BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, December 11, 2025

5:00 p.m. - Closed Session
6:00 p.m. - Open Session

Burbank Unified School District
1900 W. Olive Avenue
Third Floor - Board Room
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/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, December 10th. 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 speakerâ€™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 Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.b Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code 54956.9 (d)(2): One potential case

3.c Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917
The Board of Education will meet in closed session pursuant to Board Policy 5144 and Education Code 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Students 960034058 and 960029781, as presented.

3.d Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Sections 48900(b), and 48915(a)(1)(B) on the expulsion recommendation by the Administrative Hearing Panel for Student 960044887, as presented.

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960013703 and 960027861

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. PRESENTATIONS / RECOGNITIONS

8.a Holiday Music Presentation
Providencia Elementary 3rd - 5th grade Choir, under direction of Candice Juarez, Teacher, will perform a selection of holiday music.

9. REPORTS FROM THE BOARD AND STAFF

9.a Student Representatives
Haily Hoang, John Burroughs High School; Natalie Garibyan, Burbank High School and Hayk Smbatyan, 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)
Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c Reports from the Superintendent
Oscar Macias, Interim Superintendent, will report on items of interest to the Board of Education and the community.

10. REQUESTS TO ADDRESS THE BOARD

10.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.

10.b Superintendent's Comments
Oscar Macias, Interim Superintendent, will respond to public comment.

10.c Board Members' Responses
Board Members will respond to public comment.

11. REPORTS TO THE BOARD

12. PUBLIC HEARING - Approximately 7:30 p.m.

12.a Amended Public Hearing of the District's Initial Proposal for 2024-2027 Successor to the Agreement with the California School Employee Association (CSEA)l, Burbank Chapter 674 to the District's Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association, Burbank Chapter 674

The Board of Education will hold a public hearing to allow public comment regarding the Amended Initial Bargaining Proposal for a 2024-2027 Successor to the Agreement with the California School Employee Association (CSEA), Burbank Chapter 674, to the District's Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA, Burbank Chapter 674, as presented.

Amended Public Hearing of District's Intitial Proposal.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Approval of the District's Amended Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674 to an Initial Proposal for a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674

Human Resources Services, recommends that the Board of Education approve the District's Amended Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674, to an Initial Proposal for a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674, as presented.

Approval of the District's Initial Amended Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674.pdf

13.b Ratification of the California School Employees Association (CSEA), Burbank Chapter 674, Amended Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with Burbank Unified School District to an Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674

Human Resources Services, recommends that the Board of Education, ratify the California School Employees Association (CSEA), Burbank Chapter 674, Amended Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with Burbank Unified School District to an Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Burbank Chapter 674, as presented.

Ratification of the California School Employee Association (CSEA), Burbank Chapter 674, Amended Initial Proposal for Bargaining a 2024-2027 Successor to the Current Collective Barganing Agreement.pdf

13.c Presentations by Finalists from Request for Proposals (RFP) 2526-007- Superintendent Recruitment and Selection Process

Armond Aghakanian, President, Board of Education, will facilitate presentations from three executive recruiting firms selected through the districtâ€™s RFP process, followed by a

discussion to select a firm to assist with hiring a new Superintendent of Schools.
Search - Superintendent_Reduced.pdf

13.d Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the Adopted Budget
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the Fiscal Stabilization Plan, as presented.
Fiscal Stabilization Plan (25-26 First Interim) Rev.pdf

13.e Approval of First Interim Report for 2025-2026 Fiscal Year
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve a positive certification of the First Interim Report for the 2025-2026 fiscal year, as presented.
First Interim (25-26) Full with Slides - Rev.pdf

13.f Ratification of Memorandum of Understanding Between the Burbank Unified School District and the California School Employees Association Regarding Diversity, Equity and Inclusion (DEI) Leads at Sites
Human Resources Services, recommends that the Board of Education ratify the Memorandum of Understanding Between the Burbank Unified School District and the California School Employees Association Regarding Diversity, Equity and Inclusion (DEI) Leads at Sites, as presented.
Ratification of Memorandum of Understanding Between the Burbank Unified School District and the California School Employee Association Regarding Diversity, Equity and Inclusion (DEI) Leads at Sites.pdf

13.g Ratification of Memorandum of Understanding between the Burbank Unified School District and the Burbank Teacher's Association Regarding Diversity, Equity, and Inclusion (DEI) Lead Teacher Compensation at Sites
Human Resources Services, recommends that the Board of Education ratify the Memorandum of Understanding between the Burbank Teacher's Association Regarding Diversity, Equity, and Inclusion (DEI) Lead Teacher Compensation at Sites, as presented.
Ratification of Memorandum of Understanding Between the Burbank Unified School District and the Burbank Teacher's Association Regarding DEI Lead Teachers at Sites.pdf

13.h Ratification of Early Separation Notification Incentive for Any Permanent Burbank Teacher's Association (BTA) Member Who Chooses to Separate at the End of the 2025-2026 School Year
Human Resources Services, recommends that the Board of Education ratify the Early Separation Notification Incentive for any Permanent BTA Unit Member who Choose to Separate at the End of the 2025-2026 School Year, as presented.
Ratification of Early Separation Notification Incentive for any Burbank Teacher's Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2025-2026 School Year.pdf

13.i Approval of Variable Waiver Requests- Certificated Staff
Human Resources Services, recommends that the Board of Education approve the Variable Waiver Requests for Certificated Staff for the school year 2025-2026, as presented.
Approval of Variable Waiver Requests- Certificated Staff.pdf

13.j Ratification of Agreement for Professional Services with Hess and Associates, Inc.
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Hess and Associates, Inc. to supply maintenance and support for Electronic Time and Attendance Reporting in the Cloud (ETAC) and Part-Time Tracking (PPT), effective July 1, 2025 through June 30, 2030, $24,250 annually, not to exceed $121,250, (01.0-00000.0-00000-77000-5800-0000000), and that authority to sign the agreement be exercised pursuant to BUSDâ€"AR 3314, as presented.
Hess and Associates 121125.pdf

13.k Approval of Revised District's Five-Year Strategic Arts Plan 2025-2030
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the revised Districtâ€™s Five-Year Arts for All Strategic Plan, effective November 2025 through June 2030, as presented.
Approval of Revised Districts Five Year Strategic Arts Plan 121125.pdf

13.l Approval of First Amendment to the Current Employee Agreement with the Assistant Superintendent of Educational Services
Human Resources Services, recommends that the Board of Education approve the First Amendment to the Current Employee Agreement with the Assistant Superintendent of Educational Services, effective July 1, 2025 through June 30, 2026, as presented.
Approval of First Amendment to the Employment Agreement for the Assistant Superintendent of Educational Services.pdf

13.mApproval of Notice of Completion, Best Contracting Services, 2425-022 Summer Roofing Project, Ralph Waldo Emerson Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School, PO# 25003596, not to exceed $1,482,870 (21.3-00000-0-91008-85000-6230-203-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
NOC_BEST Contracting_Emerson_Roof Project_Bond.pdf

13.n Approval of Notice of Completion, Best Contracting Services, 2425-022 Summer Roofing Project, Burbank High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Burbank High School, PO# 25003574, not to exceed $3,049,920.57 (21.3-00000-0-91008-85000-6230-431-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
NOC_BEST Contracting_BHS_Roof Project_Bond.pdf

13.o Approval of Deductive Change Order No.1, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, Monterey High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and R&R Roofing & Waterproofing Inc., for the 2425-022 Summer Roofing Project at Monterey High School, not to exceed $692,087.01 (21.3-00000-0-91008-85000-6230-530-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: The original allowance approved for this project was for an additional $16,500 for any unforeseen circumstances to complete the project. The $10,300.99 decrease, bringing the not to exceed to $692,087.01, is to return the unused allowance as the project is substantially completed as of October 16, 2025.
Ded CO1_R&R Roofing_Monterey_Roof Project_Bond.pdf

13.p Approval of Additive Change Order No.1, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, George Washington Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and R& R Roofing & Waterproofing Inc. for the 2425-022 Summer Roofing Project at George Washington Elementary School, not to exceed $1,430,091.88 (21.3-00000-0-91008-85000-6230-216-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: The $6,711.88 increase, bringing the not to exceed to $1,430,091.88, is to add the following that was not included in the original bid:
COP#1 -Overtime at the Child Care Center due to no state permit approval for the temporarily relocation of this facility.
COP#2 -Replace 4" Zurn Roof Assembly
COP#3 -Replace an HVC Platform
COP#4 -Replace Wood Facia and Plywood deck per Unit Price
COP#5 -Provide credit for Base Bid CDX plywood not used.
This change order accurately reflects the expended amount as the project is substantially complete as of September 2, 2025.
Add CO1_R&R Roofing_Washington_Roof Project_Bond.pdf

13.q Approval of Notice of Completion, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, George Washington Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at George Washington Elementary School, PO# 25003657, not to exceed $1,430,091.88 (21.0-00000-0-91008-85000-6230-216-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
NOC_R&R Roofing_Washington_Roof Project_Bond.pdf

13.r Approval of Notice of Completion, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, Monterey High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Monterey High School, PO# 25003630, not to exceed $692,087.01 (21.3-00000-0-91008-85000-6230-530-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD â€“ AR3314, as presented.
NOC_R&R Roofing_Monterey_Roof Project_Bond.pdf

13.s Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Burbank Adult School (Mingay) (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a

professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Burbank Adult School (Mingay), effective December 12, 2025-December 11, 2026, not to exceed $6,385 (21.3-00000-0-91008-85000-6282-533-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
AOPS_Encorp_Adult School Mingay_ABCBond.pdf

13.t Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Walt Disney Elementary School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Walt Disney Elementary School, effective December 12, 2025-December 11, 2026, not to exceed $3,890 (21.3-00000-0-91008-85000-6282-201-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
AOPS_Encorp_Disney_ABCBond.pdf

13.u Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Theodore Roosevelt Elementary School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Theodore Roosevelt Elementary School, effective December 12, 2025-December 11, 2026, not to exceed $2,520 (21.3-00000-0-91008-85000-6282-214-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
AOPS_Encorp_Roosevelt_ABCBond.pdf

13.v Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, District Service Center (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at District Service Center, effective December 12, 2025-December 11, 2026, not to exceed $2,745 (21.3-00000-0-91008-85000-6282-752-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
AOPS_Encorp_DSC_ABCBond.pdf

13.w Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Dolores Huerta Middle School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Dolores Huerta Middle School, effective December 12, 2025-December 11, 2026, not to exceed $7,980 (21.3-00000-0-91008-85000-6282-321-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
AOPS_Encorp_Huerta_ABCBond.pdf

13.x Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Bret Harte Elementary School (Measure ABC Bond)

The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Bret Harte Elementary School, effective December 12, 2025-December 11, 2026, not to exceed $3,665 (21.3-00000-0-91008-85000-6282-205-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD â€“ AR3314, as presented.
AOPS_Encorp_Harte_ABCBond.pdf

13.y Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Providencia Elementary School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Providencia Elementary School, effective December 12, 2025-December 11, 2026, not to exceed $7,305 (21.3-00000-0-91008-85000-6282-213-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD â€“ AR3314, as presented.
AOPS_Encorp_Providencia_ABCBond.pdf

13.z Approval of Memorandum of Understanding between Daybreak Medical PC and the Burbank Unified School District from December 12, 2025, through June 30, 2028
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between the Daybreak Medical PC and the Burbank Unified School District from December 12, 2025, through June 30, 2028, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.
Daybreak MOU 2025-26 12.11.25.pdf

13.aa Second Reading and Approval of Proposed Revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy 0410 Nondiscrimination in District Programs and Activities, as presented.
Second Reading and Approval of BP 0410 Nondiscrimination in District Programs and Activities 12.11.25.pdf

13.ab Second Reading and Approval of Proposed Revisions to Board Policy and Administrative Regulation 4030 Nondiscrimination in Employment
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy and Administrative Regulation 4030 Nondiscrimination in Employment, as presented.
Second Reading and Approval of BP and AR 4030 Nondiscrimination in Employment 12.11.25.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 Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education approve Final Settlement Agreement for Special Education student 960013703, total not to exceed $16,625.40, (01.0-65000.0-50010-36000-5813-7440000), November 12, 2025 through August 19, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960013703 Settlement Agreement.pdf

14.b Approval of Amended Final Settlement Agreement (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education student 960027861, total not to exceed $24,024, (01.0-65000.0-50010-36000-5813-7440000), November 6, 2025 through November 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was December 12, 2024 for a total not to exceed $35,000. This amendment changes the name of the agency student will receive services. There is no change in total fiscal impact.
SPED Student 960027861 Settlement Agreement.pdf

