, Giana	Teacher	01.0-67700.3-17000-10000-1110-7420000	100	T-004-06		08/08/2025
Hernandez Jr., Joel	Teacher	01.0-00000.0-11100-10000-1110-3200000	80	2-003-05		08/07/2023
		01.0-30100.2-11100-10000-1110-3200000	20			

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Abernathy, Kristen	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Adams-Mubiru, Katrice	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Adams-Mubiru, Katrice	Adult	Weekly Assignment	Hourly	\$60.43	352	08/18/2025 – 12/18/2025
Adelman, Bianca	Adult	Adult Other Hourly	Hourly	\$31.03	20	08/01/2025 – 12/20/2025
Adoti, Razaq	Washington	SpEd Substitute	Daily	\$210.00	1	08/26/2025
Aleman, Richere	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Angulo, Sonia	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Assali, Hayat	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Assali, Hayat	Adult	Weekly Assignment	Hourly	\$60.43	168	08/18/2025 – 12/18/2025
Auerbach, Stephanie	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Bagdasarian, Susanna	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Bagramyan, Agavni	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Baldwin, Jacob	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Baldwin, Jacob	Adult	Weekly Assignment	Hourly	\$55.91	69	08/18/2025 – 12/18/2025
Barclay, Jason	Luther	Other Hourly	Hourly	\$39.67	12	08/01/2025 – 08/31/2025
Barnes, Dawn	Luther	Other Hourly	Hourly	\$39.67	9	08/01/2025 – 05/31/2026
Barzegar, Anayis	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Benedicto, Samantha	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Berich, Erin	JBHS	Add'l .2 FTE	Monthly	\$2,089.31	5	08/08/2025 – 12/31/2025
Birnbaum, Courtney	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Birnbaum, Courtney	Adult	Weekly Assignment	Hourly	\$55.84	42	08/18/2025 – 12/18/2025
Bixler, Todd	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Bixler, Todd	JBHS	Add'l .2 FTE	Monthly	\$2,089.31	5	08/08/2025 – 12/31/2025
Bommarito, Gianna	Health Services	Home Teacher	Hourly	\$42.39	50	08/13/2025 – 05/29/2026
Bommarito, Gianna	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Bowne, Shelby	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Branson, Marissa	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Brinton, Joel	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Bruggeman, Maximilian	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Bucher, Jessica	Disney	Other Hourly	Hourly	\$39.67	4	07/01/2025 – 07/31/2025
Bucher, Jessica	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Burke, Marissa	Edison	Substitute Teacher	Daily	\$200.00	1	09/10/2025
Canas, Danielle	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Canas, Danielle	Adult	Weekly Assignment	Hourly	\$58.12	91	08/18/2025 – 12/18/2025
Carino, Jeanne	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Carter, Joel Devynn	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Caruso, Christine	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Casper, Jennifer	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Chakmakchyan, Vartkes	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Chavez Nunez, Samantha	Edison	SpEd Substitute	Daily	\$210.00	1	08/20/2025 – 08/21/2025
Choi, Woore	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Chue Torres, Mauricio	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Clark, Gregory	BHS	Add'l .2 FTE	Monthly	\$1,943.80	5	08/08/2025 – 12/31/2025

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Clark, Kara	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Cohen, David	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Collins, Chandra	Ed Services	Intervention	Hourly	\$53.46	325	08/01/2025 – 12/31/2025
Concidine, Christina	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Concidine, Michael	Luther	ASB Advisor	Stipend	\$688.00	4	08/01/2025 – 05/31/2026
Cook, Caroline	Providencia	Substitute	Daily	\$200.00	1	08/25/2025
Cook, Edward	Edison	Substitute Teacher	Daily	\$200.00	1	09/09/2025
Cook, Jacob	JBHS	Other Hourly	Hourly	\$39.67	15.12	08/01/2025 – 08/31/2025
Cooney, Margaret	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Cornejo, Cara	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Coviello, Nicholas	Edison	Substitute Teacher	Daily	\$200.00	1	09/10/2025
Coyle, James	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Da Graca, Jennifer	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Dawes, Jacqueline	JBHS	Intervention	Hourly	\$53.46	88	09/01/2025 – 12/31/2025
Dawes, Jacqueline	JBHS	Intervention	Hourly	\$53.46	23	08/01/2025 – 08/31/2025
De La Torre, Malila	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Desai, Rekha	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Diaz, Lilyana	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Dorsey, Erin	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Eamnarangkool, Alyssa	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Ellingsworth, Brandy	Ed Services	Intervention	Hourly	\$53.46	300	08/01/2025 – 12/31/2025
Enokian, Stefanie	Luther	Other Hourly	Hourly	\$39.67	9	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	Yearbook	Stipend	\$521.00	4	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	Drama	Stipend	\$288.00	4	08/01/2025 – 05/31/2026
Enokian, Stefanie	Luther	CJSF	Stipend	\$215.00	4	08/01/2025 – 05/31/2026
Everhart, Gregory	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Ewan, Wendy	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Felix, Zalma	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Fitzgerald, Kyle	JBHS	Add'l .2 FTE	Monthly	\$1,943.80	5	08/08/2025 – 12/31/2025
Flores Chavez, Ismael	Edison	SpEd Substitute	Daily	\$210.00	1	08/26/2025
Flores, Jacob	Luther	Other Hourly	Hourly	\$39.67	4	08/01/2025 – 08/31/2025
Flores, Jessie	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Gallego, Kathryn	Muir	Yearbook	Stipend	\$521.00	4	08/08/2025 – 06/30/2026
Gamboa, Patricia	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Garcia, Hilde	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Garcia, Jacqueline	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Garis, Amy	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Gattuso, Lucas	Luther	Newspaper	Stipend	\$521.00	4	08/01/2025 – 05/31/2026
Gomez, Yesenia	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Gonzalez, Amanda	Huerta	Other Hourly	Hourly	\$39.67	8	08/08/2025 – 08/31/2025
Gonzalez, Glenda	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Gonzalez, Jose	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Grimshaw, Dena	Huerta	Intervention	Hourly	\$53.46	200	08/01/2025 – 05/28/2026
Guba, Aniko	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Guba, Aniko	Adult	Weekly Assignment	Hourly	\$55.91	61	08/18/2025 – 12/18/2025

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Guenther, Kelley	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Gutierrez, Dugaldo	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Hackbardt, Alexandra	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Hacker, Janette	JBHS	Add'l .2 FTE	Monthly	\$2,118.07	5	08/08/2025 – 12/31/2025
Haddad, John	Emerson	Substitute Teacher	Daily	\$200.00	1	09/11/2025
Hakobian, Tina	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Hakopyan, Olga	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Halligan, Jennifer	Disney	Combo Class	Stipend	\$1,000.00	1	01/01/2025 – 05/23/2025
Harney, Dina	Luther	Add'l .2 FTE	Monthly	\$2,032.56	5	08/08/2025 – 12/31/2025
Harney, Dina	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Harrison, Lisa	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Hatch, Scott	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Hawthorne, Rickie	Emerson	Substitute Teacher	Daily	\$200.00	1	09/11/2025
Hayes, Christine	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Heckel, Stephen	JBHS	CTE Teacher	Hourly	\$60.43	748	08/01/2025 – 05/28/2026
Heckel, Stephen	JBHS	CTE Teacher	Hourly	\$60.43	374	08/01/2025 – 05/28/2026
Hedin-Abreu, David	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Helgren, Tyler	Luther	Intervention	Hourly	\$53.46	16	08/01/2025 – 12/31/2025
Helgren, Tyler	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Herkert, Haley	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Hernandez, Dorothy	Ed Services	Intervention	Hourly	\$53.46	325	08/01/2025 – 12/31/2025
Hernandez, Jorge	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Hernandez, Jorge	Adult	Weekly Assignment	Hourly	\$60.43	241	08/18/2025 – 12/18/2025
Hernandez Jr., Joel	Luther	Instrumental Music	Stipend	\$688.00	4	08/01/2025 – 05/31/2026
Hillegaart, Sandy	Muir	Culinary Arts	Stipend	\$521.00	4	08/08/2025 – 06/30/2026
Hillegaart, Sandy	Muir	ROP Teacher	Hourly	\$58.13	80	08/08/2025 – 05/30/2026
House, Dorothy	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
House, Dorothy	Adult	Weekly Assignment	Hourly	\$65.46	56.25	08/18/2025 – 12/18/2025
Hovakimyan, Gohar	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Hudak Smith, Maria	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Jackson, Anna	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
James, Stephen	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
James, Stephen	Muir	Drama	Stipend	\$521.00	4	08/08/2025 – 06/30/2026
Jennings, Brendan	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Jennings, Deanna	Adult	Adult Other Hourly	Hourly	\$31.03	20	08/01/2025 – 12/20/2025
Jones, Cheukwa	Edison	Substitute Teacher	Daily	\$200.00	1	09/10/2025
Junkermeier, Joshua	BHS	Add'l .2 FTE	Monthly	\$1,882.71	5	08/08/2025 – 12/31/2025
Kaur, Harjot	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Keeler, Fred	Huerta	Add'l .2 FTE	Monthly	\$1,911.47	5	08/08/2025 – 12/31/2025
Keshishian, Romik	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Keshishian, Vergineh	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Keshishian, Vergineh	Adult	Weekly Assignment	Hourly	\$51.61	107	08/18/2025 – 12/18/2025
Keshishi, Yvette	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Keshishyan, Dianna	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Khechoyan, Nazeli	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Kim, Alexander	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Knoop, Julie	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Knoop, Keith	JBHS	Athletic Coordinator	Stipend	\$891.18	11	08/01/2025 – 06/30/2026
Knoop, Keith	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Krikorian, Christine	Edison	Substitute	Daily	\$200.00	1	08/20/2025
Kukan, Brian	JBHS	Other Hourly	Hourly	\$39.67	253.81	08/01/2025 – 05/31/2026
Kukan, Brian	JBHS	SpEd Substitute	Daily	\$210.00	1	08/26/2025
Kwan, Jace	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Kyriacou, Christina	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Ladd, Dwight	JBHS	SpEd Substitute	Daily	\$210.00	1	08/22/2025
Lam, Christy	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Landin-White, Theresa	Ed Services	Intervention	Hourly	\$53.46	325	08/01/2025 – 12/31/2025
Lawrence, Christopher	Muir	Instrumental Music	Stipend	\$521.00	4	08/08/2025 – 06/30/2026
Lee, Frank	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Lee, Lydia	Muir	Vocal Music	Stipend	\$521.00	4	08/08/2025 – 06/30/2026
Leman, Julie	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Leyco, Eliza	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Lohr, Jason	BHS	Add'l .2 FTE	Monthly	\$2,003.82	5	08/08/2025 – 12/31/2025
Lozano, Stewart	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Lozano, Stewart	Adult	Weekly Assignment	Hourly	\$55.84	300	08/18/2025 – 12/18/2025
Lozano, Stewart	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Lundy, Nicholas	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Macias, Sandra	JBHS	Add'l .2 FTE	Monthly	\$1,882.71	5	08/08/2025 – 12/31/2025
Macomber, Joan	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Macomber, Joan	Adult	Weekly Assignment	Hourly	\$53.82	204	08/18/2025 – 12/18/2025
Magallon, Matthew	BHS	Add'l .2 FTE	Monthly	\$1,449.63	5	08/08/2025 – 12/31/2025
Magallon, Matthew	JBHS	Other Hourly	Hourly	\$39.67	606	08/01/2025 – 06/30/2026
Manoukian, Mariam	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Manoukian, Zare	Luther	Other Hourly	Hourly	\$39.67	135	08/01/2025 – 6/30/2026
Mardichian, Margritte	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Marinelli, Jean	Washington	Substitute	Daily	\$200.00	2	08/20/2025 – 08/21/2025
Martinez, Lisa	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Martinez, Lisa	Luther	Culinary Arts	Stipend	\$521.00	4	08/01/2025 – 05/31/2026
Matson-Fennell, Sandra	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Matson-Fennell, Sandra	Adult	Weekly Assignment	Hourly	\$60.43	42	08/18/2025 – 12/18/2025
Matsumoto, Linda	Adult	Adult Other Hourly	Hourly	\$31.03	20	08/01/2025 – 12/20/2025
Matsumoto, Linda	Adult	Weekly Assignment	Hourly	\$57.76	69.75	08/18/2025 – 12/18/2025
Mayes, Jessica	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Mazhan, Isaacian	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Mazur, Ruby	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
McArthur, April	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
McGarry, Paul	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
McKain, Allison	BHS	Athletic Coordinator	Stipend	\$873.18	11	08/01/2025 – 06/30/2026
McKelvey, Keely	SpEd	Other Hourly	Hourly	\$39.67	6	08/16/2025
McKelvey, Keely	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
McNutt, Kelly	Disney	Other Hourly	Hourly	\$39.67	4	07/01/2025 – 07/31/2025
Meberg, Elizabeth	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Medrano, Hector	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Merlo, Oscar	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Meschkat, Ryanne	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Miller, Wendy	BHS	Add'l .2 FTE	Monthly	\$2,089.31	5	08/08/2025 – 12/31/2025
Minasyan, Maria	BHS	Add'l .2 FTE	Monthly	\$2,003.80	5	08/08/2025 – 12/31/2025
Miranda, Denise	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Monroy, Alejandra	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Moreno, Virginia	McKinley	Substitute Teacher	Daily	\$200.00	1	09/04/2025
Movsessian, Armenia	BHS	Coach Girls Tennis F/S	Stipend	\$1,789.66	3	08/01/2025 – 10/31/2025
Miron, Crystal	SpEd	Other Hourly	Hourly	\$39.67	6	08/16/2025
Munoz, Angela	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Munoz, Marylou	Emerson	Substitute Teacher	Daily	\$200.00	1	09/11/2025
Nahapetyan, Karine	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Nakashima, Karen	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Nalbantian, Jean	Edison	Substitute Teacher	Daily	\$200.00	1	09/10/2025
Nicol, Doug	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Nittis, Pascal	SpEd	Intervention	Hourly	\$53.46	2	08/13/2025 – 08/14/2025
Nittis, Pascal	SpEd	Add'l Duties	Hourly	\$86.07	10	08/12/2025 – 12/12/2025
Noss, Marianne	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Noss, Marianne	Adult	Weekly Assignment	Hourly	\$65.46	51	08/18/2025 – 12/18/2025
Oldroyd, Jennifer	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Oliver, Yvonne	ILA	Intervention	Hourly	\$53.46	228	08/01/2025 – 05/28/2026
Oliver, Yvonne	JBHS	Add'l .2 FTE	Monthly	\$1,972.56	5	08/08/2025 – 12/31/2025
Olkowski, Joshua	JBHS	SpEd Substitute	Daily	\$210.00	1	08/26/2025
Pagua, Raymond	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Pagua, Raymond	Adult	Weekly Assignment	Hourly	\$58.13	48	08/18/2025 – 12/18/2025
Perez-De Loera, Adam	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Perryman Jr., Willie	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Phan, John	BHS	Coach Girls Tennis V	Stipend	\$2,199.66	3	08/01/2025 – 10/31/2025
Pisano, Jennifer	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Pisano, Jennifer	SpEd	Other Hourly	Hourly	\$39.67	35	08/01/2025 – 05/29/2026
Pisano, Jennifer	SpEd	Add'l Duties	Hourly	\$86.91	10	08/12/2025 – 12/12/2025
Pisano, Jennifer	SpEd	Add'l Duties	Hourly	\$86.91	3	08/01/2025 – 05/28/2026
Platner, Rebecca	BHS	Add'l .2 FTE	Monthly	\$1,708.01	5	08/08/2025 – 12/31/2025
Platner, Rebecca	ILA	Intervention	Hourly	\$53.46	228	08/01/2025 – 05/28/2026
Portillo, Alina	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Powell, Jared	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Powell, Lisa	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Powell, Lisa	Adult	Weekly Assignment	Hourly	\$60.43	570	08/18/2025 – 12/18/2025
Pozo, Stephanie	Special Ed	Add'l Duties	Hourly	\$54.14	1.5	08/11/2025
Prosser Bogh, Mary	Jefferson	SpEd Substitute	Daily	\$210.00	1	08/21/2025
Raisbeck, Erica	JBHS	Add'l .2 FTE	Monthly	\$1,503.71	5	08/08/2025 – 12/31/2025
Ralph, Chuck	McKinley	SpEd Substitute	Daily	\$210.00	1	09/04/2025

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Rappaport, Ella	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Redman, Anthony	Luther	Vocal Music	Stipend	\$688.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	Luther	Drama	Stipend	\$288.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	Luther	CJSF	Stipend	\$215.00	4	08/01/2025 – 05/31/2026
Redman, Anthony	ILA	Intervention	Hourly	\$53.46	228	08/01/2025 – 05/28/2026
Reese-Edwards, Sarah	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Ribaya, Mary	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Riner, Justin	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Rivas, Fredi	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Rivas, Fredi	Adult	Weekly Assignment	Hourly	\$60.43	630	08/18/2025 – 12/18/2025
Robertson, Benjamin	SpEd	Other Hourly	Hourly	\$39.67	6	08/16/2025
Robertson, Rebecca	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Rubyan Abrahamian, Shake	Adult	Adult Other Hourly	Hourly	\$31.03	20	08/01/2025 – 12/20/2025
Rubyan Abrahamian, Shake	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Rubyan Abrahamian, Shake	Adult	Weekly Assignment	Hourly	\$55.91	48	08/18/2025 – 12/18/2025
Russon, Robyn	JBHS	Add'l .2 FTE	Monthly	\$2,118.07	5	08/08/2025 – 12/31/2025
Russon, Robyn	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Russon, Robyn	ILA	Intervention	Hourly	\$53.46	228	08/01/2025 – 05/28/2026
Sajor, Mary Morgen	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Saldana, Reginald	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Saldana, Reginald	Adult	Weekly Assignment	Hourly	\$58.13	362.25	08/18/2025 – 12/18/2025
Sanchez, Juliana	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Sardarian, Astghik	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Savala, Cynthia	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Savala, Cynthia	Adult	Weekly Assignment	Hourly	\$60.43	341	08/18/2025 – 12/18/2025
Schackne, Jessica	Luther	Add'l .2 FTE	Monthly	\$2,032.57	5	08/08/2025 – 12/31/2025
Schackne, Jessica	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Seal, Andrea	Special Ed	Add'l .2 FTE	Monthly	\$2,089.31	5	08/08/2025 – 12/31/2025
Setaghatian, Natalie	BHS	Add'l .2 FTE	Monthly	\$1,972.56	5	08/08/2025 – 12/31/2025
Sevic, Branko	BHS	Coach Girls Golf	Stipend	\$2,068.66	3	08/01/2025 – 10/31/2025
Sheetz, Carol	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Sheetz, Carol	Adult	Weekly Assignment	Hourly	\$60.43	72	08/18/2025 – 12/18/2025
Sherman, Tara	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Sinclair, Joy	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Sivaraman, Rohini	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Smith, Johanna	Edison	SpEd Substitute	Daily	\$210.00	1	08/26/2025
Snowden-Frost, Dawn	JBHS	Add'l .2 FTE	Monthly	\$2,146.83	5	08/08/2025 – 12/31/2025
Sobkovich, Donna	Edison	Substitute Teacher	Daily	\$200.00	1	09/09/2025
Solley, Alyson	Adult	Adult Other Hourly	Hourly	\$31.03	20	08/01/2025 – 12/20/2025
Solorzano, Carlos	Luther	Add'l .2 FTE	Monthly	\$1,681.03	5	08/01/2025 – 12/31/2025
Sullivan, Cyrita	SpEd	Other Hourly	Hourly	\$39.67	35	08/01/2025 – 05/29/2026
Sullivan, Cyrita	SpEd	Add'l Duties	Hourly	\$67.39	10	08/12/2025 – 05/29/2026
Sutton, Dara	Edison	SpEd Substitute	Daily	\$210.00	1	08/21/2025
Sutton, Dara	Edison	Substitute Teacher	Daily	\$200.00	1	09/09/2025
Swartz, Daniel	Muir	Other Hourly	Hourly	\$39.67	25	08/18/2025 – 12/31/2025

TO: Board of Education / Superintendent

Consent 9/18/2025

SUBMITTED BY: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-06. 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>Name</u>	<u>Program/Site</u>	<u>Task/Project</u>	<u>Type</u>	<u>Rate</u>	<u>Hours/Days Cap</u>	<u>Applicable Payrolls</u>
Toscano, Judith	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Tostado, Andrea	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Tracey, Neal	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Tran, Ellyn	Luther	Intervention	Hourly	\$53.46	16	08/01/2025 – 12/31/2025
Tran, Ellyn	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Trigueros Arteaga, Jose Omer	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Turley, Maria	Disney	Intervention	Hourly	\$53.46	6	08/01/2025 – 08/31/2025
Turley, Maria	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025
Vadlathala, Pravallika	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Vadlathala, Pravallika	Adult	Weekly Assignment	Hourly	\$53.69	84	08/18/2025 – 12/18/2025
Vadlathala, Pravallika	Adult	Weekly Assignment	Hourly	\$53.69	362.25	08/18/2025 – 12/18/2025
Valle, Jose	JBHS	Other Hourly	Hourly	\$39.67	6	08/05/2025
Valle, Jose	JBHS	Athletic Coordinator	Stipend	\$998.55	11	08/01/2025 – 06/30/2026
Vanegas, Jennifer	Adult	Adult Other Hourly	Hourly	\$31.03	162.5	08/14/2025 – 12/11/2025
Vanegas, Jennifer	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/01/2025 – 12/20/2025
Vanegas, Jennifer	Adult	Weekly Assignment	Hourly	\$58.12	45	08/18/2025 – 12/18/2025
VanKooten, Heidi	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Van Loo, Brendhen	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Vargas, Theresa	Muir	Add'l .2 FTE	Monthly	\$1,467.53	5	08/08/2025 – 12/31/2025
Vasilescu-Parker, Iuliana	Luther	Other Hourly	Hourly	\$39.67	6	08/01/2025 – 08/31/2025
Vasquez, Jose	BHS	CTE Teacher	Hourly	\$60.43	225.00	08/01/2025 – 12/31/2025
Vasquez, Jose	BHS	CTE Teacher	Hourly	\$60.43	935.00	08/01/2025 – 06/30/2026
Von Halle, Shimon	Edison	SpEd Substitute	Daily	\$210.00	1	08/21/2025
Wahe, Debra	Luther	Other Hourly	Hourly	\$39.67	6	08/01/2025 – 08/31/2025
Wahe, Debra	Luther	Department Chair	Stipend	\$1,735.00	2	08/01/2025 – 05/31/2026
Wahe, Debra	Luther	Intervention	Hourly	\$53.46	16	08/01/2025 – 12/31/2025
Walden, Melissa	Muir	Department Chair	Stipend	\$1,735.00	1	08/08/2025 – 12/31/2025
Wander, Bryanna	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Wander, Bryanna	Luther	Intervention	Hourly	\$53.46	16	08/01/2025 – 12/31/2025
Weber, Rebecca	Health Services	Other Hourly	Hourly	\$39.67	10	09/02/2025 – 05/22/2026
Weber, Rebecca	Health Services	Add'l Duties	Hourly	\$85.50	2	08/08/2025 – 12/31/2025
Whitenack, Daisy	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Whitney, Marilyn	Instruction	Other Hourly	Hourly	\$39.67	6	08/09/2025
Wills-Sarna, Kathryn	Health Services	Home Teacher	Hourly	\$42.39	100	08/13/2025 – 05/29/2026
Winn, Amy	BHS	Add'l .2 FTE	Monthly	\$2,032.56	5	08/08/2025 – 12/31/2025
Woo, Misik	BHS	Add'l .2 FTE	Monthly	\$2,089.31	5	08/08/2025 – 12/31/2025
Yehia, Silvia	Adult	Adult Other Hourly	Hourly	\$31.03	100	08/04/2025 – 12/20/2025
Yehia, Silvia	Adult	Weekly Assignment	Hourly	\$53.82	69	08/18/2025 – 12/18/2025
Zecena-Rubio, Debora	Ed Services	Other Hourly	Hourly	\$39.67	2	08/01/2025 – 08/31/2025

<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>								
BOWMAN, Leslie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	08-12-25		Special Education
GARGINYAN, Mariam	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2050000	.2813	35-III	D	08-10-25		Bret Harte Elementary
GHADIMI, Hermik	Paraeducator, Special Education (Substitute)	01.0-65000.0-57601-11100-2160-7440000		\$19.53	F	08-18-25		Human Resources
LEE, West Hom	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	08-08-25		Special Education
ROOBEN BABAKHANIAN, Talin	District Office Receptionist	01.0-00000.0-00000-72000-2410-7550000	1.0	36-VI	A	08-11-25		Human Resources
SERRANO, Sabrina	Paraeducator – Children’s Center 9.5	12.0-90602.0-11100-10000-2110-2140000	.25	37-IV	D	08-10-25		Roosevelt Elementary
TAIT, Holly	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000	.75	45-VI	D	08-11-25		Burbank Adult School
WOLFF, Alexander	Technology Support Specialist I	01.0-00000.0-00000-77000-2410-7730000	1.0	49-I	A	08-22-25		Burbank High School
<u>Leave</u>								
CL-0087-25	Human Resources	21.0-00000.0-00000-72000-2310-7520000	1.0	B-IV	A	09-02-25		Human Resources (Paid Administrative Leave)
<u>Additional Compensation for Longevity</u>								
ALVAREZ B, Luis	Painter	01.0-81500.0-00000-81100-2210-7520000	1.0	52-VI	A	08-01-25		Facilities Services 30 years - \$374.00/month
DRECHSLER, Melinda	Student Services & Attendance Specialist	01.0-01500.0-11205-31300-2210-7450000 01.0-30100.2-00000-31300-2210-7450000	.47 .53	57-VI	A	08-01-25		Student Services 10 years - \$192.00/month
LINARES, Edgar	Lead Custodian	01.0-00100.0-00000-82100-2210-2030000	1.0	43-V	A	08-01-25		Facilities Services 20 years - \$284.00/month