14.c Approval of Minutes
Minutes 10.16.25 UNOFFICIAL AM.pdf

14.d 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 November 17, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

14.e Approval of Luther Burbank Middle School Vocal Music Association (Overnight) Field Trip to Chicago
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Luther Burbank Middle School Vocal Music Association (Overnight) Field Trip request to participate in the Wheaton Warrenville South Choral Classic in Chicago, IL from Thursday, March 12, 2026 to Sunday, March 15, 2026, as presented.
LBMS_VMA_Extended_Overnight_Field_Trip Chicago 12 11 25.pdf

14.f Approval of Burbank High School Instrumental Music Association (Overnight) Field Trip to New York
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Instructional Music Association (Overnight) Field Trip request to participate in the World Strides Musical Festival at Carnegie Hall in New York, NY from Thursday, March 5, 2026 to Sunday, March 8, 2026, as presented.
BHS_IMA_Extended_Overnight_Field_Trip NY 12 11 25.pdf

14.g Approval of Personnel Report 25-26-10
Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-10, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.
Personnel Report 25-26-10.pdf

14.h Ratification of University Agreement- University of Phoenix

Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and the University of Phoenix, to provide educational field experience for student teachers effective from November 24, 2025 through until terminated by either party, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- University of Phoenix.pdf

14.i Ratification of Agreement for Professional Services Provided by Sign Up Interpreting Services, LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational 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, for a total not to exceed of $14,820 (01.0-65360.0-57602-11901-5850-7440000), effective October 1, 2025 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_Ratification.pdf

14.j Ratification of Agreement for Professional Services Provided by Haynes Family of Programs for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Haynes Family of Programs for Special Education student 960027861, for a total not to exceed of $24,024 (01.0-65360.0-57602-11900-5850-7440000), effective November 7, 2025 through November 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027861 Haynes Family of Programs_Ratification.pdf

14.k 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 121125.pdf

14.l Approval of Amended Agreement for Edge Gain

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board amend an agreement between Burbank Unified School District and Edge Gain, Ltd. to provide Digital Literacy professional development for TK-12 teachers and student Adobe Certification workshops and exams not to exceed $90,000, effective November 12, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was November 7, 2024, for a total not to exceed $50,000. This amendment provides an additional $40,000 grant funding to cover the costs of increased teacher and student participation.

Approval of Amended Agreement for Edge Gain 121125.pdf

14.m Ratification of Agreement for Professional Services Provided by Professional Tutors of America for Special Education

Peter Knapik, Assistant Superintendent of Educational 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 960013703, for a total not to exceed of $6,000 (01.0-65360.0-57602-11900-5850-7440000), effective November 17, 2025 through August 19, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960013702 Professional Tutors_Ratification.pdf

14.n Ratification of Agreement for Professional Services Provided by Hola Clinic Bilingual Speech Language Pathology Inc. for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Hola Clinic Bilingual Speech Language Pathology Inc. for Special Education student 960022589, for a total not to exceed of $1,800 (01.0-65360.0-57602-11900-5850-7440000), effective November 3, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960022589 Hola Clinic Bilingual Speech Language Pathology_Ratification.pdf

14.o Approval of Agreement for Professional Services Provided by Central Reach (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement with Central Reach for a total not to exceed $8,800.00, (01.0-65000.0-57602-11100-5890-7441000), January 5, 2026 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Central Reach.pdf

14.p Amendment of Agreement for Professional Services Troy & Associates Educational Consulting, Inc. for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide educational therapy, not to exceed $49,011.92 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960031061, effective September 22, 2023 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 5, 2023 for a total not to exceed $35,000. This amendment adds an additional $14,011.92. The new not to exceed amount is $49,011.92.
SPED Student 960031061 Troy & Assoc_Amendment.pdf

14.q Amendment of Agreement for Professional Services Provided by Tiny Hands Therapy Inc. for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Tiny Hands Therapy, LLC to provide occupational therapy to Special Education students, not to exceed $188,900 (01.0-65000.0-57602-11900-5850-7440000), effective August 4, 2025 through May 22, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was September 4, 2025 for a total not to exceed $96,900. The District is extending the agreement through the end of the regular school year for an additional $92,000. The new not to exceed amount is $188,900.

SPED Professional Services Tiny Hands Therapy_Amendment.pdf

14.r Ratification of Reimbursement to Parent for Transportation (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education student 960011648 to visit student who attends a Non Public School (NPS) outside the local area and per their IEP, not to exceed $4,000, effective April 7, 2025 through April 6, 2026, (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

14.s Approval of Professional Services Agreement, tBP Architecture, Girls Softball Field and Parking Improvements Architect of Record, John Burroughs High School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and tBP Architecture for the Girls Softball Field and Parking Improvements Architect of Record at John Burroughs High School, not to exceed $663,614.00 (21. 3-00000-0-91008-85000-6250-4320000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD â€“ AR3314, as presented.
PSA tBP Architecture_JBHS_Softball Field_ABC Bond.pdf

14.t Approval of Professional Services Agreement, Westgroup Designs, Girls Softball Field and Parking Improvements Architect of Record, Burbank High School (Measure ABC Bond)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement Burbank Unified School District and Westgroup Designs for the Girls Softball Field and Parking Improvements Architect of Record at Burbank High School, not to exceed $485,000 (21.3-00000-0-91008-85000-6250-4310000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.
PSA Westgroup Designs_BHS_Softball Field_ABC Bond.pdf

14.u Ratification of Agreement for Professional Services Provided by Uplift Therapy Center LLC for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Uplift Therapy Center LLC for Special Education student 960036916, for a total not to exceed of $7,500 (01.0-65360.0-57602-11900-5850-7440000), effective December 1, 2025 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960036916 Uplift Therapy Services_Ratification.pdf

14.v Approval of Agreement for Professional Services Provided by Hollar Speech and Language Services for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hollar Speech and Language Services for Special Education student 960029084, for a total not to exceed of $3,200 (01.0-65360.0-57602-11901-5850-7440000), effective December 12, 2025 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029084 Hollar Speech and Language Services.pdf

14.w Approval of Agreement for Professional Services Provided by Every Special Child LLC for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Every Special Child LLC to provide speech and language services to Special Education students, not to exceed $92,400 (01.0-65000.0-57602-11900-5850-7440000), effective December 15, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Every Special Child.pdf

14.x Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip to Santa Clara
Peter Knapik, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to perform at California's Great America in Santa Clara, CA from Saturday, April 25, 2026 through Monday, April 27, 2026, as presented.
JBHS_VMA_Extended_Overnight_Field_Trip Santa Clara 12 11 25.pdf

14.y Approval of Amended Agreement for Professional Services Provided by Alpha Interpreting Agency, Corp. for Special Education Students
Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for deaf and hard of hearing Special Education students, not to exceed $1,200,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $700,000. Due to increased need, this amendment adds an additional $500,000 for a new not to exceed amount of
$1,200,000.
SPED Professional Services Alpha Interpreting_Amendment.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:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Amended Public Hearing of the District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Burbank Chapter 674 to Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674

Background
On September 4, 2025, at the Board of Education meeting, a public hearing was held for opening an initial proposal to bargain a 2024-2027 Successor to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674. Unfortunately, this was done in error. The District wishes to propose a bargaining of a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674.

Pursuant to Government Code 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal. This enables the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer and to know of the positions of their elected representatives. After the public has had the opportunity to express itself; the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

Discussion/Issues
In accordance with the collective bargaining agreement with CSEA, a public hearing was held on September 4, 2025 to bargain a 2024-2027 to the Current Collective Bargaining Agreement. The District wishes to retract this public hearing, and propose to bargain a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674.

The District's Initial proposal is presented for public review and comment as outlined in the attached exhibit.

Fiscal Impact

This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is developed and presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation

The Board of Education will hold an Amended Public Hearing to allow public comment regarding the District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), to Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resource Services

TO: Laura Bauman, CSEA President, Chapter 674
Derek Eckstein, Labor Relations Representative

FROM: Sarah Rudchenko, Ed.D.

DATE: August 20, 2025

RE: Initial Proposal, 2025-2026 Amendment to the Agreement

Pursuant to Article 28, of the Collective Bargaining Agreement between the Burbank Unified School District and the California School Employee Association, Chapter 674, the District proposes to begin negotiations relative to a 2025-2026 Amendment to the current Agreement.

Negotiations shall include, but not be limited to, basic concerns stated as follows:

Article 8- Compensation
The District wishes to explore compensation.

Article 9- Health and Welfare Benefits
The District will explore benefits as part of the total compensation offered to employees.

Article 13- Leaves

Article 23-Professional Development

The District's Initial Proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board Meeting on September 4, 2025. The District will sunshine the Initial Proposal at the September 4, 2025 Board meeting.

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Cc: Armond Aghakhanian, Board President
Oscar Macias, Interim Superintendent

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Human Resources Services

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

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

DATE: December 11, 2025

SUBJECT: Approval of the District's Amended Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Chapter 674, to an Initial Proposal for a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the California School Employees Association, Burbank Chapter 674

Background
At the September 4, 2025 Board Meeting, a proposal was made to bargain the 2024-2027 Successor to the current Collective Bargaining Agreement with CSEA. This was made in error. The District wishes to retract this proposal, and propose bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA.

Pursuant to Government Code 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal. This enables the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer and to know of the positions of their elected representatives. After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

Discussion/Issues
Due to an error, the District proposed to negotiate a 2024-2027 Successor to the Current Collective Bargaining Agreement with CSEA. The District wishes to retract this proposal, and propose a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA in its place. The District's proposal is presented to the Board of Education and the community at the conclusion of negotiations.

Fiscal Impact
This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation

Human Resources Services, recommends that the Board of Education approve the District's Amended Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association, Burbank Chapter 674, to an Initial Proposal for a 2025-2026 Amendment to the Current Collective Bargaining Agreement with CSEA, Burbank Chapter 674, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resource Services

TO: Laura Bauman, CSEA President, Chapter 674
Derek Eckstein, Labor Relations Representative

FROM: Sarah Rudchenko, Ed.D.

DATE: August 20, 2025

RE: Initial Proposal, 2025-2026 Amendment to the Agreement

Pursuant to Article 28, of the Collective Bargaining Agreement between the Burbank Unified School District and the California School Employee Association, Chapter 674, the District proposes to begin negotiations relative to a 2025-2026 Amendment to the current Agreement.

Negotiations shall include, but not be limited to, basic concerns stated as follows:

Article 8- Compensation
The District wishes to explore compensation.

Article 9- Health and Welfare Benefits
The District will explore benefits as part of the total compensation offered to employees.

Article 13- Leaves

Article 23-Professional Development

The District's Initial Proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board Meeting on September 4, 2025. The District will sunshine the Initial Proposal at the September 4, 2025 Board meeting.

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Cc: Armond Aghakhanian, Board President
Oscar Macias, Interim Superintendent

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Human Resources Services

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

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

DATE: December 11, 2025

SUBJECT: Ratification of the California School Employees Association (CSEA), Burbank Chapter 674, Amended Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with the Burbank Unified School District to an Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the Burbank Unified School District and the California School Employees Association (CSEA), Burbank Chapter 674

Background

On September 4, 2025 the district presented to the Board of Education CSEA's Initial Proposal for Bargaining a 2024-2027 Successor to the Current Collective Bargaining Agreement between Burbank Unified School District and CSEA, Burbank Chapter 674. This was done in error, as the district received the Initial Proposal for Bargaining a 2025-2025 Amendment to the Current Collective Bargaining Agreement on November 3, 2025.

Pursuant to Government Code 3547, all initial proposals of public-school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public-school employer and thereafter shall be public record. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself, the public-school employer shall, at a meeting, which is open to the public, adopt the initial proposal.

Discussion/Issues

On September 4, 2025, the District made an error in presenting CSEA's Initial Proposal for bargaining a 2024-2027 Successor to the Current Collective Bargaining Agreement. This was done is error, and should have been Acceptance of CSEA's Initial Proposal for bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement. This report is to rectify this error.

On November 3, 2025 the district received a request from CSEA, Chapter 674, requesting a 2025-2026 Amendment to the current Collective Bargaining Agreement, be presented to the Board of Education, requesting to open the Articles in the attached exhibit.

Fiscal Impact

None

Recommendation

Human Resources Services, recommends that the Board of Education, ratify the CSEA Burbank Chapter 674, Amended Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with the Burbank Unified School District to an Initial Proposal for Bargaining a 2025-2026 Amendment to the Current Collective Bargaining Agreement with the Burbank Unified School District and CSEA, Burbank Chapter 674, as presented.