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

<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>Additional Compensation for Longevity (Continued)</u>								
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000	1.0	60-VI	A	08-01-25		Technology Services 25 years - \$330.00/month
<u>Additional Compensation for Cell Phone</u>								
PAPAZIAN, Hovanness	Behavior Intervention Assistant	01.0-65000.0-57601-11108-2110-7440000		\$20.00	D	08-13-25	05-28-26	Special Education
SANCHEZ, Cynthia	Paraeducator – Deaf & Hard of Hearing	01.0-00000.0-57601-11108-2110-7440000		\$20.00	D	08-13-25	05-28-26	Burbank Adult School (Cell Phone \$20/month)
<u>Additional Compensation for Bilingual Translation</u>								
ACEVEDO CHAVEZ, Nairobi	Senior Secretary-11	01.0-00000.0-00000-27000-2410-4310000		42-II	B	08-01-25	06-30-26	Burbank High School (Oral & Written \$118/month)
ARMIYANTS, Rima	School Office Manager High School	01.0-00000.0-00000-27000-2410-4310000		43-VI	A	08-01-25	06-30-26	Burbank High School (Oral & Written \$118/month)
BAGHDASIAN, Violet	Paraeducator – Adult Learning	11.0-63910.0-41106-10000-2110-5330000		36-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
CHANTA, Carlos	At Risk Intervention Specialist	01.0-30100.0-00000-31100-2210-3220000		53-VI	D	08-11-25	06-30-26	Muir Middle School (Oral & Written \$118/month)
COSIO, Teresa	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000		45-VI	D	08-01-25	06-30-26	Burbank Adult School (Oran & Written \$118/month)
DAWOODIAN, Armineh	Registrar	01.0-00000.0-00000-27000-2410-4310000		42-VI	A	08-01-25	06-30-26	Burbank High School (Oral only \$53/month)
DIAZ, Esperanza M.	Senior Secretary	01.0-00000.0-00000-27000-2950-4320000		42-VI	B	08-01-25	06-30-25	Burroughs High School (Oral & Written \$118/month)
FELIPE, Barbara	School Office Manager Middle School	01.0-00000.0-00000-27000-2410-3220000		43-VI	A	07-01-25	06-30-26	Muir Middle School (Oral & Written \$118/month)

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<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>Additional Compensation for Bilingual Translation (Continued)</u>								
FLORES, Fernando	Custodian	11.0-63910.0-41101-82100-2210-5330000	.20	38-VI	A	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
		11.0-63910.0-41102-82100-2210-5330000	.25					
		11.0-63910.0-41104-82100-2210-5330000	.20					
		11.0-63910.0-41106-82100-2210-5330000	.20					
		11.0-00639.0-41100-82100-2210-5330000	.15					
GARCIA, Ariana	Senior Secretary – 12	01.0-00000.0-00000-27000-2410-4310000		42-IV	A	08-01-25	06-30-26	Burbank High School (Oral & Written \$118/month)
GIUMELLI, Silvia	Adult Learning Center Technician	11.0-63910.0-41106-10000-2110-5330000		35-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
JIMENEZ, Salvador	School Office Manager Middle School	01.0-00000.0-00000-27000-2410-3200000		43-VI	A	07-01-25	06-30-26	Luther Middle School (Oral & Written \$118/month)
KEOSSIAN, Agavni	Attendance Technician	01.0-00000.0-00000-27000-2410-3220000		35-VI	C	08-06-25	06-30-26	Muir Middle School (Oral & Written \$118/month)
KHUDNEV, Anton	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	08-11-25	05-28-26	Special Education (Written Only \$65/month)
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41104-82100-2210-5330000	.50	39-III	C	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
		11.0-63910.0-41104-83000-2210-5330000	.50					
MANSOURIAN, Verjineh	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330000		45-VI	D	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
MORAN, Maria	Paraeducator – Severe Behavioral II	01.0-33100.0-57602-11200-2110-2020000		47-VI	D	08-11-25	05-29-26	Burbank Adult School (Oral & Written \$118/month)
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-53000-2210-5330000	.20	36-VI	E	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
		11.0-63910.0-41102-83000-2210-5330000	.30					
		11.0-63910.0-41104-83000-2210-5330000	.20					
		11.0-63910.0-41106-83000-2210-5330000	.14					
		11.0-00639.0-41100-83000-2210-5330000	.16					
OSPINA MORENO, Maria	Senior Attendance Technician	01.0-00000.0-00000-27000-2410-3220000		39-VI	B	07-17-25	06-30-26	Muir Middle School (Oral & Written \$118)

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<u>Additional Compensation for Bilingual Translation (Continued)</u>								
SCHOFIELD, Alba	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-4320000		38-V	D	08-13-25	05-22-26	Bret Harte Elementary (Oral & Written \$118/month)
TEJEDA, Liliana	Office Technician - Adult Education	11.0-63910.0-41101-27000-2410-5330000	.10	42-VI	B	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
		11.0-63910.0-41102-27000-2410-5330000	.30					
		11.0-63910.0-41104-27000-2410-5330000	.30					
		11.0-63910.0-41106-27000-2410-5330000	.20					
		11.0-00639.0-41100-27000-2410-5330000	.10					
THOMAS, Jill	Senior Attendance & Data Technician	11.0-63910.0-41101-27000-2410-5330000	.10	43-VI	B	08-01-25	06-30-26	Burbank Adult School (Oral & Written \$118/month)
		11.0-63910.0-41102-27000-2410-5330000	.30					
		11.0-63910.0-41104-27000-2410-5330000	.30					
		11.0-63910.0-41106-27000-2410-5330000	.20					
		11.0-00639.0-41100-27000-2410-5330000	.10					
<u>Additional Compensation for Health Care</u>								
BRADSHAW, Dionne	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – \$309/month)
ELLIOT, John	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – \$309/month)
MIKAELIAN, Hanna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	08-13-25	05-28-26	Special Education (Healthcare - \$309/month)
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – \$309/month)
RANGSIYAWONG, Ada	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-13-25	05-28-26	Special Education (Healthcare - \$309/month)
SANCHEZ, Miguel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-II	D	08-11-25	05-28-26	Special Education (Healthcare – \$309/month)
WATTERS, Elizabeth	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11108-2110-2100000		47-VI	D	08-13-25	05-29-26	Miller Elementary (Severely Impaired - \$181/mo.)
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education (Healthcare – \$309/month)

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<u>Change of Assignment – Classification/Location/FTE</u>								
ALDAOUD, Sahar	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-3210000		45-VI	D	08-11-25		Huerta Middle School
BABAKHANIAN, Lina	Paraeducator	01.0-00000.0-11100-10000-2110-2160000		36-III	D	08-11-25		Washington Elementary
CASTELLON, Kristie	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2010000		38-VI	D	08-13-25		Disney Elementary
HOVSEPYAN, Elma	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	08-11-25	05-28-26	Special Education
WALLACE, Rosetta	Account Analyst	01.0-00000.0-00000-72000-2410-7470000		60-IV	A	08-25-25		Fiscal Services
<u>Temporary Change of Assignment</u>								
CABRAL, Marisol	Food Service Cook	13.0-53100.0-00000-37000-2210-3210000	.7188	38-III	D	08-25-25	09-18-25	Huerta Middle School
<u>Election – Monthly</u>								
CARDOZA, Ernesto	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-25-25		Special Education
CARTER, Adam	Plumber	01.0-81500.0-00000-81100-2210-7520000	1.0	55-V	A	08-11-25		Facilities Services
CASTELLON, Brissa	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2160000	.2075	35-I	D	08-26-25		Washington Elementary
DIAZ, Andrea	ELD Office Specialist I	01.0-01501.0-47600-27000-2410-2030000	.50	35-I	D	08-20-25		Emerson Elementary
FARAG, Mary	Paraeducator - Special Education	01.0-65000.0-57602-11200-2110-2090000	.75	38-I	D	08-21-25		McKinley Elementary
FERRELL-RIDDELL, Andrea	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-3220000	.8125	39-I	D	08-11-25		Special Education
FRANCO, Cynthia	Paraeducator	01.0-00000.0-11100-10000-2110-2130000	.625	36-III	D	08-18-25		Providencia Elementary

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<u>Election – Monthly (Continued)</u>								
GOLDBERG, Etan	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2090000	.4375	35-I	D	08-26-25		McKinley Elementary
KAMOCHÉ-SHARAVANAN, Dawn	Paraeducator – English Language Learner	01.0-01501.0-11103-10000-2110-2030000	.7813	37-I	D	08-18-25		Emerson Elementary
KIRAKOSYAN, Pauline	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-II	A	09-02-25		Human Resources
LINARES, Randy	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2090000	.75	38-I	D	08-21-25		McKinley Elementary
LOPEZ ACEVEDO, Julieta	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-4320000	.75	38-I	D	08-25-25		McKinley Elementary
SADSAD, Juanita	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-2030000	.75	38-I	D	08-20-25		Emerson Elementary
WILLIAMS, Edward	Plumber	01.0-81500.0-00000-81100-2210-7520000	1.0	55-III	A	08-11-25		Facilities Services
<u>Election – Hourly</u>								
ACKELSON-WRIGHT, Tekla	Paraeducator – Parent Education	11.0-00639.0-41103-10000-2130-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
AGARONIAN, Ruzanna	Attendance Technician	01.0-00000.0-00000-27000-2430-4320000		35-II	C	07-01-25	08-31-25	Burroughs High School
ALCARAZ, Bertha	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-III	D	09-04-25	05-07-26	Providencia Elementary
ARMIYANTS, Rima	Bilingual Translator	01.0-00000.0-00000-27000-2410-4310000		\$25.00	A	08-13-25	06-30-26	Burbank High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-7420000		\$25.00	F	07-01-25	08-31-25	Instructional Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		\$25.00	F	07-01-25	06-30-26	Independent Learning Academy
AROUTIOUNIAN, Rima	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2230-7420000		37-II	D	08-07-25	08-07-25	Roosevelt Elementary
BARBOSA, Gode	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary

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<u>Election – Hourly (Continued)</u>								
BAER, Allison	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-VI	E	08-04-25	12-19-25	Burbank Adult School
BATES, Shelley	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-IV	D	08-13-25	05-28-26	Roosevelt Elementary
BAUMAN, Laura	Instructional Technology Media Specialist-Middle School	01.0-00000.0-00000-27000-2260-4320000		\$30.35	F	08-01-25	08-25-25	Burroughs High School
BEIGIKHANIY, Serli	Paraeducator	01.0-00014.0-11100-10000-2130-7420000		37-I	D	08-11-25	09-30-25	Providencia Elementary
BENNETT, Dustin	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2050000		35-I	D	08-14-25	08-14-25	Bret Harte Elementary
BISHOP, Gina	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School
BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-III	D	08-11-25	08-12-25	Jefferson Elementary
BOGNAR, Peter	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
BOWMAN, Leslie	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		\$18.18	F	08-30-25		Human Resources
BOWMAN, Leslie	Campus Supervisor-Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		\$18.18	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Severely Impaired (Substitute)	01.0-65000.0- 57602- 11100-2160- 7440000		\$23.14	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Severely Impaired (Substitute)	01.0-65000.0- 57602- 11100-2160-7440000		\$23.14	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator-Special Education (Substitute)	01.0-65000.0-57602-11100-2160-7440000		\$19.53	F	08-30-25		Human Resources
BOWMAN, Leslie	Paraeducator (Substitute)	01.0-65000.0-57602-11100-2160-7440000		\$18.58	F	08-30-25		Human Resources
BULONE, Kevin	Paraeducator – Special Education	01.0-30100.0-11100-10000-2130-3220000		38-VI	D	08-18-25	12-31-25	Muir Middle School

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<u>Election – Hourly (Continued)</u>								
CABRAL, Marisol	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		37-II	D	08-27-25	09-04-25	Huerta Middle School
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2230-4320000		36-VI	D	07-30-25	07-30-25	Burroughs High School
CASTELLON, Josie	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7470000		51-III	A	09-01-25	06-30-26	Payroll Department
CARRASCO, Janel	Campus Supervisor	01.0-00000.0-00000-83000-2240-4320000		36-VI	D	08-13-25	08-29-25	Burroughs High School
CARRASCO, Victoria	Campus Supervisor	11.0-63910.0-41102-83000-2230-8330000		36-I	E	08-04-25	12-19-25	Burbank Adult School
CASTRO MONROY, Andrea	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
CALKINS, Susan	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
COLSON, Mary	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2940-2050000		35-VI	D	08-14-25	08-14-25	Bret Harte Elementary
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	08-21-25	08-22-25	Providencia Elementary
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	09-04-25	05-07-26	Providencia Elementary
CRACAUER, Anita	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
CRUZ, Adriana	Food Service Cook	13.0-53100.0-00000-37000-2230-3210000		38-V	D	08-11-25	05-30-26	Huerta Middle School
DIAZ, Cynthia	Visual & Performing Arts Instructor	01.0-67700.2-11100-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
DIAZ, Rubelia	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	08-11-25	05-29-26	Burroughs High School
DI DONATO, Casey	Campus Supervisor	01.0-00000.0-00000-83000-2240-7500000		36-VI	D	10-19-24	11-01-24	Burroughs High School
DANOOKH, Marineh	Paraeducator – English Language Learner	01.0-00014.0-11103-10000-2130-7420000		37-III	D	08-01-25	09-30-25	Jefferson Elementary

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<u>Election – Hourly (Continued)</u>								
EKLUND, Debra	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-VI	D	08-13-25	09-30-25	Miller Elementary
GALVAN, Jenny	Secretary II	01.0-00000.0-00000-27000-2430-4320000		35-I	C	08-13-25	08-29-25	Burroughs High School
GARABEDIAN, Silvia	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		\$25.00	F	07-01-25	06-30-26	Independent Learning Academy
GITTO, Joseph	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
GOMEZ, Celina	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	09-04-25	05-07-26	Providencia Elementary
GOMEZ, Peter	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
GONZALEZ, Brian	Low-Voltage Electrician	01.0-81500.0-00000-81100-2240-7520000		56-III	A	08-04-25	06-30-26	Facilities Services
GONZALEZ, Maria C	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2010000		35-VI	D	08-01-25	05-28-26	Disney Elementary
GONZALEZ SANTIAGO, Carlos	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
GRAGSIN, Tobe	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
GREENBERG, Andrew	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
GUSSOW, Barry	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
HAIG, Annie	Paraeducator-Special Education (Substitute)	01.0-65000.0-57602-11100-2160-7440000		\$19.53	F	08-30-25		Human Resources
HAIG, Annie	Paraeducator (Substitute)	01.0-65000.0-57602-11100-2160-7440000		\$18.58	F	08-30-25		Human Resources
HAMPEL, Kreigh	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
HARRIS, Rene	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School

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<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 (Continued)</u>								
HARTUNG, Cory	School Office Manager - Adult School	11.0-63910.0-41101-27000-2440-5330000	.10	43-III	A	08-01-25	12-20-25	Burbank Adult School
		11.0-63910.0-41102-27000-2440-5330000	.30					
		11.0-63910.0-41104-27000-2440-5330000	.30					
		11.0-63910.0-41106-27000-2440-5330000	.20					
		11.0-00639.0-41100-27000-2440-5330000	.10					
HERNANDEZ, Maricruz	Food Service Assistant	13.0-53100.0-00000-37000-2230-2010000		37-V	D	08-11-25	05-30-26	Disney Elementary
HERNANDEZ LUNA, Mario	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000	.10	39-I	C	08-01-25	12-20-25	Burbank Adult School
		11.0-63910.0-41102-82100-2230-5330000	.13					
		11.0-63910.0-41104-82100-2230-5330000	.10					
		11.0-63910.0-41106-82100-2230-5330000	.10					
		11.0-00639.0-41100-82100-2230-5330000	.07					
		11.0-63910.0-41101-83000-2230-5330000	.10					
		11.0-63910.0-41102-83000-2230-5330000	.12					
		11.0-63910.0-41104-83000-2230-5330000	.10					
		11.0-63910.0-41106-83000-2230-5330000	.10					
		11.0-00639.0-41100-83000-2230-5330000	.08					
HOY, Kayla	Payroll Technician	01.0-00000.0-00000-72000-2440-7470000	1.0	47-II	A	08-13-25	06-30-26	Fiscal Services
KAJIMOTO, Vilma	Paraeducator – Primary Language Support	01.0-00000.0-11100-10009-2930-2160000		37-VI	D	08-28-25	08-28-25	Washington Elementary
KHACHATOURIANS, Klara	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2130-7420000		37-VI	D	08-18-25	12-31-25	Muir Middle School
KHODABAKHSHI, Araz	Community Resource Assistant	01.0-00000.0-11100-10000-2230-7420000		37-II	D	08-06-25	08-08-25	Miller Elementary
KING, Elizabeth	School Office Manager - Elementary	01.0-00000.0-00000-27000-2430-2130000		43-VI	C	08-12-25	08-12-25	Providencia Elementary
LEVITT, Edward	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
LEWIS, Lesley	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary
LEWIS, Lesley	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2140000		35-VI	D	08-20-25	05-29-26	Roosevelt Elementary

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<u>Election – Hourly (Continued)</u>								
LOPEZ, Anastasia	Safety & Utility Custodian	11.0-63910.0-41101-82100-2230-5330000	.10	39-III	C	08-01-25	12-20-25	Burbank Adult School
		11.0-63910.0-41102-82100-2230-5330000	.13					
		11.0-63910.0-41104-82100-2230-5330000	.10					
		11.0-63910.0-41106-82100-2230-5330000	.10					
		11.0-00639.0-41100-82100-2230-5330000	.07					
		11.0-63910.0-41101-83000-2230-5330000	.10					
		11.0-63910.0-41102-83000-2230-5330000	.12					
		11.0-63910.0-41104-83000-2230-5330000	.10					
		11.0-63910.0-41106-83000-2230-5330000	.10					
		11.0-00639.0-41100-83000-2230-5330000	.08					
LOPEZ, Jennifer	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2150000		40-III	D	08-13-25	05-20-26	Stevenson Elementary
MACLAREN, M'Lisa	Food Services Operations Coordinator (Substitute)	13.0-53100.0-00000-37000-2460-7490000		\$24.54	F	08-25-25		Human Resources
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2240-4320000		36-VI	D	08-13-25	08-29-25	Burroughs High School
MAGALLANES, Josephine	Campus Supervisor	01.0-90904.0-17023-83000-2240-4320000		36-VI	D	09-01-25	09-30-25	Burroughs High School
MARMARIAN, Sergio	Visual & Performing Arts Instructor	01.0-67700.2-11100-11000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
MARSHALL-BENNETT, Jamie	Campus Supervisor- Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		\$18.18	F	08-29-25		Human Resources
MARTIN ALTHOUSE, Kelly	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-III	D	08-13-25	05-28-26	Roosevelt Elementary
MATEVOSYAN, Anahit	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2130-2130000		37-I	D	08-08-25	08-08-25	Providencia Elementary
MC CANN GLOVER, Maria	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
MEJIA, Ashley	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-II	E	08-04-25	12-19-25	Burbank Adult School
MINTZ-KREYNS, Emily	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School

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<u>Election – Hourly (Continued)</u>								
NARKWATCHARA, Violet	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-III	D	08-11-25	05-29-26	Muir Middle School
NASSIM, Wahiba	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2240-4320000		36-VI	D	09-01-25	09-30-25	Burroughs High School
OHANIAN, Hermineh	Paraeducator – Parent Ed	11.0-00639.0-41103-10000-2130-5330000		36-IV	E	08-04-25	12-19-25	Burbank Adult School
PADILLA, Nanette	Campus Supervisor- Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		\$18.18	F	08-30-25		Human Resources
PAREDES, Xiomara	Lead Educational Sign Language Supervisor	01.0-65000.0-57602-11104-2130-7440000		F-VI	C	07-11-25	07-31-25	Special Education
PATEL, Hemlatabahen	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2030000		35-VI	D	08-21-25	05-21-26	Emerson Elementary
PAZ, Tracy	Bilingual Translator	01.0-00000.0-00000-27000-2950-5750000		\$25.00	F	07-01-25	06-30-26	Independent Learning Academy
PEREZ, Monica	Food Service Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		\$19.06	F	08-29-25		Human Resources
PEREZ, Nora	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-VI	D	08-13-25	05-28-26	Roosevelt Elementary
PIKE, John	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
PRECIADO, Gabriela	Campus Supervisor – Elementary	01.0-90870.0-11100-10009-2930-2060000		35-VI	D	08-18-25	12-19-25	Jefferson Elementary
REED, Rachel	Paraeducator – Special Education	01.0-00000.0-00000-83000-2230-3220000		38-II	D	08-18-25	12-31-25	Muir Middle School
REINOSO, Patricia	Office Assistant – Elementary	01.0-00000.0-00000-27000-2440-2130000		36-VI	D	08-12-25	08-12-25	Providencia Elementary
RIVAS, Fredi	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School

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<u>Election – Hourly (Continued)</u>								
RIZZO, Jenny	Visual & Performing Arts Instructor	01.0-67700.217007-41000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School
ROMERO, Iris	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2130000		35-II	D	08-19-25	08-19-26	Providencia Elementary
ROMERO, Iris	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-II	D	09-04-25	05-07-26	Providencia Elementary
ROOBEN BABAKHANIAN, Talin	District Office Receptionist (Substitute)	01.0-00000.0-00000-72000-2160-7550000		\$23.74	F	08-12-25	09-05-25	Human Resources
ROOT, Tiffany	Instructional Technology Media Specialist – Elementary	01.0-00000.0-11100-10000-2230-7420000		42-VI	D	08-07-25	08-07-25	Roosevelt Elementary
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000		60-VI	A	08-01-25	09-30-25	Technology Services
SEHTA, Nahla	Campus Supervisor – Elementary	01.0-90201.0-00000-24950-2930-2030000		35-VI	D	08-21-25	05-21-26	Emerson Elementary
SETHUMADHAVAN, Radhika	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-II	D	08-25-25	12-31-25	Burroughs High School
SHEETZ, Carol	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
SIGALA, Loretta	Paraeducator – Special Education	01.0-00000.0-00000-83000-2230-3220000		38-VI	D	08-18-25	12-31-25	Muir Middle School
SMITH, Sarah	Campus Supervisor Elementary (Substitute)	01.0-00000.0-11100-10009-2960-7550000		\$18.18	F	08-11-25		Human Resources
STRADLING, Geoff	Visual & Performing Arts Instructor	01.0-67700.2-17021-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
STEIN, Jeffry	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
SWANN, Darlene	Food Service Assistant	13.0-53100.0-00000-37000-2230-7490000		37-IV	D	08-11-25	05-29-26	Food Services

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<u>Election – Hourly (Continued)</u>								
TAGMAZYAN, Anna	Community Resource Assistant	01.0-00000.0-11100-10000-2230-7420000		37-VI	D	08-06-25	08-08-25	Miller Elementary
TORRES, Analise	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
TORRES, Connie	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-2130000		38-VI	D	08-07-25	08-07-25	Providencia Elementary
TORRES, Wendy	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-53000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-833000-2230-5330000	.14 .29 .25 .12 .20	36-II	E	08-04-25	12-19-25	Burbank Adult School
TRONCOSO, Kaila	Visual & Performing Arts Instructor – Elementary Ceramics	01.0-67700.2-17001-10000-2170-2130000		\$50.00	F	09-02-25	05-28-26	Providencia Elementary
TYSON, Diana	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
UVAS, Ian	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
VASQUEZ, Michelle	Visual & Performing Arts Instructor	01.0-67700.2-11100-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School
VASQUEZ, Michelle	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School
VON HALLE, Andrea	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3220000		\$50.00	F	08-08-25	06-30-26	Muir Middle School
WEINMULLER, Jodi	Paraeducator	01.0-90870.0-11100-10009-2930-2060000		36-VI	D	08-18-25	12-19-25	Jefferson Elementary
WILSON-COMPTON, Daria Kaprice	Campus Supervisor Substitute	01.0-00000.0-00000-83000-2230-4320000		\$18.58	F	07-31-25	08-04-25	Burroughs High School
WOODFORD, Brittany	Visual & Performing Arts Instructor	01.0-67700.2-17005-10000-2170-4310000		\$50.00	F	08-01-25	06-30-26	Burbank High School

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WU, Stephanie <u>Election – Hourly (Continued)</u>	Teacher – Fee Based	11.0-00639.0-41120-10000-2130-5330000		\$29.51	F	08-11-25	12-20-25	Burbank Adult School
VELEZ, Anabel	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2010000		40-VI	D	08-11-25	05-29-26	Disney Elementary
<u>Election – Student Helpers</u>								
AH1510150	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-21-25	05-29-26	Burroughs High School
VR1743346	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-21-25	05-29-26	Burroughs High School
ZM8566550	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-21-25	05-29-26	Burroughs High School
KZ8206998	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-21-25	05-29-26	Burroughs High School
SB1089845	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-21-25	05-29-26	Burbank High School
QQ9449643	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-21-25	05-29-26	Burroughs High School
HV0774653	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-21-25	05-29-26	Burbank High School
QP9144374	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-25-25	05-29-26	Burbank High School
SZ8438852	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-25-25	05-29-26	Burbank High School
SX3077787	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-25-25	05-29-26	Burroughs High School
CZ2949956	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-25-25	05-29-26	Burbank High School
US6495054	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-25-25	05-29-26	Burbank High School
SR7645180	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-25-25	05-29-26	Burbank High School
RM0598556	Student Helper	13.0-53100.0-00000-37000-2933-4320000		\$16.50	F	08-26-25	05-29-26	Burroughs High School
MZ0876372	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-25-25	05-29-26	Burbank High School
AW2551181	Student Helper	13.0-53100.0-00000-37000-2933-4310000		\$16.50	F	08-28-25	05-29-26	Burbank High School
GP0693469	YETP Student	01.0-58100.0-57602-11100-2933-7440000		\$16.50	F	09-02-25	06-30-26	Special Education
GH4804428	YETP Student	01.0-58100.0-57602-11100-2933-7440000		\$16.50	F	09-02-25	06-30-26	Special Education