The California School Employees Association and its Burbank Chapter #674 to the Burbank Unified School District for Reopener Negotiations 2025-2026

The mission of the California School Employees Association and its Burbank Chapter #674 ("CSEA") is "to improve the lives of our members, students, and communities." In the pursuit of our mission we seek to negotiate the following during 2025-2026 reopener negotiations. Please consider this CSEA's initial proposal in accordance with Government Code section 3547.

Article 8 - Compensation

Classified jobs at the District should be good jobs that support the local community. CSEA intends to enhance wages for bargaining unit members and protect classified jobs that contribute to the critical work of supporting our students and our schools. CSEA's interest is a fair and equitable on-schedule wage increase.

Article 10- Hours of Employment and Overtime

CSEA's interest includes entering a meaningful dialogue surrounding coverage and cost for employees and their families.

In the spirit of collaboration, CSEA reserves the right to open additional articles during these reopener negotiations, subject to the appropriate notice requirements under the law and CSEA policies.

BURBANK UNIFIED SCHOOL DISTRICT
Purchasing Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	David Gerharter, Director of Purchasing, Warehouse and Reprographics
PREPARED BY:	David Gerharter, Director of Purchasing, Warehouse and Reprographics
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	December 11, 2025
SUBJECT:	Presentations by Finalists from Request for Proposals (RFP) 2526-007-Superintendent Recruitment and Selection Process

Background:
The District held a Request for Proposals for Executive Recruitment Services to assist the Board of Education in the identification and recruitment of candidates to fill the vacant Superintendent position. The RFP closed on November 7, 2025.

The following firms responded to the RFP:

- Education Support Services Group (ESS)*
- Hazard, Young, Attea & Associates (HYA)
- Leadership Associates*
- McPherson & Jacobsen*
- One-Fourth Consulting, DBA JG Consulting
- Recruiting Source International
- W. Brown Creative Partners, Inc. (WBPC)

Discussion/Issues:
An Evaluation Committee was duly constituted to review and score the submissions. The Committee was comprised of three Board Members, two Directors, and the Union President. Each member conducted an independent evaluation of all submissions against five established criteria, assigning point totals for each criterion. The criteria and corresponding point distribution were published in the bid documents to ensure that all respondents were fully informed of the evaluation methodology.

Upon completion of the scoring process, the tabulated results identified the three firms with the highest aggregate scores (firms above identified with an asterisk). These firms were subsequently invited to deliver formal presentations before the Board and the public. During these proceedings, members of the community and the Board will be afforded the opportunity to pose questions to each of the presenting firms, thereby reinforcing transparency and accountability in the selection process. Following these proceedings, the Board will render a public decision identifying the firm to which it intends to award the contract. The finalized contract will be prepared and presented to the Board for formal approval at its scheduled meeting on December 18, 2025.

Fiscal Impact:
No fiscal impact at this time.

Recommendation:
Armond Aghakanian, President, Board of Education, will facilitate a discussion regarding the hiring process and the appointment of a subcommittee to identify a search firm to facilitate the selection of a new Superintendent of Schools, as presented.

Education Support Services Group
in affiliation with Atkinson, Andelson Loya, Ruud & Romo

Cerritos Office
12800 Center Court Drive Suite 300
Cerritos, California 90703

Superintendent Search Proposal

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

BURBANK
UNIFIED SCHOOL DISTRICT

Technical Response File

Prepared by:

Dr. Mike Matthews, Lead Search Advisor
michael.matthews@essinformation.com
310.910.3336

Dr. Roger Rice, Search Advisor
roger.rice@essinformation.com
805.207.8523

November 7, 2025

Education Support Services Group
in affiliation with Atkinson, Andelson Loya, Ruud & Romo

Cerritos Office
12800 Center Court Drive Suite 300
Cerritos, California 90703
www.essinformation.com
562-653-3200

A. Cover Letter/Introduction

Armond Aghakhanian, Board President
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91056

November 7, 2025

Dear President Aghakhanian and Members of the Board of Education:

Thank you for the opportunity to share information about the services Education Support Services (ESS) Group provides California school districts.

The ESS Consulting Group was established in 2006 as an independent LLC and later became affiliated with the law firm Atkinson, Andelson, Loya, Ruud & Romo. Our strategic partnership with AALRR emerged in response to requests from superintendents and school boards for support in areas calling for non-legal solutions.

ESS is well qualified to lead this search and meet all of the expectations described in the RFP's Scope of Work. ESS has facilitated several high-profile superintendent searches throughout California, with notable experience conducting searches in districts of similar size and composition as the Burbank Unified School District. We are well known for our ability to listen to the Board and to hundreds of stakeholders, so we can truly understand the unique needs of each district we serve. We will proudly serve as ambassadors for the Burbank Unified School District, as we seek out the best possible candidates for this critical leadership position. Our responsiveness to the distinctive needs of each district has resulted in a concierge-level experience for school district clients. ESS is fully prepared to successfully address all elements of the Scope of Work in the RFP, and greater detail will be provided parts B and C of this proposal. A list of ESS searches, including candidate placement and retention data, as well as client references are included in this proposal.

If ESS is invited to support your search, Dr. Mike Matthews will serve as lead search advisor, joined by Dr. Roger Rice. Collectively, our team members have worked in every capacity from classroom teacher to principal to director to assistant superintendent to superintendent in small, medium and large districts in Los Angeles County and beyond.

ESS is purposeful in its decision to undertake fewer searches each year, allowing our advisors to devote more time and attention to each client. Dr. Matthews and Dr. Rice will not engage in other searches until the Burbank Board of Education has selected a candidate. This also provides an added safeguard to ensure our firm does not present the same pool of candidates to multiple districts or that recently placed superintendents are recruited elsewhere. We recognize that successful school boards are committed to keeping their superintendents long-term, and we at ESS have the same goal.

This proposal shall remain valid for a period of 180 days from the proposal opening date.

At ESS, we believe that maintaining the highest level of confidentiality is essential to attracting the strongest candidates for Burbank USD. Our experience shows that if the vetting or interview process involves individuals beyond the Board of Education and our two advisors, highly qualified applicants often decline to participate. Therefore, if the Search Committee's role includes candidate vetting or interviews, ESS would not be the appropriate partner for this search.

It would be an honor to meet with the Board and provide a more in-depth overview of our search process, timelines, fees, and customizable services. Thank you for your consideration of the Education Support Services (ESS) Group to support this important work in the Burbank Unified School District.

Suzette Lovely

Suzette Lovely, Ed.D.
Managing Director
suzette.lovely@essinformation.com
949-283-7862

Michael D. Matthews

Michael D. Matthews, Ed.D.
Lead Search Advisor
michael.matthews@essinformation.com
310-910-3336
6048 Paseo Canyon Drive
Malibu, CA 90265

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B. VENDOR PROFILE

Company Profile:

The ESS Vision: *To be California's first resource for K-14 governance, executive development, and strategic support*

The Education Support Services (ESS) Group is a leadership consulting firm organized as a limited liability company in the State of California. Our consultants are experienced practitioners from across the field of education who are enlisted to serve as trusted advisers to school boards, superintendents, central office leaders, and site administrators throughout California. Since its inception in 2006, our LLC has built its brand under the name Education Support Services (ESS).

Our strategic, yet independent, affiliation with AALRR emerged in response to requests from school boards and superintendents for support in areas calling for non-legal solutions. In 2017, ESS expanded its services to include executive searches based on client interest/demand. AALRR is a multi-office firm with a presence that permeates the state, including offices in Los Angeles County.

Location of Company Offices

Cerritos Office – Main Office and the office from which services are to be completed
112800 Center Court Drive Suite 300
Cerritos, California 90703
562-653-3200

AALRR has other offices throughout California, but all ESS matters are served through the Cerritos office.

Commitment to Burbank Unified School District:

Education Support Services (ESS) maintains a proven track record of successful superintendent placements both within and outside Los Angeles County, utilizing a rigorous, yet highly personalized, recruitment and selection process. Our pledge to the Board is to ensure the Burbank Unified School District secures a superintendent of the highest integrity, proven experience, and an unwavering commitment to the district's long-term growth and success.

We believe that Burbank Unified School District will be a highly attractive district for outstanding candidates. Burbank USD is recognized across Los Angeles County for its long-standing tradition of academic excellence, creative arts education, and strong community engagement. The district's schools have earned multiple California Distinguished School honors and consistently post high graduation rates while maintaining an inclusive, small-district feel within a large metropolitan area. The fact that BUSD teachers have been recognized among LA County's best reflects a culture that honors and celebrates outstanding teaching. Recent initiatives reflect Burbank USD's deep commitment to equity, mental health, and student voice—seen through the expansion of behavioral and wellness supports, the pioneering of ethnic studies and AP African American Studies courses, and sustained partnerships with the city's thriving media and arts industries. These strengths, combined with fiscal prudence and modernized facilities, position Burbank USD as a destination district whose next superintendent will inherit both a proud legacy and an ambitious vision for the future.

Search Philosophy: Better, Not Bigger

- We are a small firm known for our concierge-level attention and services.
- We maintain a limited number of search clients at any given time to ensure greater accessibility and responsiveness to trustees and applicants.
- We collaborate directly with the Board to solidify a search timeline that aligns with local circumstances and needs (e.g., meeting schedules, trustee availability, District calendar, etc.).
- We boast a track record of assembling applicant pools that represent the face of California, with 79% of our placements from diverse or underrepresented backgrounds.
- We are the only firm that makes public hire and departure data for all of our searches, providing transparent and up-to-date candidate retention rates.
- We maintain affiliations with several state and national networks, including the School Superintendents Association (AASA), California Association of Latino Superintendents and Administrators (CALSA), California Association of Asian & Pacific Leaders in Education (CAAPLE), and the Association of California School Administrators (ACSA).
- We tap into existing District resources and collaborate closely with your search liaison and any assigned staff to streamline the process.
- We provide board member access to all applications and supporting materials.
- We develop a comprehensive *Leadership Profile Report* organized around universal themes that inform the Board in its candidate screening, interview protocols, deliberations, and final selection.
- We serve as Board ambassadors, proudly representing the mission, values, and achievements of the Burbank Unified School District to candidates as well as the community.
- We communicate regularly with trustees through weekly status reports and prompt responses to individual inquiries.
- We connect search fees to desired levels of advisor involvement, with the Board's ability to modify tasks to reduce costs or expand the scope.

Qualifications of Personnel

Lead Advisor:	Dr. Mike Matthews	michael.matthews@essinformation.com
Co-Lead Advisor	Dr. Roger Rice	roger.rice@essinformation.com

Search Adviser Profiles



Dr. Michael Matthews has more than 35 years of experience in suburban and urban K-12 education, including over 11 years as Superintendent of Manhattan Beach Unified School District. He began his administrative career in the Lodi Unified School District, serving as an assistant principal then principal. His service also includes an interim superintendent position, school principal positions, positions as assistant superintendent, and 10 years as an adjunct professor.

Dr. Matthews earned his bachelor's degree in International Relations at Stanford University. Dr. Matthews continued his graduate work at Stanford, earning a master's degree in education and a Single Subject Social Science Teaching Credential. He received his Preliminary Administrative Services Credential from UC Berkeley and an Administrative Services Credential from Pepperdine University. Dr. Matthews has a doctorate in Educational and Institutional Management from Pepperdine University.

Dr. Matthews brings that experience to ESS as a consultant to mentor superintendents, cabinet members and principals. He facilitates a group of superintendents from high-performing districts across the United States, as they research and address relevant issues in their twice-a-year meetings. He holds membership in the Association of California School Administrators (ACSA) and The School Superintendents Association (AASA).



Dr. Roger Rice has 37 years of public education experience, including service as Superintendent of Ventura Unified School District and Deputy Superintendent at the Ventura County Office of Education (VCOE). Other positions include teacher, coach, administrative dean, high school principal, assistant superintendent human resources, adjunct faculty at California Lutheran University, and member of the Ventura County Workforce Development Board. Dr. Rice holds undergraduate and graduate degrees from Colorado State University along with a doctorate in education from the University of Southern California.

Throughout his tenure, he has been recognized as an exemplary school leader, including: ACSA Region 13 Superintendent of the Year; ACSA Leadership Matters Award; Ventura County Educator of the Year; Human Resources Administrator of the Year, and Chamber of Commerce Educator of the Year. Dr. Rice's extensive background in human resources enabled him to conduct a number of executive searches while serving at VCOE. Since joining ESS, Dr. Rice has facilitated executive searches in Rio School District and Eastside Union School District.