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<u>Election – Walk on Coach</u>								
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		\$16.50	F	06-01-25	06-30-25	Burbank High School
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		\$16.50	F	07-01-25	07-31-25	Burbank High School
ANDERSON, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		\$16.50	F	08-01-25	10-31-25	Burbank High School
BARRAGAN, Ernesto	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
BARRAGAN, Ernesto	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		\$16.50	F	08-01-25	10-31-25	Burbank High School
BLACK, Lara	Short Term Athletic	01.0-00000.0-15011-42000-2171-4320000		\$16.50	F	08-01-25		Burroughs High School
BROWN, Oharjee	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
BURKHART, Megan	Short Term Athletic	01.0-00000.0-15005-42000-2171-4310000		\$16.50	F	11-01-24	01-31-25	Burbank High School
CAMACHO-PLATAS, Carmen	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		\$16.50	F	06-01-25	06-30-25	Burbank High School
CANTRELL, Trent	Short Term Athletic	01.0-00000.0-15017-42000-2171-4320000		\$16.50	F	08-01-25	10-31-25	Burroughs High School
CHAVEZ, Philip	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
COLEMAN, Baokim	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		\$16.50	F	08-14-25	06-30-26	Burbank High School
ESCOBEDO BARONA, Hael	Short Term Athletic	01.0-90904.0-15017-42000-1171-4310000		\$16.50	F	06-01-25	06-30-25	Burbank High School
FREEMAN, Tyrone	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
HOPSON, Bryon	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
HOPSON, Bryon	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		\$16.50	F	08-01-25	06-30-26	Burbank High School
HOUSHOLDER, Dorian	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
MARTINEZ, Mark	Short Term Athletic	01.0-00000.0-15010-42000-2171-4320000		\$16.50	F	11-01-25	01-31-26	Burroughs High School
MEREDITH, Mark	Short Term Athletic	01.0-00000.0-15007-42000-2171-4310000		\$16.50	F	08-01-25		Burbank High School

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

Personnel Report No. 25-26-06

September 18, 2025

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>
MILLER, Stewart	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
<u>Election – Walk on Coach (Continued)</u>								
PENDLETON, Eddie	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
PROVOST, Josh	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
ROBINSON, George	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
SANCHEZ-TELLEZ, Camila	Short Term Athletic	01.0-90904.0-15017-42000-2171-4320000		\$16.50	F	08-01-25	08-31-25	Burroughs High School
SANCHEZ-TELLEZ, Camila	Short Term Athletic	01.0-00000.0-15017-42000-2171-4320000		\$16.50	F	08-01-25	10-31-25	Burroughs High School
TOLEDO, Tony	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School
WILLIAMS, Michael	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		\$16.50	F	06-02-25	06-30-25	Burbank High School

Signature

Title: Sarah Rudchenko, Assistant Superintendent of Human Resources Services

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

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Peter Knapik, Assistant Superintendent of Educational Services

SUBMITTED BY: Stephanie Beauregard, Administrative Secretary II

DATE: September 18, 2025

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 for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are 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 the student(s) during the contract period, the Consultant must provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

See Attached

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES**

Board Meeting Date: September 18, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Miller Elementary	Fun Flicks of So Cal	To bring together parents, students, and staff for a fun and relaxing evening that strengthens our school community and encourages parent involvement.	9/26/25	\$1207.80	010-90820.0-11100-10000-5850-2100000

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 day of September, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and FunFlicks of So. Cal hereinafter referred to as "Consultant."

FunFlicks of So. Cal

Payee's Name (Person or Company) [REDACTED] Social Security or Federal I.D. # [REDACTED] Phone Number [REDACTED]

Mailing Address [REDACTED]

City

State

Zip

Sponsoring Administrator: Judy Hession Principal Miller

Print Name

Title

Location

Date Submitted to Board: September 18, 2025 Funding Source (Resource): 90820.0 (PTA)

STRS/PERS Member: Yes No

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 provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of \$ per hour ☐ / per day ☒ / per session ☐ for a total not to exceed \$ 1207.80, including benefits. 9/26/2025
2. The term of the Agreement shall be the period commencing on 9/28/2025 and terminating on .
 - a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than \$1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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 the 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

Judy Hession

Administrator

Principal

Title

September 18, 2025

Board Approval Date

Nick Collura Owner FunFlicks

Consultant

Address

City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose: Miller PTA Family Movie Night

Basis for Request: To increase parent engagement at the school, the Miller PTA will be providing a family movie night.

Background/Scope/Objectives: The Miller PTA and school would like to provide a fun activity for parents, students, and staff to get together and build a sense of community.

Deliverables/Milestones: Miller PTA will rent from FunFlicks a jumbo screen, projector, and sound system for the family movie night. FunFlicks will provide staff to set up and take down the equipment in the Miller Park.

Invoice Approver: Judy Hession, Principal at Miller

Timeline: The Miller PTA Family Movie Night is scheduled for Friday, September 26, 2025 from 5:30 pm - 9:30 pm.

Payment Terms: Rental payment is due in full 14 days prior to the event date.

FunFlicks of Southern California

We're focused on bringing generations together in local communities by creating extraordinary experiences, one event at a time.

All FunFlicks® locations are family-owned and operated.

Our owners all emphasize the FunFlicks® philosophy of business management with premium customer service and cutting-edge audiovisual technology.

We've modernized a piece of outdoor movie history for people across the United States to enjoy today.

The goal is to provide you with fun, friendly, and professional service at a price that is fair and affordable for everyone.

Because of our vast assortment of screen sizes, FunFlicks® California movie screen rental can entertain a broad range of audiences. Events can take place at the park, in a gym, next to the ocean, on top of a building, or almost anywhere in your area.

Your FunFlicks® California inflatable movie screen rental team will come to your location, set up our audiovisual technology, and dismantle it all at the end of the night. For parties of 5 to 5,000 people, we offer the specialists and equipment to make your gathering a success.

It's an honor to provide our communities with excellent services as the top California outdoor movie screen rental company.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Peter Knapik, Assistant Superintendent of Educational Services

SUBMITTED BY: Stephanie Beauregard, Administrative Secretary II

DATE: September 18, 2025

SUBJECT: Ratification of Agreement for 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 for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives confirmation of Board approval from Instructional Services. Due to delays beyond their control, Educational Services and Jefferson Elementary was unable to submit their consultant agreements before the agenda deadline on August 22, 2025, for the September 4, 2025 Board meeting. Therefore, the agreements below are being presented as ratifications. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

See attached.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES**

Board Meeting Date: September 18, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Educational Services	The Music Center	ELD TAIP is a 10-week program that pairs teachers with professional artists to integrate music into English Language Development (ELD) instruction. The program strengthens teacher skills, improves student access to arts education, and supports English language acquisition. It also promotes student confidence, creativity and collaboration.	9/18/25 – 6/30/26	\$53,356.25	01.0-42030.0-47600-10000-5810-7420000
Jefferson Elementary	Laura Dobbin	The choir program provides students with the opportunity to perform and address specific VAPA standards. The consultant assists the director of the 4 th and 5th grade choir. Jefferson choir has as many as sixty students, the assistant director helps supervise the students during this afterschool program and will lead instruction for one of the smaller groups.	9/15/25 – 12/5/25	\$600	01.0-90807.0-11100-10000-5810-2060000

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 day of September, 2025, by and between the **Burbank Unified School District**, hereinafter referred to as “District”, and The Performing Arts Center of LA County (Music Center), hereinafter referred to as “Consultant.”

The Performing Arts Center of Los Angeles County
Payee's Name (Person or Company)

[REDACTED]
Social Security or
Federal I.D. #

[REDACTED]
Phone Number

Mailing Address:

[REDACTED]

Sponsoring Administrator: Dr. Peter Knapik, Assistant Superintendent, Educational Services

Name

Title

Location

Date Submitted to Board: September 18, 2025 Funding Source (Resource): 01.0-42030.0-47600-10000-5810-7429000

STRS/PERS Member: Yes

☐ No

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 provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **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 \$125 per hour ☒ / per day ☐ / per session ☐ for a total not to exceed \$53,356.25 including benefits.
2. The term of the Agreement shall be the period commencing on September 18, 2025, and terminating on June 30, 2026.
 - a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than \$1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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 the 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

_____	<i>Julia Diamond</i> / Julia Diamond
Administrator	Consultant
_____	The Music Center, _____.
Title	Address
_____	_____ City, State ZIP
Board Approval Date	

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

The BUSD English Language Development Theatre Arts Integration Program (ELD-TAIP) is a 10-week arts integration residency that teams classroom teachers with professional teaching artists from The Music Center to provide students standards-based instruction in theatre arts and English Language Development (ELD). The program takes place during the second of the required two periods of designated ELD instruction and focuses on providing alternative instructional strategies that promote student achievement.

Students learn skills through a theatre lens that employ improvisation, theatre games, dramatic recitations of anchor texts, and ultimately, writing and performing original work. The goals of this program are:

- To build ELD teacher capacity through modeled instruction, collaborative planning, co-teaching, and training in effective, research-based, arts integration strategies
- Improve ELD student access to arts education
- Further develop ELD student English Language Acquisition skills
- Build student resiliency, self-confidence, and efficacy in applying reading, writing, speaking, and listening skills
- Provide an engaging, supportive, and collaborative environment that supports student connections to each other, encourages creativity, and reduces stress.

Building teacher capacity through professional development (PD), modeled instruction, collaborative planning, and co-teaching are essential elements of the ELD-TAIP. Prior to the start of student workshops, teachers are provided with training facilitated by Music Center teaching artists.

By the end of the 10 weeks, students will perform in short, one-act plays that they wrote with their peers.

Basis for Request:

Research shows that second language learners are one of the student subgroups that benefit most significantly from discrete and integrated arts instruction. However, in California, middle and high school students who are designated English Learners (EL) have the least access to visual, performing, and media arts courses of any other student population because they are required to take a second period of Designated ELD in addition to other required courses. This means that the second period of Designated ELD takes the place of a self-selected elective period that would provide them with access to the arts.

Background/Scope/Objectives:

Beginning in 2010, the BUSD ELD Theatre Arts Integration program began in only 4 middle school ELD classes. Over the years, it has grown to support as many as 25 classes. The impact was, and continues to be, significant. EL student achievement, attitudes towards school and learning, attendance rates, parent engagement, cross-cultural understanding, and an overall

improvement of self-efficacy and belonging inspired our Board of Education to approve the use of Title III funding to expand the program to include all grade 6-12 ELD classes in 2016.

Sessions are held at Huerta, Luther, Muir, BHS, and JBHS over 10 weeks. This year, there are 21 classes across the district that will participate in the project.

The BUSD ELD-TAIP has been touted as “a truly exemplary arts program” by California Department of Education Exemplary Arts evaluators and as “an excellent use of Title III funds” by the CDE program monitor who visited the district as part of the Federal Program Monitoring (FPM) process.

This project won the CSBA Golden Bell Award® in 2021.

Deliverables/Milestones:

- Slide decks for each week’s lessons.
- Weekly plans with concepts/essential questions, objectives, outcomes, vocabulary, and standards taught.
- One-act plays written and performed by students at the end of the ten weeks.

Invoice Approver:

Dr. Peter Knapik, Assistant Superintendent of Educational Services

Timeline:

September 18, 2025, through June 30, 2026

A. Pre-planning Session (In-person) with Teaching Artists and ELD Teachers – September 18, 2025 (1 pm to 3 pm)

1. One 2-hour day @ \$125/hour x two artists \$500.00
2. One hour of preparation per artist @ \$125/hour x 2 artists \$250.00

B. Classroom Support Visits

1. 10 In-person classroom sessions x 21 teachers @ \$125/hour \$26,250.00
2. 4 hours of curriculum development x 21 teachers @ \$125/hour \$10,500.00
3. 5 hours of Artist/Teacher on-going planning x 21 teachers @ \$125/hour \$13,125.00

C. Debriefing/Evaluation Meeting @ \$125/hour x two artists \$250.00

Administrative Planning Cost@ 5% (materials not included) \$2531.25

Estimated Materials \$200.00

Payment Terms:

An invoice will be provided at the completion of services in this agreement, no later than June 30, 2025. Terms are net 30 days.



CONTRACT FOR SERVICES (Revised)

September 2, 2025

Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506
(818) 729-4400

Contract number: 26AP1964337

Jennifer Goldenberg, TOSA, Coordinator of EL Services, TK-12

jennifergoldenberg@burbankusd.org

SERVICES TO BE PROVIDED SCHOOL YEAR 2025-2026

Program Description – In-Person ELD Theatre Integration:

A. Pre-planning Session (In-person) with Teaching Artists and ELD Teachers – September 18, 2025 (1pm to 3pm)

- | | |
|--|----------|
| 1. One 2-hour day @ \$125/hour x two artists | \$500.00 |
| 2. One hour of preparation per artist @ \$125/hour x 2 artists | \$250.00 |

B. Classroom Support Visits

- | | |
|---|-------------|
| 1. 10 In-person classroom sessions x 21 teachers @ \$125/hour | \$26,250.00 |
| 2. 4 hours of curriculum development x 21 teachers @ \$125/hour | \$10,500.00 |
| 3. 5 hours of Artist/Teacher on-going planning x 21 teachers @ \$125/hour | \$13,125.00 |
| 4. Debriefing/Evaluation Meeting @ \$125/hour x two artists | \$250.00 |

SUBTOTAL = \$50,625.00

Administrative Planning Cost @ 5% (materials not included)	\$2,531.25
Estimated Materials	\$200.00

NOT TO EXCEED PROJECT TOTAL = \$53,356.25

Burbank Unified School District

This agreement shall be in effect from September 18, 2025 through June 30, 2026 ("Term"), unless otherwise terminated by: (i) mutual agreement or (ii) a party, with or without cause, by giving the other party 30 days' prior written notice of termination. Should this agreement require modifications during this period, it will be amended by mutual agreement of all parties, and shall be in writing in the form of an addendum to this agreement.

An invoice will be provided at the completion of services in this agreement, no later than June 30, 2025. Terms are net 30 days.

SCHEDULE: September 18, 2025 through June 30, 2026

Customer Code:

440

Doc ID: fe0f9d0af53d98f47c584aacf06b0bcc4780b17c



135 NORTH GRAND AVENUE
LOS ANGELES, CA 90012

TERMS AND CONDITIONS:

1. The Performing Arts Center of Los Angeles County ("Music Center") has agreed to supply and the above-named School Partner has agreed to purchase the arts program(s) and/or workshop(s) described in SERVICES TO BE PROVIDED above ("Program"), for the total fee amount shown above.
2. Events may be rescheduled by the School Partner with at least two business days' advance notice to Music Center's School Programs without penalty. The School Partner may cancel the event(s), but must give at least 30 days' advance notice to The Music Center's School Programs of the cancellation in order to avoid any fee associated with the canceled event. The School Partner will be charged for any event cancelled with less than 30 business days' advance notice.
3. If a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences that the School partner may incur as a result of such cancellation and/or rescheduling.
4. NO FILMING, TAPING OR VIDEOTAPING OF ANY PROGRAM IS PERMITTED, DUE TO CONTRACTUAL AND UNION RESTRICTIONS.
5. Workshop and performance space, program equipment and/or materials are the responsibility of the School partner. Material charges referenced above refer only to additional material to be provided by the artist and/or the Music Center.
6. School partner acknowledges that all right, title, and interest in and to the Program, as well as any modifications or improvements made thereto by or on behalf of School partner are owned and/or controlled by Music Center.
7. This Agreement, including and any related attachments, constitutes the sole and entire agreement of the parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In no event shall Music Center's liability under this agreement exceed an amount greater than the total fee set forth above.

* * * * *

Please sign, date and return one copy to Music Center School Programs, attention: Keith Wyffels, by September 15, 2025.

Julia Diamond

09 / 02 / 2025

Julia Diamond, Vice President, TMC Arts
Performing Arts Center of Los Angeles County

Date

Burbank Unified School District

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 27th day of August, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Laura Dobbin hereinafter referred to as "Consultant."

Laura Dobbin [REDACTED] [REDACTED]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [REDACTED]
City State Zip

Sponsoring Administrator: Ron Young, Principal Thomas Jefferson Elementary
Print Name Title Location

Date Submitted to Board: September 18th 2025 Funding Source (Resource): 010.90870.0.11100.10000.5810.206.0000

STRS/PERS Member: Yes No

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 provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

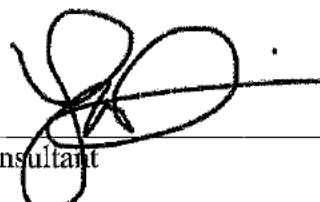
WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises 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 \$ 40.00 per hour ☐ / per day ☒ / per session ☒ for a total not to exceed \$ 600.00, including benefits.
2. The term of the Agreement shall be the period commencing on 9/16/2025 and terminating on 12/05/2025
 - a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than \$1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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 the 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

_____ Administrator	 _____ Consultant
_____ Title	_____ Address
_____ Board Approval Date	_____ City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

4/5 Grade Choir, Assistant Director Role

Basis for Request:

Typically, the Jefferson Choir has as many as 60+ students participating, The Assistant Director role helps to supervise the students during this afterschool program during sectionals, the AD leads instruction for one of the smaller groups.

Background/Scope/Objectives:

The Choir program provides students with the opportunity to perform and addresses specific VAPA standards.

Deliverables/Milestones:

Choir Concert Performance

Invoice Approver:

Ron Young, Principal

Timeline:

Late September to Early December

Payment Terms:

One payment due on 12/05/2025

Laura Dobbin – Bio

As an accomplished performer and experienced music educator, Laura Dobbin brings a lifetime of experience in the arts. Most recently, she spent nearly a decade as a choreographer and instructor with the John Burroughs High School Vocal Music Association, directing the intermediate-level girls' choir, Decibelles. Under her leadership, the choir secured numerous championships locally and regionally, but Laura always maintained her focus on ensuring each Decibelles member established the solid foundation she needed to progress through the Burroughs VMA program. Personally, Laura is a lifelong performer who was raised in Burbank—a show choir alumna who continues to perform with both her alumni choir and in numerous tribute bands. Laura started performing at age three, growing into a professional actor who appeared in movies, commercials, and TV shows, including NBC's "Day by Day" where she played daughter Emily alongside renowned actors including Julia Louis-Dreyfus. She has also performed in various local theatre roles as a singer/dancer/actress. She resides in Burbank with her husband Dale and their three daughters: Fiona (4), Mia (1) and Olivia (1).

INVOICE

Laura Dobbin

Invoice: 001

Date: Aug. 20, 2025

ATTN:

Yaya Diaz

Thomas Jefferson Elementary School

1900 N. Sixth Street

Burbank, CA 91504

DESCRIPTION	HOURS	DATE	AMOUNT
2025 Fall Semester Music Class	15	Aug. 20, 2025	\$600
TOTAL			\$600

 8-22-2025

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

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: September 18, 2025

SUBJECT: Ratification of Agreement for Professional Services

Background:

The District contracts with an interpreting company to provide American Sign Language (ASL) interpreters for parents during conferences, hearings, meetings and events when it is requested by the parent.

Discussion/Issues:

The implementation of this agreement will not affect the District's internal accounting controls. Each invoice received requires approval from Student Services in order to issue payment to the provider. Provider will provide ASL interpreters for parents during conferences, hearings, meetings and events. See attached pricing and policies document for more detailed information. Due to the revision to the agreement, the Board item is being submitted as a ratification.

Fiscal Impact:

Not to exceed \$2,000 funded through Student Services Non-Instructional Consultants/Independent Contractors (non-employees) account string.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratifies the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide ASL interpreters for parents during conferences, hearings, meetings and events on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed \$2,000 (01.0-00000.0-00000-72000-5810-745000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.



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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 5 day of August, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sign Up Interpreting Services, LLC hereinafter referred to as "Provider."

Payee's Name: Sign Up Interpreting Services, LLC Daytime Phone Number: 657-464-4192

Mailing Address: P.O. Box 941 Sunset Beach, CA 90742

Email Address: signupasl@gmail.com

Sponsoring Administrator: <u>Peter Knapik</u>	<u>Asst. Superintendent of Educational Services</u>	<u></u>	<u>District Office</u>
Print Name	Title	Signature	Location

Board Approval: 9/4/2025

Account Code: 010-00000-0-00000-72000-5810-7450000

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

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of * per hour not to exceed \$2,000
**Amount to include mileage and any additional fees. *See attached Rate Sheet
2. The term of the Agreement shall be the period commencing on: August 5, 2025 and terminating on: June 30, 2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Sign Up Interpreting Services, LLC will provide **ASL interpreters for parents during conferences, hearings, meetings and events**
5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 the Provider breach this agreement or fail to perform the required services in a satisfactory manner.
9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.
11. District and Provider 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.
12. Communicate within twenty-four hours to Sign Up Interpreting Services, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.
13. The District agrees to indemnify, defend and hold harmless Sign Up Interpreting Services, 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.
14. 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.
15. 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

Sign Up Interpreting Services, 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 Sign Up Interpreting Services, 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 Sign Up Interpreting Services, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Sign Up Interpreting Services, 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 Sign Up Interpreting Services, 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 Sign Up Interpreting Services, LLC demand.

District shall save and hold Sign Up Interpreting Services, LLC, harmless from and against and shall indemnify Sign Up Interpreting Services, 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 Sign Up Interpreting Services, 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, Sign Up Interpreting Services, LLC may defend the same and any expenses, including reasonable attorney's fees, which Sign Up Interpreting Services, LLC may pay or incur in defending said action and the amount of any judgment which Sign Up Interpreting Services, 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

Peter Knapik

Print Representative Name

Asst. Superintendent of Educational Services
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Sign Up Interpreting Services, LLC

Provider/Company

Sabryna Ramos

Print Representative Name

CEO / Owner

Title



Signature

Date 8/25/2025



PRICING AND POLICIES for Burbank Unified School District

DEFINITIONS

- **EMERGENCY:** Requests made with less than two (2) business days' notice.
- **AFTER HOURS (Monday–Friday):** 5:00 PM – 10:00 PM or 6:00 AM – 8:00 AM
- **WEEKEND:** Saturday and Sunday
- **OVERNIGHT:** 10:00 PM – 6:00 AM
- **SPECIALTY:** Assignments that are complex in nature, involve a third language, tactile or protactile communication, or may have legal implications.

TEAMING REQUIREMENTS

To maintain service quality and ensure interpreter safety, all assignments exceeding two (2) hours, or those classified as complex, will require a team of two (2) interpreters or captionists.

If an assignment exceeds two (2) hours and a team was not requested, the Company reserves the right to bill at a rate equivalent to two interpreters or captionists with the Client Management's approval of client management. *An exception may be granted for settings where there is significant downtime such as labs or Art classes. The Company will collaborate with the DSPS Management to determine the appropriate number of interpreters required.*

RATES (Per Hour)

Rates are inclusive of all fees. Transcripts are not billed separately.

Virtual rates are billed at the same rates as on-site services.

Service Type	Interpreting	Captioning
Standard Business Hours	\$ 115.00	\$ 120.00
Emergency Standard	\$ 143.75	\$ 150.00
Evening / Weekend Hours	\$ 130.00	\$ 135.00
Emergency Evening / Weekend	\$ 156.00	\$ 162.00
Overnight Hours	N/A	N/A
Emergency Overnight	N/A	N/A
Specialty Rate	\$150.00 – \$200.00	

ADDITIONAL CONDITIONS

- **Mileage:** May be assessed at the prevailing IRS rate when:

1. The practitioner travels more than 20 miles roundtrip from the assignment location, **and**
 2. The Client Management approves the estimated cost.
All mileage estimates will be presented to the Client Management prior to interpreter confirmation to allow for informed decision-making.
- **Parking:** Reimbursable at cost if the Client is unable to provide complimentary parking.
 - **Travel Between Sites:** Considered standard billable time and charged at the applicable hourly rate.
 - **Cancellations:** Assignments canceled within two (2) business days of a confirmed booking are billable in full.
 - **Transcripts:** Captionists typically use Case Catalyst or Eclipse software, which allows us to deliver a transcript at no additional cost. StreamText imposes an additional cost of \$0.10 per minute, which would need to be incorporated into the service rate.

BILLING & PAYMENTS

- Payment is due upon completion of services.
- Invoices are issued at assignment completion and must be paid within **14 days** of receipt.
- **Minimum billing:** Two (2) times the hourly rate per assignment.
- Acceptable payment methods: Check or money order (other options may be available upon request).
- Past-due accounts are subject to late and finance charges.
- If collections are necessary, Client agrees to cover all associated costs, including legal fees, to the extent permitted by law.

CLIENT RESPONSIBILITIES

- Provide a **safe and secure environment** for interpreters.
- **Disclose** any safety concerns, health risks, or potential hazards.
- Maintain **appropriate liability insurance** for visitors.
- Offer **direction and guidance** as needed to support interpreter effectiveness.

DISCLAIMERS AND LIMITATIONS

- Interpreters provided will meet industry skill standards.
- Client agrees to **indemnify and hold harmless** the Company and its personnel from liabilities, except in cases of gross negligence.
- No warranties are offered beyond those expressly stated.
- Sign Up Interpreting Services may assign or transfer this Agreement to a third party ("Buyer") upon providing the Client with no less than sixty (60) days' prior written notice. Such assignment or transfer shall be subject to the Client's prior written consent, which shall not be unreasonably withheld, delayed, or conditioned. Upon the effective date of such assignment or transfer, all rights, duties, and obligations of Sign Up Interpreting Services under this Agreement shall be assumed by the Buyer, and the Client shall thereafter be bound to the Buyer under the terms of this Agreement as if the Buyer were the original contracting party.

RATE ADJUSTMENTS

- Prices may be adjusted midyear if the **CPI for All Urban Consumers (Los Angeles area)** increases more than 2% by the end of the calendar year. in any quarter.
- The Company may also increase pricing if the Client implements new protocol enhancements to comply with changes in Client policies, laws, government regulations, or industry practices that materially impact the Company's operational costs.
- A **60-day written notice** will be provided for any midyear pricing adjustments.

- The Company will implement an annual rate increase of 4.5% or, alternatively, will apply the most recently released data from the U.S. Bureau of Labor Statistics—specifically, the Consumer Price Index (CPI-U) for All Items in the Los Angeles-Long Beach-Anaheim, CA area—plus an additional 1%, whichever is higher. This policy ensures fair, sustainable compensation adjustments that reflect current economic conditions.

NON-SOLICITATION OF INTERPRETERS

Client agrees not to solicit, suggest, recommend, or in any way induce or coerce any interpreter dispatched by Sign Up Interpreting to provide services directly to Client, or indirectly through another agency or third party, without the prior written consent of Sign Up Interpreting. This restriction shall remain in effect for a period of twelve (12) months following the last date the interpreter provided services to the Client through Sign Up Interpreting.