Prior Experience In delivering the type, scope, and magnitude of services solicited under this RFP:

Placement and Retention Data: Below is a list of ESS searches conducted in the last six years accompanied by candidate retention data. Unless indicated, all superintendents remain in their current position since the search was undertaken.

District	Enrollment	Superintendent	Hire Date
Santa Ana USD (Orange Co)	50,124 (TK-12)	Jerry Almendarez	November 21, 2019 retired August 1, 2025
Menifee Union SD (Riverside Co)	12,142 (TK-8)	Jennifer Root	October 19, 2020
Placentia Yorba Linda USD (Orange Co)	24,296 (TK-12)	Jim Elsasser Mike Matthews (Interim Supt)	January 4, 2021 (resigned 6/30/22 due to new board majority July 1, 2022 (placed at no additional charge)
Huntington Beach CSD (Orange Co)	5,588 (TK-8)	Leisa Winston	January 4, 2021
Pleasant Valley SD (Ventura Co)	6,802 (TK-8)	Danielle Cortes	June 14, 2021
San Marcos USD (San Diego Co)	20,017 (TK-12)	Andy Johnsen	July 1, 2021
Central SD (San Bernardino Co)	4,219 (TK-8)	Amy Nguyen-Hernandez	July 1, 2021
W. San Gabriel SELPA (Los Angeles Co)	9,150 (TK-12)	Tamara Schiern	July 1, 2021
Manhattan Beach USD (Los Angeles Co)	6,030 (TK-12)	John Bowes	July 7, 2021
West Covina USD (Los Angeles Co)	14,000 (TK-12)	Emy Flores	January 3, 2022
Desert Sands USD (Riverside Co)	26,300 (TK-12)	Kelly May-Vollmar	July 1, 2022
Calexico USD (Imperial Co)	8,563 (TK-12)	Arturo Jimenez	July 1, 2022
Alta Loma SD (San Bernardino Co)	5,561 (TK-8)	Sherry Smith	July 1, 2022
Lawndale Elem SD (Los Angeles Co)	5,189 (TK-8)	Virginia Castro	August 1, 2022
Capistrano USD (Orange Co)	47,000 (TK-12)	Christopher Brown	July 1, 2023
Redlands USD (San Bernardino Co)	21,000 (TK-12)	Juan Cabral	July 1, 2023
San Dieguito UHSD (San Diego Co)	11,000 (9-12)	Anne Staffieri	July 15, 2023
Colton-Redlands-Yucaipa ROP (San Bernardino Co)	6,500 (9-12)	Jason Angle	July 21, 2023
SoCal ROP (Los Angeles Co)	1,500 (9-12)	Julian Rodriguez	July 31, 2023
Palos Verdes USD (Los Angeles Co)	10,503 (K-12)	Devin Serrano	August 21, 2023
Eastside Union SD (Los Angeles Co)	3,126 (TK-8)	Jezelle Fullwood	March 1, 2024
Rim of World USD (San Bernardino Co)	2,890 (TK-12)	Paul Sevillano	March 1, 2024

District	Enrollment	Superintendent	Hire Date
Solana Beach SD (San Diego Co)	2,275 (TK-6)	Jennifer Burks	March 1, 2024
Alvord USD (Riverside Co)	17,511 (TK-12)	Resma Bryne	July 1, 2024 Resigned April 2025
Dixon USD (Solano Co)	3,000 (TK-12)	Brett Barley	July 1, 2024
El Segundo USD (Los Angeles Co)	3,563 (TK-12)	Jason Johnson	July 1, 2024
Rowland USD (Los Angeles Co)	13,193 (TK-12)	Alex Flores	July 1, 2024
Anaheim Elem SD (Orange Co)	14,000 (TK-6)	Jesus Chavarria	July 1, 2024
Hermosa Beach City (Los Angeles Co)	1,325 (TK-8)	Susan Wildes	August 1, 2024
St. Helena USD (Napa Co)	1,103 (TK-12)	Jodi McClay	November 1, 2024
Carlsbad USD (San Diego Co)	11,000 (TK-12)	Andrea Norman	June 15, 2025
South Pasadena USD (Los Angeles Co)	4,800 (TK-12)	Angela Baxter	July 1, 2025
Palm Springs USD (Riverside Co)	20,400 (TK-12)	Marcus Funchess	July 1, 2025
Riverside USD (Riverside Co)	38,678 (TK-12)	Sonia Llamas	July 1, 2025
Del Mar Union SD (San Diego Co)	3,900 (TK-6)	Marisa Janicek	August 20, 2025

Noteworthy Accomplishments

- **47%** of ESS's superintendent placements are from diverse backgrounds and represent a wide range of society. When women are included in this figure, our equity in hiring increases to **79%**.

- ESS is the only firm that tracks and makes public hire **and** departure data for **every** placement. Of the 35 searches our firm has completed since 2019, **94%** remained in the district at least five years prior to retirement or continue to serve in the role.

- ESS has performed superintendent searches in small, medium, and large districts within Los Angeles County and beyond, including districts of similar size and demographics as the Burbank Unified School District. To that end, ESS is confident we can and will meet the needs of the governing Board and the Burbank community in conducting your search.

List of Current and Prospective Clients:

ESS has no searches in process at this time.

ESS is seeking to lead the searches in the following districts:

- Covina Valley Unified School District (Los Angeles County)
- Fullerton School District (Orange County)
- National School District (San Diego County)

Dr. Matthews and Dr. Rice will be focused solely on the search for the next superintendent of the Burbank Unified School District until the Board has approved their new superintendent.

Business Relationships and/or Conflicts:

We are not aware of any current or previous business relationships between ESS and Burbank USD, nor are we are aware of any current or previous business relationships between Dr. Matthews or Dr. Rice and Burbank USD.

Disclosure of Negative Conditions

This proposal includes a certification the ESS has experienced no conditions (e.g. bankruptcy, financial problems, planned office closures, planned merger or sale of company) that would impact our firm's ability to perform all aspects of this proposal and the resulting contract. In addition, this proposal certifies that the firm and its principals have NOT been debarred, suspended, or otherwise declared ineligible to contract by any federal, state, or local public agency.

Compliance, Equal Opportunity, and General Consultation

ESS will ensure every phase of the search complies with all federal, state, and local laws and BUSD policies regarding equal opportunity, non-discrimination, and shared governance, while remaining available for general consultation to the Board and HR throughout the process.

C. TECHNICAL ABILITY TO PERFORM SERVICES

Search Process Description/Understanding of Services Requested

Education Support Services (ESS) is fully prepared to deliver all components outlined in the District's sixteen-point Scope of Services. Dr. Matthews and Dr. Rice, the ESS Search Advisors for this search, are experienced superintendents and experienced ESS search advisors, and are ready to meet all of the services outlined by RFP 2526-007. Our work will include: collaborating closely with the Board and designated staff throughout all phases of the search; developing a comprehensive position profile and targeted outreach plan; advising on the composition, scope, and training of the Search Committee; establishing selection criteria; recruiting and screening a diverse pool of qualified candidates; facilitating stakeholder engagement sessions and surveys; creating a secure, password-protected candidate portal; coordinating interviews and assessments; conducting reference and background checks; supporting final selection and contract negotiations; and assisting with the superintendent's transition and onboarding. ESS will ensure compliance with all applicable laws, maintain strict confidentiality, and provide a contingency plan should the search need to be extended or relaunched.

The following Work Plan Narrative provides a detailed description of how ESS will implement each of these services in alignment with the District's expectations, timeline, and commitment to transparency and excellence.

Work Plan Narrative

An ESS search involves four distinct phases represented by the acronym **EAST: Engagement**, **Activation, Selection, Transition.**

The following timeline conveys ESS's initial recommendations. However, dates and activities can/will be adjusted based on Board availability, district events, and unforeseen circumstances.

Engagement Phase: January 5 – February 6, 2026	
Search Planning Workshop By January 8, 2026	Following the search firm selection, a special Board workshop is scheduled to collaboratively finalize: timelines; applicant qualifications; experience requirements; community engagement groups; salary comps and compensation considerations; prospective candidates advisors should contact; and any other factors related to the job description, the role of the Search Committee, and the search process.
Stakeholder Outreach and Community Engagement Completed by January 30, 2026	Search advisors meet with the Search Committee and Board-determined focus groups to uncover District strengths, needs, and ideal qualities of the next Superintendent. At least two community forums (one in-person & one virtual) are scheduled to enlist input from any parents/guardians, employees, and broader community who did not participate in focus groups. The online survey opens and closes within this window.
Presentation of Leadership Profile Report February 5, 2026 (Regular Board Meeting)	Search advisors, after receiving input from the Search Committee, present *Leadership Profile Report* to the Board summarizing education partner input. Results of the online survey are also included in the report. The Board affirms the report's content and adds any additional screening factors. Interested candidates receive a copy of the report.

Activation Phase: January 5, 2026 – February 20, 2026 - Overlaps with Engagement Phase -	
Job Posting Opens: No Later than January 9, 2026 Closes: February 16, 2026	Superintendent vacancy is posted in a variety of sources and platforms, including EDJOIN, ACSA's Career Connect on-line portal, and other Board-determined publications.
Recruitment Ongoing	ESS advisors utilize an array of local, state, and national networks to actively recruit, engage, and screen candidates who match the *Leadership Profile* criteria.
Reference Checks Ongoing	ESS advisors contact formal references and conduct "blind" appraisals of applicants, including a comprehensive review of social media accounts and digital footprint. Prospective candidates are evaluated and screened against the ideal qualities identified in *Leadership Profile*.
Selection Phase: February 20, 2026 – March 26, 2026	
Application Materials Delivered to Trustees February 20, 2026	Trustees receive/review confidential application materials of all applicants. ESS typically provides access through the EdJoin portal, but if asked, can provide a secure, password-protected online repository through which Board members may access candidate materials, including applications, résumés, and supporting documents. In addition, a candidate analysis is provided using *Leadership Profile* criteria, background check information, blind appraisals, and third-party social media review.
Determination of Candidate Slate Week of February 23, 2026 (Special Closed Session)	Board meets with search advisors to identify the best qualified candidates to invite for interviews. First-round interview questions are finalized along with any other materials trustees would like interviewees to prepare. Candidates are notified.
First-Round Interviews Saturday, March 7, 2026 (Special Closed Session)	First-round interviews are conducted by the governing Board. At the conclusion of the interviews, the search advisors support trustees in determining which candidates to invite for a second interview. Second-round interview questions are drafted.

Second Round Interviews Sunday, March 8, 2026 (Special Closed Session)	The Board interviews finalists and selects its preferred candidate. Search advisors help facilitate the process and deliberations. Candidates who are not selected are notified.
Employment Contract Negotiations	Board identifies agency negotiators to draft an employment contract. Typically, the Board President and legal counsel are assigned to this role, with search advisors assisting throughout the process.
Announcement of Board's Preferred Candidate (TBD)	ESS advisors collaborate with Board President and finalist to develop a press release and announcement schedule.
Validation Visit (Optional) By March 19, 2026	A Board subcommittee may decide to visit the workplace of the preferred finalist. ESS will assist in scheduling this visitation. If a Board majority participates in the visit, it constitutes a meeting that must be properly agendized.
Approve Employment of New Superintendent March 26, 2026 (Regular Board Meeting)	The governing Board takes formal action to hire the new Superintendent in closed session and approve the employment contract in open session, with an anticipated start date of July 1, 2026, or earlier if mutually agreed.
Transition Phase: June/July 2026	
Setting the Stage for a Successful Transition	ESS advisors provide a facilitated transition workshop with the new Superintendent and Board to assist the governance team in identifying next steps to move forward. For one year following the appointment, an ESS mentor is available to the Superintendent to answer questions, provide guidance, and serve as a thought partner.
Additional Support Services	Depending on District needs, advisors are available to provide governance training, superintendent goal setting, evaluation support, or executive coaching based on a separate fee structure.

Communication/Community Engagement

Communicating with the Board: Confidential weekly Status Reports/Updates will be sent throughout the process to keep the governing Board apprised of progress and provide reminders of upcoming search activities. Trustees also have direct access to the ESS search advisors via phone, text, or email, with relevant information shared with all trustees in the updates.

Identifying Prospective Candidates: Search advisors will mobilize our statewide network of ESS consultants and professional organization partners (ACSA, AASA, CALSA, etc.) to publicize the opportunity. In addition, during focus group sessions, participants will be invited to email the name(s) of any prospective candidates they feel may be a good fit for BUSD. Advisors will follow-up with these prospects to share the opportunity and answer questions. Candidates who most closely meet the Leadership Profile qualities will be monitored and encouraged until an application is completed.

Community Engagement: ESS advisors work with staff to schedule individual interviews, focus group sessions, and community forums. Meetings can be held virtually, telephonically, or in person, based on Board direction and group preferences. The length of these meetings will range from thirty minutes to one hour, depending upon the number of participants.

Once employee and education partner groups are identified, an email is sent from the Executive Assistant to inform participants of trustees' interest in hearing their voices in the selection of BUSD's next superintendent. Each individual/group is asked three key questions:

1. *What are the strengths of Burbank Unified School District? What makes the district standout?*
2. *What challenges or issues are facing BUSD in the years ahead?*
3. *What qualities or characteristics are most important for BUSD's in order for the next superintendent to be successful in the position?*

Online Survey: In addition to stakeholder group input, ESS enlists feedback from all employees, parents, students, and the broader community through an online survey. A sample survey is provided in the Part D, with the caveat that the Board can modify or eliminate questions as deemed appropriate.

How is Education Partner Input Used? Data from focus group sessions and the online survey is synthesized into a *Leadership Profile* report. This report is organized around universal themes and serves as a blueprint for candidate recruitment, screening, and vetting. Input is also utilized to:

- Better understand District needs and challenges from a variety of perspectives/points of view.
- Align/integrate Board priorities with staff and community desires.
- Gain valuable insight that informs the Board in its selection of Burbank USD's next superintendent.
- Provide a roadmap of essential actions for the newly hired superintendent.
- Hold up a mirror to District culture and climate as a tool to organize for the future.

Advantages of Proposed Timeline: Jumping into the search wholeheartedly beginning on January 1, 2026 allows for an aggressive timeline that results in a board selection by early March and board approval by late March. This timeline will put Burbank USD in good position to find the best possible candidates. It also provides ample time for qualified applicants to research and consider the position and notify their current employer if selected. This timeline is only a recommendation, and could be stretched out a few weeks if that better meets the needs of the Board.

Client Satisfaction & Guarantee

- If the Board does not find a satisfactory candidate during the outlined process, ESS advisors will continue the search process until the Board selects a qualified candidate.

- For the first year following the appointment of the superintendent, an ESS consultant will be assigned to serve as a mentor and "thought partner" to strengthen the new superintendent's leadership capacity, provide guidance, and support success.

- If the newly hired superintendent vacates the position during the first two years of employment and a Board majority that selected the superintendent is still in place, ESS will recruit new candidates at no additional cost, barring advertising and background-check expenses.

D. ADDITIONAL INFORMATION

Client Endorsement Contact Information

Below are trustees who can speak to ESS's personalized care, commitment, and detail doing this work.

Client	Email	Phone
Karen Cornett Palm Springs USD 150 District Center Dr. Palm Springs, CA 92264	kcornett@psusd.us	760-831-1923
Meredith Beachly El Segundo USD 641 Sheldon Street El Segundo, CA 90245	mbeachly@esusd.net	310-590-9999
Jen Fenton Manhattan Beach USD 325 South Peck Avenue Manhattan Beach, CA 90266	jfenton@mbusd.org	310-993-2926
Debra Schade Solana Beach SD CSBA President-Elect 309 North Rios Avenue Solana Beach, CA 92075	dschade@sbsd.net	858-794-3749

Letters of Endorsement

CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675
TELEPHONE: (949) 234-9200/FAX: 496-7681 www.capousd.org

BOARD OF TRUSTEES

KRISTA CASTELLANOS
PRESIDENT

MICHAEL PARHAM
VICE PRESIDENT

AMY HANACEK
CLERK

JUDY BULLOCKUS

LISA DAVIS

GILA JONES

GARY PRITCHARD, PH.D.

SUPERINTENDENT

July 1, 2024

To Whom It May Concern,

It is my pleasure to recommend Educational Support Services (ESS) and its consultants, Dr. Joe Farley and Dr. Suzette Lovely, to any district seeking guidance in selecting a new superintendent. Having participated in three superintendent searches as a long-standing Trustee in Capistrano Unified, I can unequivocally say that ESS's attention to detail and level of support are unsurpassed.

After evaluating proposals and presentations from four search firms in early 2023, ESS emerged as the frontrunner to conduct our search. Drs. Farley and Lovely served as trusted facilitators during every step of our selection process, including weekly communication and engagement directly with each Board member. They were excellent at guiding trustees in defining the characteristics we envisioned pertinent in a new superintendent. They conducted numerous input sessions with our vast network of education partners, spanning seven cities and several unincorporated areas of the county. Through their patient and attentive guidance, a highly effective leadership profile was produced, which the Board used as an evaluative tool to interview candidates and ultimately make our final selection.

For our seven-member Board, knowing that our search advisers were not only top educational professionals but had honed their expertise serving as highly respected superintendents themselves, was extremely affirming. This proved most useful once interviews were completed and they skillfully guided Board deliberations to winnow the field of candidates. What was most remarkable was how they helped our previously divided Board reach a unanimous decision on the finalist for our next superintendent.

Our experience with ESS was excellent in every regard. In fact, I don't know how we would have chosen a new superintendent without their guidance. Now that Dr. Brown has completed his first year as Superintendent, it is abundantly clear that the Board made the right choice with our candidate and the right choice with our search firm. Please feel free to contact me if you would like more information about our experience with ESS.

Sincerely,

Amy Hanacek

Mrs. Amy Hanacek
Trustee, Capistrano Unified School District
949-275-3061

SERVING THE COMMUNITIES OF:
ALISO VIEJO · COTO DE CAZA · DANA POINT · LADERA RANCH · LAGUNA NIGUEL · LAS FLORES · MISSION VIEJO
RANCHO MISSION VIEJO · RANCHO SANTA MARGARITA · SAN CLEMENTE · SAN JUAN CAPISTRANO

John A. Bowes, Ed.D.

Superintendent

Board of Trustees
Jason Boxer
Jennifer Cochran
Jen Fenton
Cathey Graves
Sally Peel

August 2021

To Whom It May Concern:

Last spring, while managing school re-openings, in-person and distance learning platforms, curriculum changes, and second interim budget reports, the Board of Trustees for the Manhattan Beach Unified School District (MBUSD) was given an additional task. Our incredible Superintendent for over eleven years decided he would not be renewing his contract in June, and thus we needed to find a new leader. What felt impossible, given our own self-imposed deadline of hiring someone by July 1, was met with ease and professional integrity from the moment ESS submitted their RFP.

After reading eight applications from search firms across the nation, ESS stood out as the frontrunner. In addition to their experience with similar districts, they researched our community, watched previous board meetings, and had an expansive network of potential candidates to recruit from. During the public interview, ESS continued to shine. The firm presented a comprehensive timeline that corresponded to our district's calendar, explained the level of engagement and listening that would be conducted with various stakeholder groups, and most importantly talked about utilizing this search process as a road for healing.

And as soon as ESS was hired, they prioritized MBUSD and finding our new Superintendent. In addition to analyzing previously compiled survey data about desired characteristics or experience from students, parents and staff, ESS drafted a supplemental constituent questionnaire to develop a leadership profile and job description. ESS simultaneously conducted a compensation study and immediately began scheduling meetings with focus groups consisting of over 220 people. At every step of the way, our consultants provided in-depth updates, communicated regularly with the board, and made presentations at meetings to inform the public about the search.

As July 1 drew near, ESS remained calm, focused, and continued to demonstrate a level of expertise that aligned with our district's goals. They brought several highly-qualified candidates to the board for consideration and did extensive background research on each applicant. Not only did ESS coordinate two back-to-back days of interviews, they helped guide our conversation as we deliberated, for several hours, on which individual would best serve our district.

When our new Superintendent was finally selected, by the deadline we set, the consultants prepared a press-release, created a multi-tiered action plan to disseminate the news, and checked in daily to ensure a smooth transition. ESS constantly supported the board with resources that went beyond the scope of our search, and developed long-term relationships with those in our district. In fact, if we could hire ESS for every task or issue that falls within the scope of the board's purview, we would!

Our experience with the firm was truly exceptional from start to finish. And while it was sad to say goodbye to the former Superintendent, the board is confident that we found the best person to lead MBUSD into the future.

Best,

Jen Fenton
Manhattan Beach Unified School District, Board President

PSUSD
PALM SPRINGS UNIFIED SCHOOL DISTRICT

Marcus Funchess Ed.D., *Superintendent of Schools*
Board of Education Sergio Espericueta, *President*
Madonna Gerrell, *Clerk* | Karen Cornett, *Member*
John A. Gerardi, *Member* | Charlie Ervin Jr., *Member*

July 1, 2025

To Whom It May Concern:

It is without hesitation or reservation that I would recommend the Education Support Services Group (ESS) team to help guide your district's Superintendent search process. Having contracted with Dr. Rutherford, Dr. Michael Matthews and Dr. Lillian Maldonado French of ESS to lead us through this most important task just a few months ago, I can confidently attest to the team's professionalism, knowledge and technique, guiding us through a seamless process.

Despite the fact that we got started on this selection journey a little later than anticipated, Gary and Mike assured us that they could get us the extensive input we sought from stakeholders and establish the "Leadership Profile Report" based on this input, post the position and secure applicants and complete recruitment and reference checks within our short timeline. They delivered on that promise. They also kept crucial strict confidentiality throughout the process, which is of extremely importance during this kind of search.

The team could not have been more responsive during the entire process. If I or any other Board member had questions or concerns, they were addressed in an extremely timely manner, and they were able to put our minds at ease at all times during the process.

Finally, Dr. Rutherford, Dr. Matthews and Dr. Maldonado French held focus group meetings with every stakeholder group possible along with some general sessions (with Spanish translation available at all meetings and some meetings for Spanish-speakers only). They listened, asked attendees questions to get the most input on the topic from them and incorporated the responses from the meetings along with survey feedback to develop the Leadership Profile Report shared with applicants.

In short I am confident in recommending that you give the ESS Group your strong consideration to help you in your Superintendent search process. Should you have any other questions, please don't hesitate to reach out to me at sespericueta@psusd.us.

Sincerely,

Sergio Espericueta
President
Palm Springs Unified School District Board of Education

Search Fees and Potential Cost Saving Measures

Below are a summary activities and corresponding fees for the BUSD search. All fees are fixed and shall not be exceeded unless increased by mutual agreement and a contract amendment.

Search Activities and Corresponding Fees	
Engagement Phase	**$10,500**
Conduct superintendent salary study	
Prepare/facilitate Board planning workshop to: review salary data/comps; establish salary parameters; identify education partners for focus groups & outreach; discuss prospective candidates; confirm timelines and corresponding activities, etc.	
Conduct focus group sessions and individual outreach with education partners (in-person, virtual, and telephonic)	
Facilitate up to three (two in-person and one online) Community Forums to garner input from parents/ families, employees, students, and members of the public.	
Collaborate with staff to create search landing page on District website; develop timelines, and FAQ's; provide updated information throughout process	
Activation Phase	**$8,500**
Candidate outreach and communication	
Prepare/distribute on-line survey; disaggregate/analyze results; develop *Leadership Profile Report;* Attend Board meeting to present findings	
Advertise vacancy in state and, if desired, national publications	
Selection Phase	**$14,500**
Candidate correspondence; applicant screening; reference checks; blind appraisals; preparation of application packets for Board review	
Meet with Board to determine candidate slate; develop first-level interview questions	
Engage 3rd party to conduct social media review on candidates invited to interview	
Engage 3rd party to conduct due diligence background screening on candidates invited to interview	
Prepare for/attend two days of candidate interviews	
Support employment contract negotiations with Board President & BUSD's legal counsel	
Assist preferred finalist and trustees in scheduling a Validation Visit (Optional)	
Correspond with all candidates; develop announcement schedule; work with staff to prepare press release	
Transition Phase	**$1,400**
Facilitate transition meeting with Board & new Superintendent (June/July 2026)	
For a year following the selection, an ESS mentor will be available to the Superintendent to answer questions, serve as a thought partner, and support progress.	
Other/Miscellaneous	
Travel/lodging/mileage	**Included**
TOTAL FEES NOT TO EXCEED: $34,900	

Potential Cost Saving Measures might include: scheduling a single community forum; reducing the number of education partner engagement sessions; conducting first and second round interviews in a single day; or eliminating the transition services.

Sample Online Survey

Note: The Burbank Unified School District Board of Trustees will review/finalize the online engagement survey at its search planning workshop prior to the survey's distribution.

Introduction: The Board of Trustees is seeking input from its education partners as it searches for the District's next Superintendent. This survey will help the Board assess your interests surrounding the experiences leadership qualities, and personal attributes you feel are important for the incoming Superintendent to possess.