AGENCY STATUS

Sign Up Interpreting Services, LLC operates as a **referral agency**. All associated parties are independent contractors and responsible for their own tax obligations.

CONFIDENTIALITY NOTICE

All information provided on this "Cost Proposal Form" is considered **confidential** and constitutes a **trade secret** as defined under **California Civil Code § 3426.1**. Unauthorized disclosure, duplication, or distribution of this information is strictly prohibited.

The Client confirms that they have read, understood, and agree to the terms and conditions herein. The undersigned also certifies that they are authorized to enter into this agreement on behalf of the Client.

Client/Business Name: Burbank Unified School District

Signature: _____ Date: _____

Print Name: _____ Title: _____

Billing Information:

Contact Person: Lauren Dieter Phone No. 818-729-4512

Email address: Lauren Dieter @ burbankusd.org

Billing Address: 1900 West Olive Avenue
Burbank, CA 91506

Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.

Effective July 2025 and supersedes any previous pricing and policies.

**Burbank Unified School District
Instructional Services
REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM : Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Peggy Flynn, Director of Arts and Career Technical Education

SUBMITTED BY: Stephanie Beauregard, Administrative Assistant II

DATE: September 18, 2025

SUBJECT: Approval of 2024-2025 Arts & Music in Schools, Prop 28 Annual Report

Background: On November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. The measure required the state to establish a new, ongoing program supporting arts instruction in schools beginning in 2023–24. (Section 8820 et seq.). Funding is determined by each school’s share of statewide total enrollment and enrollment of economically disadvantaged pupils in the prior year. The funding requires that at least 80 percent of AMS funds be used to employ certificated or classified employees to provide arts education program instruction. The remaining 20% of funds may be used as discretionary to improve student access to a standards base arts education. Use of AMS Funds for administrative costs may not exceed 1% of the annual allocation. AMS funds must be used to supplement District funded arts education programs. AMS funds may not be used to replace District funding previously used for arts education.

Implementation guidelines, protocols, a waiver application, and reporting processes for legal use of AMS funds were released between April and July of 2024, therefore, the District was not afforded sufficient time to fully plan and implement programs at every school. Funding allocated in 2023-24 will be carried forward into the 2024-25 school year to support AMS programs. Principals work with teachers and community stakeholders to develop spending plans based on their District aligned site arts plan goals. AMS funding is allocated annually. Schools have three years from the date of initial allocation to expend funds. Funding increases the opportunities to develop sustainable programs that improves student access to a quality arts education.

District Wide Goals for 2022-2023:

- 1.2. Increase the number of high school students who have completed a-g requirements for college eligibility by 2%.
- 1.7 Maintain access to visual and performing arts education and implement the BUSD Arts for All Plan.

Discussion/ Issues: To meet the compliance requirements of the AMS funding, the District must present the Board with a report of full-time equivalents for teachers, classified personnel and

teaching aides, the number of pupils serviced, and the number of school sites providing arts education programs.

The District reports the following data for the 2024-25 school year:	
2. Number of Full Time Equivalent Teachers (Certificated)	3
3. Number of Full Time Equivalent Personnel (Classified)	74
4. Number of Full Time Equilvant Teaching Aides(Classified)	0
5. Number of students served	14,240
6. Number of School Sites providing art education	18

Fiscal Implications: Burbank Unified schools received \$1,869,911.00 million in AMS funds for the 2024-2025 school year. These funds may be used through the 2024-2027 school year to improve students access to quality, standards based, sequential arts education. AMS funds are allocated by the California Department of Education annually. Allocation amounts are based on school enrollment data.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, in collaboration with Peggy Flynn, Director of Arts and CTE programs, recommend approval of the 2024-2025 Arts and Music in Schools Funding Annual Report, as presented.

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2024-25

Name: Burbank Unified

CDS Code: 1964337-0000000

Allocation Year: 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

In 2024–2025, Burbank Unified School District (BUSD) received \$1,869,911 in Arts and Music in Schools (AMS) funding and expended \$1,405,241.19. BUSD received a waiver for the 2023-2024 allocation (\$1,950,422) allowing approximately 60% for staffing and 40% for discretionary expenditures. Actuals for the 2023-2024 waiver requirements totaled 71.22% of funds for staffing and 29% for materials, equipment, supplies, and consultants. These expenditures improved equitable, standards-aligned arts instruction for all students. At the elementary level, AMS funding supported two of four credentialed music teachers and six classified music instructors, guaranteeing consistent music instruction districtwide. Additional classified staff in visual arts, dance, and theatre were placed at all eleven elementary schools, addressing longstanding gaps where instruction had depended on rotating schedules and limited resources. These investments established a sustainable foundation for sequenced TK–5 arts learning. At the secondary level, AMS funding strengthened BUSD's robust middle and high school programs in band, orchestra, choir, theater, dance, and visual/media arts. Allocations enabled expansion of elective offerings, lower teacher-to-student ratios, and specialized residencies in film production, digital media, and animation. These enhancements aligned with BUSD's Career Technical Education (CTE) pathways in Arts, Media, and Entertainment, connecting creative learning to career-ready skills. Funds also supported instructional aides, substitute coverage, and professional development, giving educators time for collaboration, culturally responsive teaching, and inclusive practices for English Learners and students with disabilities. Partnerships with community arts organizations and higher education provided innovative strategies and current industry expertise. In total, AMS supported 3 certificated arts teachers and 74 classified staff, improving student access to arts education for BUSD's more than 14,000 students across all 17 schools. By prioritizing staffing and equity, BUSD achieved both immediate and systemic impact—expanding access, deepening engagement, and affirming the arts as essential to a well-rounded education. The district remains committed to sustaining and building on this foundation in future years.

2. Number of full-time equivalent teachers (certificated).	3.0
3. Number of full-time equivalent personnel (classified).	74.0
4. Number of full-time equivalent teaching aides.	0.0
5. Number of students served.	14,240
6. Number of school sites providing arts education.	17

Date of Approval by Governing Board/Body 9/18/2025 12:00:00 AM

Annual Report Data URL

https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3564959/Approval_of_the_Unaudited_Actuals_for_the_2024-2025_Fiscal_Year.pdf

Completed By Peggy Flynn
Title Director, Arts & CTE

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Mariam Abdelhamid, Ph.D, Assistant Superintendent, Business Services

PREPARED BY: Harmony Trax, Supervisor of Budget and Finance

SUBMITTED BY: Cheretta Wade, Administrative Secretary II, Business Services

DATE: September 18, 2025

SUBJECT: Approval of Additional Budget - Unrestricted General Fund Carryover

Background:

The Los Angeles County Office of Education requires Budget Adjustment Summaries any time the approved budget appropriations are increased or decreased. Based on both site carryover balances (unspent 2024-25 funds), a total of \$877,807.95 will be reallocated to these respective site funds. In this case, the District must increase the 2025-26 approved Unrestricted General Fund budgets.

Discussion/Issues:

These carry-over funds were included in the Ending Fund Balance of the District's approved Financial Report for the 2024-25 School Year Unaudited Actuals. These funds will be allocated to each site's discretionary budget and/or departments for one-time expenses in 2025-26.

Financial Impact:

Increased expenditures in an amount equal to the amount set aside in the 2024-25 Unrestricted General Fund ending balance.

Recommendations:

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve budget additions to the 2025-26 approved budget for the Unrestricted General Fund Carryover, as presented.

Site	Adopted 25-26 Site Budget	Carryover	Adjusted 25-26 Site Budget
Burbank High	\$ 228,492.00	\$ 251,160.03	\$ 479,652.03
Burroughs	\$ 230,868.00	\$ 210,751.48	\$ 441,619.48
Huerta	\$ 72,960.00	\$ 104,654.64	\$ 177,614.64
Luther	\$ 75,760.00	\$ 29,246.98	\$ 105,006.98
Muir	\$ 97,760.00	\$ 92,480.64	\$ 190,240.64
Monterey	\$ 16,380.00	\$ 13,430.00	\$ 29,810.00
ILA	\$ 10,200.00	\$ 11,605.58	\$ 21,805.58
Disney	\$ 26,838.00		\$ 26,838.00
Edison	\$ 26,964.00	\$ 11,925.62	\$ 38,889.62
Emerson	\$ 31,437.00	\$ 11,449.86	\$ 42,886.86
Harte	\$ 31,059.00	\$ 19,546.04	\$ 50,605.04
Jefferson	\$ 47,754.00	\$ 29,533.78	\$ 77,287.78
McKinley	\$ 28,035.00	\$ 18,712.71	\$ 46,747.71
Miller	\$ 43,722.00	\$ 8,794.73	\$ 52,516.73
Providencia	\$ 25,326.00	\$ 23,756.81	\$ 49,082.81
Roosevelt	\$ 37,800.00	\$ 7,198.41	\$ 44,998.41
Stevenson	\$ 31,374.00	\$ 16,648.31	\$ 48,022.31
Washington	\$ 26,145.00	\$ 16,912.33	\$ 43,057.33
Total	\$ 1,088,874.00	\$ 877,807.95	\$ 1,966,681.95

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Administrative Services Department

PREPARED BY: Robin Rickman, Project Manager

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Approval of Additive Change Order No.2, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

Background:

The District is in the process of modernizing the existing Aquatics Center at Burbank High School. A job walk was held on September 26, 2024; thirteen (13) contractors attended. The bid closed on October 30, 2024; Two (2) contractors submitted a bid package.

Qualifying Bids for the Aquatic Center Modernization received were as follows:

ARC Construction	\$5,100,000
Hart Design Build	\$4,990,000

Discussion/Issues:

At this time, the Burbank High pool has been shut down due to safety concerns regarding the decking. The infrastructure update will include LED pool lights, updated drains, platform piping for the timing clock, etc. The demolition portion of this project took place in summer 2024 to accommodate the loud noise and dust while students were on summer break.

On November 21, 2024, the Board of Education approved the contract with Hart Design Build to complete the Aquatic Center Modernization for Burbank High School. It was originally approved for a total of \$4,990,000 but was decreased to \$3,170,000 as the new storage building was removed from the scope of work.

On August 7, 2025, the Board of Education approved Additive Change Order No. 1, for a \$188,780.67 increase, to add the furnish of the equipment, material, and installation of the timing system to meet competition guidelines and aquatic standards. The original design and specifications for the Aquatic Pool contract with Hart Build Design did not include the timing system in the DSA stamped project number 03-122682. No time extension was requested to the project's completion date.

Fiscal Impact:

\$45,859.20 increase for a revised total of \$3,404,639.87 (Capital Outlay)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve additive change order No.2 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed \$3,404,639.87 (40.0-90329-0-00000-85000-

6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The \$45,859.20 increase, bringing the not to exceed to \$3,404,639.87, is to add the furnish and install of Spectrum Aquatics Xcellerator dual post platforms (racing platforms) required to meet competition guidelines and aquatic standards that were not included in the original design and specifications for the Aquatic Pool contract with Hart Build Design.

CHANGE ORDER

Project Name:	Aquatic Center Modernization	Date:	8/18/2025
Site:	Burbank High School	Change Order #:	2
Contract Date:	12/2/2024	Bid #:	2425-003
Contractor:	Hart Design Build	PO #:	25002346
DSA Application #:	03-122682	Board Date:	18-Sep-25

THE CONTRACT IS CHANGED AS FOLLOWS:

To fund the additional construction elements listed below:	
COP#30R, Per CCD10B furnish and Install the swimming platforms (total of 8). Pool equipment was not part of bid and original platforms were demolished by others and deteriorated from years of use.	\$ 45,859.20
Total:	\$ 45,859.20

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	\$ 3,170,000.00	Original Contract Completion Date:	12/30/25
Total Prior Change Orders:	\$ 188,780.67	New Completion Date:	01/22/26
Contract Sum Prior to this CO:	\$ 3,358,780.67	% for this Change Order	1%
Amount of this Change Order:	\$ 45,859.20	% Total Cumulative Change Orders	7%
Revised Contract Amount:	\$ 3,404,639.87		

CHANGE ORDER

Project Name:	Aquatic Center Modernization	Date:	8/18/2025
Site:	Burbank High School	Change Order #:	2

The undersigned Contractor agrees with the foregoing changes to the Contract price and time allowed for completion of the Work, and agrees to furnish all labor, materials, service, and perform all work necessary to complete any additional work specified herein. Changes to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

_____ Duke Hartenian Contractor	<u><i>Duke Hartenian</i></u> Duke Hartenian (Aug 18, 2025 08:58:29 PDT) _____ Signature	_____ Aug 18, 2025 _____ Date
_____ Sam Sahand Architect	<u><i>Sam Sahand</i></u> Sam Sahand (Aug 20, 2025 10:35:37 PDT) _____ Signature	_____ Aug 20, 2025 _____ Date
_____ Robin Rickman Project Manager	<u><i>Robin Rickman</i></u> Robin Rickman (Aug 20, 2025 10:48:02 PDT) _____ Signature	_____ Aug 20, 2025 _____ Date
_____ Andrew Cantwell Chief Administrative Officer	_____ Signature	_____ Date

Burbank Unified School District

Change Order Request (COR)

School Name: **BURBANK HIGH SCHOOL**

Project Name: **AQUATIC CENTER MODERNIZATION AT
BURBANK HS.**

To: Name & Title **Burbank Unified School District**
Hart Design Build Inc.