The survey is being conducted by outside search advisors who are assisting the Board in this important endeavor. All individual responses will remain anonymous.

Section A: Participant's Role
Please indicate your current association with the District (drop-down menu).
1. Administrator
2. Certificated staff
3. Classified staff
4. Parent /Guardian
5. Student
6. Community member
7. Other

Section B: Expertise and Experience
Below are areas of expertise that candidates for your Superintendent position may possess. From your perspective, how much weight should the Board place on each area based on the scale of importance?

	Critically Important	Mildly Important	Unimportant
Teaching and Learning			
Experience as a Site Principal			
Understanding School and Community Culture			
Negotiations/Labor Relations			
Facilities Management			
Community Relations			
Board Governance			

Section C: Leadership Qualities
This next section of the survey asks you to consider the leadership qualities of an effective Superintendent. While all these qualities are important, please select the *five* you feel are **MOST IMPORTANT**.

____ Present/visible throughout the District and community
____ Forward thinker/open to new ideas
____ Knowledgeable about current practices surrounding teaching and learning
____ Shows empathy toward a diverse group of education partners
____ Works effectively with the Board of Education
____ Develops shared understanding of District goals and priorities
____ Remains flexible in a dynamic environment
____ Creates an atmosphere of trust
____ Recognizes and celebrates the contributions of others
____ Can effectively navigate political or controversial issues

Section D: Personal Attributes
From your perspective, which personal attributes should the Board give the most attention when assessing applicants? While each attribute may be essential, select the *five* that are **MOST ESSENTIAL** to you.

____ Approachable/personable
____ Exceptional communicator
____ Goal oriented
____ Good listener
____ Humble
____ Honest and ethical
____ Inclusive (seeks broad input in making decisions)
____ Problem solver
____ Resourceful
____ Risk taker
____ Visionary

Section E: District Conditions
As you think about the general conditions of the District, select the response that best describes your agreement with each statement.

I feel…	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
1. Students receive a high-quality education that prepares them for high school, college, career, and life.					
2. Academic goals are aligned across the District.					
3. Adequate resources are provided to support student learning.					
4. Students feel valued and connected to their schools.					
5. Staff members feel valued and connected to their workplace.					
6. School safety is a high priority.					
7. Facilities are clean and well-kept.					
8. Communication from the District is clear and timely.					
9. The District is responsive to the diverse interests/needs of its families.					
10. The District is constantly improving.					

Section F: Open-Ended Question

What is the **single-most** important thing you hope the next superintendent will accomplish in their work in the Burbank Unified School District?

(Note: Response is limited to 150 characters)

Education Support Services Group
in affiliation with Atkinson, Andelson Loya, Ruud & Romo

Cerritos Office
12800 Center Court Drive Suite 300
Cerritos, California 90703

Search Fees and Potential Cost Saving Measures
Below are the summary activities and corresponding fees for the search for the next superintendent of the Burbank Unified School District. All fees are fixed and shall not be exceeded unless increased by contract amendment. The costs below include all applicable fees associated with all search related services, including printing costs, subcontractors, travel, attendance at meetings, and other expenses. ESS guarantees pricing for the term of the Agreement.

Search Activities and Corresponding Fees	
Engagement Phase	**$10,500**
Conduct superintendent salary study	
Prepare/facilitate Board planning workshop to: review salary data/comps; establish salary parameters; identify education partners for focus groups & outreach; discuss prospective candidates; confirm timelines and corresponding activities, etc.	
Conduct focus group sessions and individual outreach with education partners (in-person, virtual, and telephonic)	
Facilitate up to three (two in-person and one online) Community Forums to garner input from parents/ families, employees, students, and members of the public.	
Collaborate with staff to create search landing page on District website; develop timelines, and FAQ's; provide updated information throughout process	
Activation Phase	**$8,500**
Candidate outreach and communication	
Prepare/distribute on-line survey; disaggregate/analyze results; develop *Leadership Profile Report;* Attend Board meeting to present findings	
Advertise vacancy in state and, if desired, national publications	

Selection Phase	**$14,500**
Candidate correspondence; applicant screening; reference checks; blind appraisals; preparation of application packets for Board review	
Meet with Board to determine candidate slate; develop first-level interview questions	
Engage 3rd party to conduct social media review on candidates invited to interview	
Engage 3rd party to conduct due diligence background screening on candidates invited to interview	
Prepare for/attend two days of candidate interviews	
Support employment contract negotiations with Board President & BUSD's legal counsel	
Assist preferred finalist and trustees in scheduling a Validation Visit (Optional)	
Correspond with all candidates; develop announcement schedule; work with staff to prepare press release	

Transition Phase	**$1,400**
Facilitate transition meeting with Board & new Superintendent (June/July 2026)	
For a year following the selection, an ESS mentor will be available to the Superintendent to answer questions, serve as a thought partner, and support progress.	
Other/Miscellaneous	
Travel/lodging/mileage	**Included**
TOTAL FEES NOT TO EXCEED: $34,900	

Potential Cost Saving Measures might include: scheduling a single community forum; reducing the number of education partner engagement sessions; conducting first and second round interviews in a single day; or eliminating the transition services.

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California's Premier Executive Search & Leadership Development Firm

Superintendent Search Proposal for

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

BURBANK UNIFIED SCHOOL DISTRICT

November 7, 2025

LEADERSHIP ASSOCIATES
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November 7, 2025

Armond Aghakhanian, Board President
District
1900 W. Olive Avenue
Burbank, CA 91506

Dear President Aghakhanian and Burbank Unified School District Board of Trustees:

Leadership Associates is pleased to submit a proposal to partner with the Board and the Burbank Unified School District to select a new superintendent.

Our firm has worked with a wide variety of school districts throughout California since our founding in 1996. Since that time, Leadership Associates has completed more than 750 executive searches, with the majority being superintendent searches, for California school boards. More than 85% of the superintendents selected have remained in their positions for more than five years.

We believe that high quality, equity minded leadership by our Boards, superintendents and other executive leaders is a major contributor to the academic and social-emotional success of all our students. We are committed to helping our California public school districts find the right leaders for their schools and then supporting those leaders through professional development opportunities.

We strive to bring forward candidates who have a proven track record of experience in culturally proficient practices that have been successful in addressing educational equity gaps. As an example, this past year, 66% of the individuals selected by school boards where Leadership Associates led the search were women or persons of color. This approach is made possible through the extensive network of our diverse partners who have expertise leading school systems through an equity lens. We believe this deep commitment has been the key factor contributing to our unparalleled successful placement of high quality superintendent candidates across the state. We will dedicate ourselves to ensuring you have a high caliber diverse pool of candidates from which you may select your new superintendent.

Our present and past work encompasses partnering with Boards in several similar districts including superintendent searches in Pasadena, West Contra Costa, Laguna Beach, Corona-Norco, San Ramon, Lompoc, Santa Clara, and Norwalk-La Mirada Unified School Districts. Through the continued participation of several of our partners in education organizations such as the California Collaborative for Educational Excellence (CCEE), the California County Superintendents (CCS), the American and California School Administrators and other state and national organizations, we have remained current on key education policy and system wide developments including Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) legislation. We have a strong record of success in helping districts find superintendents who meet the profile developed by the Board. We always want to be sure this

profile is based on extensive engagement from staff, students, parent leaders and community members led by Leadership Associates.

Through our years of experience, we have come to understand and respect the uniqueness of each board and district. While there are similarities among districts, each district has its unique culture. There are many good superintendent candidates, but only some will be the right match for the Burbank Unified School District. It is our job and our commitment to you to find those candidates that best match your ideals and beliefs. An attachment to this proposal letter contains our own vision, mission, core beliefs, and core values statement which will help demonstrate our alignment to Burbank.

We are aware and respectful of the District's accomplishments, challenges, demographics, and history. All three of us on the search team have past connections to Burbank. Marc Ecker attended Burbank schools, Ellen Dougherty lives in South Pasadena and has been an LA County Superintendent, and Jim Brown served as superintendent in Glendale from 1996 to 2004 and worked with past Burbank board members, superintendents, and staff. One of our new partners, Sarah Koligian, has strong family ties to the Armenian community.

We're aware of the many accomplishments of Burbank Unified over the years and some recent challenges which received some extensive publicity. The effort to improve relations with your many bargaining groups, the consistent efforts to improve student achievement, your efforts to reach out to the larger Burbank community, relations with local political entities, improvements in student achievement, and your diverse demographics are just a few examples of positive initiatives.

We would welcome the opportunity to partner with the Board to discuss the search process, including the role of the Search Committee. options for staff, student, parent and community input, an overview of the potential candidate pool, timeline, and the importance of maintaining a confidential process. We also want to obtain from the Board and subsequently from staff, students, parents and community groups' their perspectives on District strengths and challenges as well as the desired qualities and characteristics of the new superintendent. Once this is done, we will work with the Search Committee to prepare a summary report for the Board and a draft of the position description (Leadership Profile) for Board review. We will also want to review the recruiting process and how we will vet candidates for the Search Committee and Board while respecting the critical importance of confidentiality.

If our firm is selected, Dr. Marc Ecker, Dr. Ellen Dougherty and Jim Brown will be the lead consultants in the Burbank USD search. Jim Brown will be the lead contact with the Board of Education and has full authority to bind Leadership Associates to the terms of the proposal. We are highly proficient in executive search work as well as in the leadership and Board development field and are also former superintendents with many years of experience as superintendents and members of Leadership Associates. If we are successful in being selected for the Burbank USD superintendent search, we will divide the workload among us in three equal parts. In addition, other members of the firm will be asked to support the identification and vetting of candidates, as well as participate in other aspects of the search as needed. Profiles of each partner are provided in the Qualification Statement of our proposal.

Currently, our firm provides executive leadership development to over 450 California school officials including superintendents and assistant superintendents. In Southern California, we are currently preparing proposals for four districts including the Covina-Valley, Etiwanda, National, and Fullerton School Districts. Please see the list of completed searches in Southern California which can be found in Part B of this proposal. We will develop additional proposals as other superintendent vacancies occur. We will use our extensive leadership network at the state and

national level to help find the best candidates for this exciting, challenging, and rewarding position.

We look forward to having an opportunity to discuss this proposal with you and address any questions you may have. We realize how important it is for the Board to have a relationship with its search firm that is based on trust and respect. We will be fully committed to you and will provide the Board with high quality candidates who are a good match for the Burbank Unified School District. Finally, this is to confirm that this proposal shall remain valid for a period of 180 days from the proposal opening date.

Respectfully,

James R. Brown, Emeritus Partner, Senior Advisor
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Attachment: Leadership Associates Vision, Mission, Core Beliefs and Values

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OUR STRATEGIC FRAMEWORK: VISION, MISSION, CORE BELIEFS AND VALUES

VISION

Leadership Associates is the premier education leadership support service provider in the state. We maintain this position by helping school boards and district leaders hire high-quality leaders at all levels and by helping education leaders acquire the knowledge, skills and values which enable them to address the academic and social/emotional needs of each child and help all students have meaningful choices about higher education and career opportunities upon graduation.

MISSION

Our mission is to help the leaders of California school districts and education organizations take the actions necessary to help all students become productive and contributing citizens in our democracy. We provide this support through excellent executive talent searches and professional leadership development initiatives and activities.

OUR CORE BELIEFS AND VALUES

We believe that:

- The quality of leadership in our schools and school districts is a significant contributor to the success of all our students and staff
- Every child in every school deserves a passionate, caring, and inspired leader who is focused on ensuring all children receive the highest quality education
- A high-quality public education accessible to all is the foundation of a democratic society and public education has the responsibility to help all students become productive, contributing citizens in our democratic society and interconnected world.
- Education leaders must have the knowledge, skills and values that enable them to build and sustain the systems and structures which provide each student with the knowledge, skills, and values which give them meaningful choices about future learning and career opportunities.

  Education leaders should reflect the cultural and demographic dimensions of our state and country. We work diligently to recruit and support candidates who represent the range of personal and professional backgrounds and experiences/perspectives that arise from differences in race, ethnicity, and culture.

We Value:

- Integrity, Equity, Excellence, Diversity, Inclusion, Accountability, and Transparency

LEADERSHIP ASSOCIATES
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EXECUTIVE SUMMARY

Leadership Associates is a California executive search firm with a national reach that specializes in helping California School Boards find new superintendents. We have done so since 1996 and have assisted with more superintendent searches than any search firm working in California. Our success is based on the following key factors:

1. We view each district as unique and therefore work as partners with the Board to develop a customized approach that the Board may use to select its new superintendent.