Date: 8/4/2025

COP Number: 30R

Project Number:

Bid Number:

Description of Work:

Per CCD10B, Burbank HS – per spec section 13 11 06 for the following - Revised swimming pool equipment.

A. Subcontractor Cost of the Work:

	\$ 43,243.00	
	\$ -	
	\$ 43,243.00	Total: \$ 43,243.00
SubContractor mark ups	15%	
GC	5%	\$ 2,162.15
		Subtotal A: \$ 45,405.15

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	\$ -	
Materials and Equipment (See attached supporting documentation.)	\$ -	
Consultant Costs (See attached supporting documentation.)	\$ -	
Supplemental Costs (See attached supporting documentation.)		Total GC: \$ -
GC mark ups	15%	\$ -
		Subtotal B: \$ -

C. Contractor Fee: (As per General Conditions) Bond (A+B*2%)

1%	Subtotal C: \$ 454.05
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Total = (A + B + C) Total: \$ 45,859.20



The proposal would ☒ Increase ☐ Decrease

the Contract Time by **1** calendar days.



The proposal does NOT affect the Contract Time.

Contractor's Signature: **Hart Design Build Inc.**

Duke Hartenian
Printed Name & Title

August 4, 2025
Date

Follow all applicable procedures and provide all appropriate documentation as required by

COP # 30R

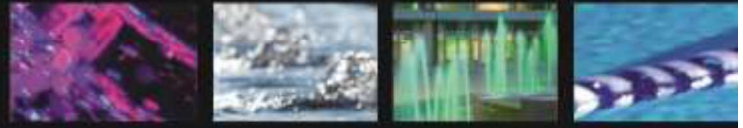
AQUATIC CENTER MODERNIZATION AT BURBANK HS.

Date: 8/4/2025

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	LABOR			MATERIAL			
Detail Back-Up	Hrs	Rate	Ext		Unit	U/P	Ext
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			\$0.00				\$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				Qty	Unit	U/P	Price
California Waters				1	1.00	43243.00	\$ 43,243.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subs Total							43,243.00
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							



CHANGE ORDER REQUEST (COR)

TO: Duke Hartenian
COMPANY: Hart Design Build inc.
EMAIL: duke@hartdb.com
PHONE #: (818) 482-5241

DATE: 8/4/2025
CAW COR #: 018r1
CAW PROJECT #: 24069
PROJECT NAME: Aquatic Center Modernization at
Burbank HS

DESCRIPTION OF WORK:

Changes as noted in issued CCD10B revision to specification section 13 11 06 swimming pool equipment. Pricing is valid for 30 days. Pricing includes the assembly and installation of all racing platforms only. Excludes all items already included in the original project specifications. Excludes all other items in CCD10B.

THIS CHANGE ORDER TOTAL: \$43,243.00

TIME EXTENSION: CONTRACT TIME WILL BE INCREASED BY THIS CHANGE ORDER 1 DAY(S).

THIS CHANGE ORDER REQUEST EXCLUDES THE FOLLOWING:

- a) Any overtime, night, weekend work.
- b) Any expedites.
- c) Custom colors or logos. Only standard color selection, if available.
- d) All items already included in original project specifications. Such as platform, rail, stanchion and water polo anchors.
- e) Floating waterpolo goals.

WE WILL NOT PROCEED WITH THE ABOVE CHANGE ORDER REQUEST UNTIL DIRECTED IN WRITING TO DO SO.

Vanessa Bernal
Project Manager
California Waters
o 949.528.0900 x 130 | C 714.421.6010
vbernal@californiawaters.com
2311 E. La Palma Ave. | Yorba Linda, CA 92887
we bring water to life | californiawaters.com

CHANGE ORDER WORKSHEET

COMPANY:

Hart Design Build inc.
3449 Angelus Ave
Glendale, CA 91208
(818) 482-5241

DATE: 8/4/2025

COR #: 18r1

PROJECT #: 24069

PROJECT NAME: Aquatic Center Modernization at
Burbank HS

SUBCONTRACTOR

Subcontractor	Scope of Services Performed	Net Price	Total
		\$ -	\$ -
		\$ -	\$ -

SUBCONTRACTOR SUMMARY

SUBCONTRACTOR SUB-TOTAL	\$ -
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MATERIAL

Material Description	Qty	Net Price	Notes	Total
Spectrum Aquatics - Xcellerator Dual Post	8	\$ 4,000.00		\$ 32,000.00
Freight	1	\$ 960.00		\$ 960.00

MATERIAL SUMMARY

MATERIAL SUB-TOTAL	\$ 32,960.00
SALES TAX	Tax 10.50% \$ 3,460.80

EQUIPMENT RENTAL

Equipment Rental Description	Qty	Week	Rate	Misc. / Fuel	Total
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -

EQUIPMENT RENTAL SUMMARY

EQUIPMENT RENTAL SUB-TOTAL	\$ -
EQ RENTAL SERVICE FEE	EQ only 2.70% \$ -
ROUND-TRIP DELIVERY (\$330/PER EQ)	EQ QTY 0 \$ -
DELIVERY SERVICE FEE	% of delivery 19.00% \$ -
SALES TAX	Tax 10.50% \$ -

LABOR

Labor Classification	Qty	Labor Hours	Labor Rate	Other	Total Labor Price
Irrigation Pipe Fitter			\$ 82.41	\$ -	\$ -
Laborer	1	12	\$ 84.95	\$ -	\$ 1,019.40
Tile Setter			\$ 86.56	\$ -	\$ -
Tile Finisher			\$ 64.43	\$ -	\$ -

LABOR SUMMARY

LABOR SUB-TOTAL	\$ 1,019.40
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PCO PRICING SUMMARY

SUBCONTRACTOR TOTAL	\$ -
SUBCONTRACTOR MARKUP	5.00% \$ -
MATERIAL TOTAL	\$ 36,420.80
MATERIAL MARKUP	10.00% \$ 3,642.08
EQUIPMENT RENTAL TOTAL	\$ -
EQUIPMENT RENTAL MARKUP	10.00% \$ -
LABOR TOTAL	\$ 1,019.40
LABOR MARKUP	10.00% \$ 101.94
SUB-TOTAL(1)	\$ 41,184.22
OVERHEAD & PROFIT	5.00% \$ 2,059.21
CHANGE ORDER GRAND TOTAL	\$ 43,243

NOTES:



ESTIMATE

Page: 1
torie.madgwick

Spectrum Aquatics

7100 Spectrum Lane
Missoula, MT 59808
info@spectrumproducts.com
Tel 800.791.8056
Fax 406.542.1158

ORDER NUMBER:

ORDER DATE: 6/30/2025
EXPIRATION DATE: 7/30/2025

SOLD TO:

California Waters
23311 E La Palma Avenue
Yorba Linda, CA 92887

SHIP TO:

California Waters
23311 E La Palma Avenue
Yorba Linda, CA 92887

CONFIRM TO: John Treat
PH: (949) 528-0900
FAX: (949) 528-0910
BURBANK HS BLOCKS

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	SD
	BEST WAY	DESTINATION	Net 30	06/30/2025

ITEM NUMBER\ALIAS	Quote #	Warranty Code	UM	ORDERED	PRICE	AMT
133171/133171 DUAL EXPANSION POST XCELLERATOR STARTING PLATFORM-SIDE STEP, 24" X 32" SS TOP			EA	8.000	4,000.00	32,000.00

Accepted by _____ [signature] on _____ [date].

Prices are good for 30 days from date of quote. Freight will be quoted at time of shipment.

Spectrum Aquatics represents that the estimate, specifications and drawings conform, in good faith, to the applicable health, safety and building codes provided to Spectrum Aquatics. You are responsible for ensuring that the product meets all applicable codes. Every effort has been made to ensure the accuracy of this quotation, however, it is the sole responsibility of the customer to verify the equipment and quantities listed meet project requirements.

Net Order:	64,000.00
Shipping and Handling:	Quoted when
Sales Tax:	4,960.00
Order Total:	\$68,960.00

Quoted in US Dollars

WE WILL NOT ACCEPT ANY CANCELLATIONS AFTER A PERIOD OF 24 HOURS
FROM ORDER DATE.

DUE TO MARKET CONDITIONS QUOTES ARE VALID FOR 30 DAYS

** Custom items are subject to change upon final development before production.

** All orders are subject to Spectrum Aquatics terms and conditions.

"Be aware! Cyber crime is on the rise. Fraudsters are using phishing and spoofing email schemes as a ploy to redirect electronic payments into the fraudster's accounts rather than the intended payee. Spectrum Aquatics will never send an email to change Wire or ACH instructions. If you receive any correspondence that appears to be from our company and announces a change in bank details, please contact us before you pay."

Vanessa Bernal

From: duke@hartdb.com
Sent: Thursday, July 31, 2025 12:25 PM
To: Vanessa Bernal
Cc: areg@hartdb.com
Subject: FW: 2986-0000 Burbank HS Aquatic Mod - COR30

Categories: 24069 - Burbank

Hi Vanessa,
Please see email below from AOR.

Sincerely,

hartdb

Duke Hartenian
Hart Design Build Inc.
Lic # 1085998
DIR# 1000913697
www.hartdb.com
3449 Angelus Ave
Glendale Ca 91208
Office: 818-612-2410
Cell # 818-482-5241

From: Diego Sanders <dsanders@flewelling-moody.com>
Sent: Thursday, July 31, 2025 11:04 AM
To: duke@hartdb.com
Cc: 'Robin Rickman' <RobinRickman@burbankusd.org>; ssahand@flewelling-moody.com; areg@hartdb.com
Subject: RE: 2986-0000 Burbank HS Aquatic Mod - COR30

Hi Duke,

BUSD will not purchase the Dual expansion post xcellerator starting platform sidestep 24" x 32" SS top. BUSD will purchase all other listed equipment and safety supplies.

Contractor is to furnish and install the platforms (8 each).

Hope this helps.

Regards,

Diego Zuniga-Sanders
Flewelling & Moody
99 South Lake Ave., Suite 300
Pasadena, CA 91101
t. 323-543-8300

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Administrative Services Department

PREPARED BY: Dennis Maxwell, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Approval of Notice of Completion, Commercial Door of Los Angeles County Inc., Furnish and Install Two (2) New Roll-up Doors, Staff Parking Lot, Joaquin Miller Elementary School (Routine Restricted Maintenance)

Background:

The District sought to replace the drive-through gate for the staff parking lot at Joaquin Miller Elementary School as it has not been functioning properly over the past few years.

Discussion/Issues:

Due to motor issues with the current singular door that leads to the underground staff parking lot off of Cedar Ave., the District is in the process of installing two automatic rolling doors, one for entering and one for exiting. This will allow for less strain on the motor and curtain due to high cycle when entering and exiting. This work was completed August 5, 2025.

Fiscal Impact:

\$34,403.42 (Routine Restricted Maintenance)

Recommendation:

The Administrative Services Department recommends that the Board of Education accept the following as completed: Furnish and Install Two (2) New Roll-up Doors in the Staff Parking Lot at Joaquin Miller Elementary School, PO #25004453 not to exceed \$34,403.42 (01.0-81500-0-00000-81100-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Administrative Services Department

PREPARED BY: Dennis Maxwell, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: September 18, 2025

SUBJECT: Approval of Notice of Completion, Genesis Floor Covering Inc., Remove and Replace Epoxy Floor in Kitchen and Serving Areas, John Burroughs High School (Fund 13 – Cafeteria Fund)

Background:

Following the review of the current state of the flooring in the kitchen and serving areas at John Burroughs High school, it was determined that a new flooring was required to repair the cracks and holes that created tripping hazards for employees and cart equipment. In addition to the safety concerns, the existing non-porous flooring in the walk-in coolers are also not compliant to the Health Department Code.

The monetary amount for this project was not estimated to exceed the \$250,000 Federal Bid Threshold, therefore, the Food Services Department acquired quotes from three (3) different flooring companies. After evaluating the quotes, it was determined that Genesis Floor Covering Inc., was the best company to provide the service needed.

Discussion/Issues:

The Burbank Unified School District Food Services Department requested quotes for flooring replacement at John Burroughs High School to be completed in June 2024. The scope of work includes removal of all equipment, demo of old floor, and reinstallation of equipment within the kitchen which is estimated to take approximately 3-4 weeks for completion.

On October 14, 2024, the Food Services Department acquired permission from the California Department of Education – Nutrition Services Department to use Fund 13 – Cafeteria Fund to pay for the new flooring.

Genesis Floor Covering Inc., has completed several projects with Burbank Unified School District. This company has experience working with California K-12 school districts as well as Food Services/Nutrition Departments. Genesis Floor Covering Inc., is a minority-owned and family-owned business since 2006, servicing the California, Utah & Nevada areas, operating under Local Union 1247.

Fiscal Impact:

\$96,051 (Fund 13)

Recommendation:

The Administrative Services Department recommends that the Board of Education accept the following as completed: Remove and Replace Epoxy Floor in Kitchen and Serving Areas at John Burroughs High

School, PO #25002174, not to exceed \$96,051 (13.0-53100.0-00000-37000-5631-7490000) Fund 13 – Cafeteria Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.