2. We have developed processes that lead to the successful hiring of candidates who meet the profile developed by the Board. These processes include conducting extensive recruiting and thorough reference checking and working with the Board throughout the interview and contract approval process.

3. Our partners are all active educators and former superintendents with successful leadership experiences in a variety of districts and in state and national organizations.

4. We understand and respect the factors that contribute to a highly effective governance team. We are committed to helping Board members work collaboratively throughout the various phases of the selection process. Done well, a search will always strengthen the work of the Board and pave the way for a successful superintendent.

5. We bring the Board highly qualified candidates. We are proud of the high-quality leaders we have been able to bring forward for Board consideration in previous searches.

6. Our belief is that in order for superintendents to be successful they must have successful leadership experience leading and managing complex organizations. They should know what excellence in curriculum and instruction looks like and be deeply committed to equity. Their behavior must be of the highest integrity and reflect ethical values in their relationships with students, staff, community, and the Board. They must support powerful teaching and learning, build leadership capacity, and strengthen systems and processes that support high levels of achievement for all students.

7. We will always provide our best recommendations to the Board including those related to the hiring of specific candidates and the importance of maintaining a high degree of confidentiality so that the best possible candidates come forward.

In conclusion, we strongly believe Leadership Associates is the right match for your district. The superintendent position is one of the most challenging leadership positions in this country. It demands a unique knowledge base and skill set. The new superintendent will need to inspire the confidence of teachers, parents, and community leaders, build on the good work done by so many, but never be afraid to challenge everyone to do better and encourage innovative thinking wherever possible. We are the firm that will help the Board find that leader.

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QUALIFICATION STATEMENT

EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Leadership Associates has conducted over 750 executive searches in California since 1996. We have 15 partners, all active educators and former, successful California superintendents who reside throughout the state – north, south, and central valley. While we are dedicated to California school districts, we have networks throughout the country and have assisted many school boards in finding top candidates from outside the state.

A few other facts about the partners of the firm:

- All keep superintendent searches as their core work
- All have national and state-wide networks and alliances including Council of the Great City Schools; Urban Education Dialogue (UED); Association of California School Administrators (ACSA); California Association of Latino Superintendents and Administrators (CALSA); California Association of African-American School Administrators (CAAASA); California Association of Asian and Pacific Learners in Education (CAAPLE); California Collaborative for District Reform; (CCDR); American Association of School Administrators (AASA); Suburban School Superintendents; and California City School Superintendents
- All belong to organizations which include top and emerging leaders
- Three were California State Superintendent of the Year
- Three chaired ACSA's California state superintendent's committee; two were ACSA presidents
- A number are bilingual in Spanish
- Many facilitate workshops in districts throughout the state: board/superintendent relations; board/superintendent protocols; strategic planning; superintendent evaluations; team building; and instructional improvement. Several coach and mentor superintendents and other top district leaders
- Most have taught or are currently teaching leadership courses at universities
- All have received awards for educational and community work, regionally, statewide, and nationally; and one was honored by the Mexican Consulate
- Partners have authored or co-authored the following publications: A Practical Guide to Effective School Board Meetings; Eight at the Top; Superintendent-School Board Practices; and The Superintendent's Planner

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PARTNER QUALIFICATIONS

QUALIFICATIONS OF LEAD CONSULTANTS

James R. (Jim) Brown – Emeritus Partner / Senior Advisor
Jim Brown served as Superintendent of Schools for the Glendale, Palo Alto and Lompoc Unified School Districts. He was also Superintendent of the Cambria Union Elementary and Coast Union High School Districts. Jim received his Master's Degree from the University of Kansas and his B.S.F.S. Degree from Georgetown University, Washington, D.C. He chaired the ACSA Superintendents Committee and the ACSA Urban Superintendents Committee. He also served as co-chair of the California State Mathematics Task Force and the High School Exit Exam Panel. He was a member of the It's Elementary Task Force. He was President of the National Suburban School Superintendents' Association and Schools for Sound Finance. Jim has experience conducting executive searches since 2004 and has facilitated or assisted in the facilitation of more than 55 executive searches since that time. Jim served as senior advisor for Pivot Learning Partners. His areas of focus were: Teacher and Principal Effectiveness, Governance, the Strategic School Funding for Results Project, Executive Coaching, and documentation of education innovations. Jim has been a member of the Board of Directors of Glendale Memorial Hospital, the American Leadership Forum and the Southern California Leadership Network. He has served in leadership roles in numerous community and civic groups.

Marc A. Ecker, Ph.D. – Senior Partner, Chief Financial Officer
Marc retired in December 2014 as Superintendent of the Fountain Valley School District for 18 ½ years in that position. He served as Chair of the Orange County Special Education Alliance and is a past president of the Orange County Superintendents' Organization. Marc is a past State President of the Association of California School Administrators (ACSA) and served as the Interim Executive Director for 2021-22. He served with other leading superintendents in providing input and advice on the development of the Local Control Funding Formula to the Governor and his staff. He also served on the State Public Schools Accountability Act Advisory Committee and two terms on the Financial Crisis Management Assistance Team Advisory Board. Marc is the financial officer for the California League of Schools and served as president of the Association of Middle Level Education. He is a full-time faculty member at California State University, Fullerton in the position of Distinguished Professor in the College of Education. He directs the ACSA mentor program and is a sitting Executive Member of the Schools First Federal Credit Union Board of Directors. Marc received his Bachelor's Degree from UCLA, his Master's Degree from California State University, Fullerton and his Doctorate from Alliant University.

Ellen Dougherty, Ed.D. – Partner
Dr. Dougherty served as the Superintendent for eight years and Assistant Superintendent for one year in the Lawndale Elementary School District, until her retirement in 2017. Prior to that, she was a teacher, principal and Assistant Superintendent of Curriculum and Instruction for 21 years in the South Pasadena Unified School District. During her time in Lawndale, Dr. Dougherty worked on the local, regional and state levels to address issues of access and equity for students and their families. Her work led to significant changes in the district, improved outcomes and expanded opportunities for all students. She was named ACSA Superintendent of the Year in Region 14 in 2016. During Dr. Dougherty's tenure, she served on the Board of FCMAT and served as vice-chair on ACSA's Council of Superintendency Leaders. She also served on the Education Committee for P.S. Arts and on a committee for the Gordon Research Conferences that focuses on the challenges women face in science. Dr. Dougherty holds a doctorate degree from the University of La Verne, where her research focused on establishing professional learning communities for teachers to ensure student success.

QUALIFICATIONS OF SUPPORTING CONSULTANTS

Eric D. Andrew, Ed.D. – Partner

Dr. Andrew began his education career in 1979 as a teacher in Claremont Unified School District, where he taught students in kindergarten through sixth grade, and later became a site principal for elementary, middle and high school levels. Dr. Andrew served as Director of Student Services in Redlands Unified School District, served as an Assistant Superintendent of Educational Services in Glendora Unified School District, and later became Superintendent of the Campbell Union School District, a position he held for seven and a half years. Dr. Andrew is currently the President of the Region 8 Retiree Charter, a Region 8 Executive Consultant, and is on board California Association of African American School Administrators (CAAASA) and Santa Clara County Alliance of Black Educators (SCCABE). He also serves as an active member of the California Association of Latino School Administrators (CALSA). As a well-respected equity-focused administrator and instructional leader, he has earned several distinctions, including being named a finalist for the National Association of School Superintendents (NASS) Superintendent of the Year (2017). Dr. Andrew has been recognized by the Association of California School Administrators (ACSA) as the Region 8 Superintendent of the Year (2014), the State and Region 15 Central Office Administrator of the Year (2009), and the Region 12 Pupil Services Administrator of the Year award (2005). He holds a master's in education from Cal-Poly, Pomona, an administrative credential from Cal State San Bernardino and a doctorate in education from the University of LaVerne.

William Banning – Partner

William Banning served as Superintendent of the Goleta Union School District from July 2012 through his retirement in June 2017. He is currently a member of the Board of Trustees in the Santa Barbara Unified School District. He served as an Interim Superintendent (2018-19) and Board consultant (2019-20) in the Vista Del Mar Union School District and has supported aspiring educational leaders as a coach and lecturer in the Santa Barbara County Education Office's Preliminary and Clear Administrative Services Credentialing programs. He holds master's degrees in organizational leadership and educational Administration. His 40-year career includes work in Administrative Services and Human Resources in the Solana Beach School District. He also served as a principal in elementary and secondary schools in the Fallbrook Union Elementary School District. His teaching experience includes elementary and junior high school music instruction in Capistrano Unified School District, high school music in the Escondido Union High School District, middle school computer science instruction in the Fallbrook Union Elementary School District, and Research Statistics at California State University, San Marcos. Mr. Banning has been recognized by the Association of California School Administrators (ACSA) as the Region 13 recipient of the Leadership Matters Award in 2014 and 2017. He and his wife, Becky, live in Santa Barbara, California. They have three grown children.

Kent L. Bechler, Ph.D. – Partner, Executive Leadership Development

Kent served as superintendent of the Corona-Norco Unified School District, the 9th largest school district in California until his retirement in 2012. The district was named a 2012 finalist for the $1 million Broad Prize for Urban Education. He also served as superintendent in Walnut Valley Unified and Duarte Unified School Districts. Kent received a Bachelor's Degree in social work from Azusa Pacific University, a Master's Degree in educational administration from California State University, Los Angeles and a Ph.D. in education from Claremont Graduate University. Kent has extensive training experience in management, leadership, systems, policies and procedures, strategic planning, labor relations, and developing collaboration and teamwork within organizations. His academic work includes teaching adjunct classes at the university level and consulting with educational institutions, businesses, and other organizations. During Kent's 32-year career in K-12 education, he served in professional organizations including Association of California School Administrators (ACSA), California Collaborative on District Reform, American Association of School Administrators (AASA), Southern California Superintendents, Urban Education Dialogue and Educational Research Development Institute (ERDI).

Blanca Cavazos, Ed.D., – Partner
Blanca Cavazos served as Superintendent of the Taft Union High School District for over eight years. Prior to becoming Superintendent, she served as Chief Instructional Officer for Kern County Superintendent of Schools. Her previous administrative roles include Task Force Administrator, High School Principal, Assistant Principal of Instruction and Assistant Principal of Special Services. Dr. Cavazos serves as a Director-At-Large on the State Board of Directors for the Association of California School Administrators (ACSA). She has also served as adjunct lecturer for the Educational Administration, Secondary Education, Bilingual Cross-cultural Education and Modern Languages programs at California State University, Bakersfield. Her experience includes coaching administrators at the high school and elementary levels, building collaborative labor-management partnerships, and leadership development. Recognitions include Educational Leadership Award from ACSA Region XI, (2021); induction into the California State University, Bakersfield Alumni Hall of Fame, Businesswoman of the Year by the Kern County Hispanic Chamber of Commerce, (2020); runner up for the National Association of School Superintendents Superintendent of the Year Award; and Superintendent of the Year Award from ACSA Region XI, (2019). An educator for 39 years, Dr. Cavazos graduated from Arvin High School, (Kern High School District), where she taught and later served as principal for 13 years. Her three sons, who also attended Arvin High, graduated during her tenure there.

Tom Changnon – Partner
Tom served as Stanislaus County Superintendent of Schools from 2007-2019. In his 12 years in office, Tom championed Civics Education, Character Development, Parent Involvement and Career Technical Education (CTE) programs. He earned his BA degree from Stanford University, Master Degree(s) in School Administration (St. Mary's, USF), and Teaching Certifications from College of Notre Dame. Tom has over 40 years of education experience at the elementary, middle, and high school levels. He also served as Assistant Superintendent and Superintendent prior to his election as the County Superintendent. Tom is an active member of the Association of California School Administrators (ACSA) serving on many local, regional, and state committees including ACSA's Small School District Committee. Tom has received a number of awards, including being selected twice for the Bill Ullom Award and twice a recipient as the regional Superintendent of the Year award. In 2018, he received the Chamber Lifetime Citizen Achievement Award. Tom played intercollegiate baseball while at Stanford University and was drafted by the Houston Astros Baseball organization as a left-handed pitcher. He played a few years in the minor leagues before an arm injury ended his career. He still is an active snow and water ski enthusiast and loves camping and flyfishing. Spending time with his two children's families and the four grandchildren are a high priority for Tom as he lives his life with passion!

Donald Evans, Ed.D. – Partner
Donald Evans, Ed.D. served as the superintendent of Berkeley Unified School District for six years before retiring in 2019. Dr. Evans came out of retirement for 2022-23 to serve as Interim Superintendent for Piedmont Unified School District. Prior to Berkeley Unified School District, he was the Superintendent of Hayward Unified School District. During his tenure in Berkeley, Dr. Evans was Superintendent of the Year for the California Association of African American Superintendents and Administrators. Dr. Evans started his education career in 1988 in San Diego Unified School District where he taught grades 4-6 and later became vice principal of an elementary school. He served as principal in Ravenswood and Area Superintendent/Network Officer in Oakland Unified School District. He was the Associate Superintendent of Secondary Education for Compton Unified School District. Dr. Evans received his BA from University of Delaware and MA from United States International University and earned his Doctorate of Education from the University of California, Berkeley. Dr. Evans has led many initiatives and reforms. His areas of expertise include school systems and management, multi-tiered systems for students, community engagement and managing complex political issues in school environments. After retiring, Dr. Evans worked with the California Collaborative for Educational Excellence that supports local educational agencies (LEAs). He also provided executive coaching for new superintendents and district leaders in the Bay Area. In 2022, Dr. Evans joined California State University, East Bay as a Lecturer.

Richard Fischer – Partner
Rich served as Superintendent of Schools for 19 years in the Mountain View Los Altos Union High School District, Lake Tahoe Unified School District and the Harmony Union School District. He currently serves as

Director of the Executive Leadership Center and is also a member of the El Dorado County Board of Education. Rich has been Director for the ACSA Superintendents' Academy and presenter and trainer for California Association of School Business Officials, California Foundation for Improvement of Employer-Employee Relations (CFIER), California State Superintendents' Symposium, El Dorado County Instructional Leaders - Series on Effective Leadership Techniques, Leadership Mountain View, and California School Leadership Academy. He has been honored as ACSA Regions 1,2,3 Superintendent of the Year and Administrator of the year as well as being named Los Altan of the Year in 2006. Rich received his Bachelor of Arts Degree from California State University, Northridge and his Master's Degree from California State University, Sacramento.

Sally Frazier, Ed.D. – Partner, Lead Facilitator
Sally was elected Madera County Superintendent of Schools for six consecutive 4-year terms. She received her Doctorate from University of Southern California, and her Master's and Bachelor's degrees from California State University, Stanislaus. Sally served the California County Superintendents' Educational Services Association as President, Legislative Chairperson and numerous terms on its Executive Board. She was CCSESA's representative to ACSA's Superintendents Committee and its liaison to the Springboard Schools Board of Directors. Sally chaired CCSESA's Commission on the Organization of Policy Groups, Organizing for Action. Sally was appointed by former State Superintendent of Public Instruction, Delaine Eastin, to the Education Commission for Technology in Learning. Sally was also appointed by Governor Schwarzenegger to the Advisory Commission on Juvenile Justice and Delinquency.

Juan Garza – Partner
Juan has been a superintendent for 15 years in Kings Canyon Unified School District, a district that has 22 schools. He has worked 27 years in the district that serves Reedley, Orange Cove and the communities of Navelencia, Squaw Valley, Dunlap and Miramonte. He was inducted into the Reedley Chamber of Commerce Hall of Fame, has been awarded Administrator of the Year, and has been a featured keynote speaker in various workshops on topics such as *Building Effective Governance Teams*, and *Working With the Members of your Rural Communities*, sponsored by Lozano Smith. Mr. Garza is also an active member of the California Association of Latino Superintendents and Administrators, (CALSA), where he has presented as part of a panel featured in CALSA workshops.

Jacqueline Horejs, Ed.D. – Partner
Dr. Horejs is a seasoned educational professional with a firm belief that leadership matters for student, school, and district success. Her professional experiences over 40 years in education have provided her with a multi-faceted skill set and understanding of the needs of educational leadership. Dr. Horejs successfully served nine years as the Superintendent of Union School District, in San Jose, CA. Prior to serving as Superintendent, she worked as the Director of Instructional Services at the County Office and the Regional Director for the Statewide System of School Support, and later as the Assistant Superintendent for Educational Services in Gilroy Unified School District. In those roles she has led initiatives for organizational alignment, strategic planning, community engagement, multi-tiered systems for student support, and school improvement. She has served as the Interim Director of the Preliminary Administrative Credential Program at the Santa Clara County Office of Education and is currently a coach and instructor in the Tier 2 Clear Administrative Credential Program. She holds a Bachelor of Arts Degree from the University of Illinois, a Masters in Educational Administration from San Jose State, and a Doctorate in Educational Leadership from USC. Since retiring in 2015, she has been conducting Executive Searches, facilitating Governance Workshops and Superintendent Evaluations, and coaching Superintendents and other administrators.

Peggy Lynch, Ed.D. – Partner
Peggy served as Superintendent for San Dieguito Union High School District in San Diego County until her retirement in April 2008. She also served as Superintendent of the Brea Olinda Unified School District in North Orange County for seven years, part of her nearly 14 years serving as a superintendent. Peggy has experience conducting executive searches since 2009, and has facilitated or assisted in the facilitation of more than 60 executive searches. She received her doctorate from the University of La Verne, her Master's Degree from Fullerton and her Bachelor's Degree from Parsons College in Iowa. Peggy chaired the ACSA Orange County and San Diego County Superintendents, was chair of the ACSA Superintendents' Symposium and ACSA's State Annual Conference. Peggy has received recognition from various

organizations, including Southern California Women in Educational Management, Stanford University School of Engineering and the PTA. She has also co-authored several books, including *Effective Superintendent-School Board Practices; The Superintendent's Planner, A Monthly Guide and Reflective Journal;* and *Eight at the Top: A View Inside Public Education.*

Dennis M. Smith, Ed.D. – Partner, Search Lead
Dennis served as Superintendent of Schools for the Placentia Yorba Linda Unified School District (27,000 ADA) in Orange County for 12 years prior to his retirement. He also served as superintendent of the Orange County Public Schools in Orlando, Florida, the 16th largest school district in the United States. Prior to that, he served as superintendent of the Irvine Unified, Cajon Valley Union and Laguna Beach Unified School Districts. Dennis served a total of 26 years as a Superintendent of Schools. Dennis has experience conducting executive searches since 2005 and has facilitated or assisted in the facilitation of more than 85 executive searches. Dennis was recognized as one of the top 100 Executive Educators in North America by the National School Boards Association, one of the 89 Rising Stars to Watch by the Los Angeles Times, one of the 100 Most Influential Business Leaders in Central Florida by the Orlando Business Journal, and the ACSA Region XVII Superintendent of the Year. He also served as President of the Southern California Superintendents' Association. Dennis received his Bachelor of Arts and Master's Degree from Arizona State University and his Doctorate from the University of Arizona. In addition, he has been an adjunct faculty member at California State University, Fullerton. Dennis has spoken at the local, state, and national level on Board- Superintendent relations, Strategic Planning and Goal Setting and Organizational Management. He has consulted with school districts across the United States assisting school boards with superintendent searches and conducting workshops, trainings and organizational efficiency audits.

Rich Thome – Partner
Rich Thome served as Superintendent of the South Bay Union and Cardiff School Districts in San Diego County, as well as the Assistant Superintendent of Technology and Human Resources at the San Diego County Office of Education. He is a Partner in Leadership Associates, a Superintendent Search Firm. In these capacities he has conducted over 142 executive searches, including 103 Superintendent searches, 39 Administrative searches (non-superintendent), and 203 Board Workshops since 2003. Rich joined Leadership Associates and has been in the firm for 17 years, joining in 2006 as a search consultant. Of these searches, Rich has conducted 56 Superintendent searches in Unified School District, 16 in High School Districts and 31 in Elementary School Districts. He also served as Director, Professional Learning in the Mobile Technology Learning Center (MTLC), a research center in the School of Leadership and Education Sciences (SOLES), at the University of San Diego. He, prior to that assignment, served as Director Educational Leadership Development Center at the University. In addition, Rich was an Executive Coach for Pivot Learning Partners in Los Angeles and San Diego Counties. Previously, he served for 23 years in the (now 49,974 enrollment) Capistrano Unified School District as Assistant Superintendent in charge of 29 elementary schools, Director, Elementary Education Coordinator, Research and Instructional Technology, Elementary Principal and High School Teacher. Prior to that Rich served as a Middle School Teacher in the Pasadena Unified School District. He received his bachelor's degree from California State University, Los Angeles, and his master's from Pepperdine University. He is fluently bilingual in Spanish and received his Bilingual, Cross Cultural Specialist credential in California. Rich was awarded the prestigious Ohtli Award, awarded rarely by the Government of Mexico in 2008 for his 40 years of services to the Latino Community. In 2007 Rich was awarded the Excellence in Leadership Award by the University of California, San Diego and in 2006 he was awarded the Willie Velasquez Community Service Award. He has received the Honorary Service Award from the California Congress of Parents, Teachers and Students, and the Orange County Hispanic Educator of the Year Award.

David J. Verdugo, Ed.D. – Partner
David served as Superintendent for the Paramount Unified School District (17,000 ADA) in Los Angeles County for 9 years. He also served as Assistant Superintendent of the Placentia-Yorba Unified School District (25,000 ADA, Director of Secondary Education, Principal at both Elementary and High School levels, teacher, and coach. He has a total of 43 years in the field of education spanning Grades K-12. His duties have included school facility management, extensive involvement with budget development, implementation of technology programs, employer/employee relations, curriculum and instructional

strategies, and organizational development. His experience includes serving students of diverse populations and socioeconomic levels in urban and suburban settings. He was named the Association of California Administrators (ACSA) Region XIV Superintendent of the Year; received the California State University, Long Beach Outstanding Superintendent Leadership Award in 2012; the ALAS, Association of Latino Administrators and Superintendents; National Outstanding Educator Award in 2013; and, in 2020, was inducted into the University of Southern California USC Rossier School of Education "Hall of Fame", making him only the 23rd recipient of this prestigious award. He earned his Bachelor's Degree from Whitworth College in Spokane, Washington and his Master's Degree from the University of La Verne. His Doctoral Degree in Educational Administration was earned at the University of Southern California. Dr. Verdugo is a past Governing Board member to AASA and has addressed and spoken on State and National topics from building a case for reform to the importance of Arts in schools. He was the Executive Director of the California Association of Latino Superintendents and Administrators (CALSA) until 2019, as well as the former Superintendents' Leadership Academy Director for the Association of Latino Administrators and Superintendents (ALAS) based in Washington, D.C.

EXECUTIVE SEARCHES 2013-CURRENT

STATEWIDE

1.	Association of California School Administrators (ACSA)	Executive Director
2.	California Association of Latino Superintendents & Administrators (CALSA)	Executive Director
3.	California Collaborative for Educational Excellence (CCEE)	Executive Director
4.	California County Superintendents Educational Services Association (CCSESA)	Executive Director
5.	WestEd/GATES	Executive Director

POSITION: COUNTY OFFICE OF EDUCATION SUPERINTENDENT

1.	Los Angeles County – 2011	1,500,000+ ADA
2.	San Diego County – 2024	500,000 ADA
3.	Santa Clara County – 2008, 2025	275,000+ ADA
4.	Ventura County – 2021	135,312 ADA
5.	Yuba County – 2023	15,000 ADA

POSITION: SCHOOL DISTRICT SUPERINTENDENT (2013-Current)

	District	County	ADA*
1.	Fresno USD	Fresno	73,356
2.	San Francisco USD	San Francisco	58,865
3.	Santa Ana USD	Orange	57,410
4.	Capistrano USD	Orange	53,833
5.	Corona-Norco USD	Riverside	53,148
6.	Sacramento City USD	Sacramento	47,616
7.	Oakland USD	Alameda	46,486
8.	Riverside USD	Riverside	42,560
9.	Stockton USD	San Joaquin	40,984
10.	Irvine USD	Orange	37,952
11.	Fontana USD	San Bernardino	35,461
12.	Fremont USD	Alameda	33,107
13.	San Jose USD	Santa Clara	32,938
14.	Anaheim Union HSD	Orange	32,085
15.	San Ramon Valley USD	Contra Costa	31,900
16.	Mt. Diablo USD	Contra Costa	31,013
17.	Bakersfield City SD	Kern	30,262
18.	Modesto City Schools	Stanislaus	30,718
19.	Wes Contra Costa USD	Contra Costa	29,528
20.	Saddleback Valley USD	Orange	27,803
21.	East Side UHSD	Santa Clara	26,537
22.	Rialto USD	San Bernardino	26,468
23.	Placentia-Yorba Linda USD	Orange	25,821
24.	Orange USD	Orange	25,364
25.	Palm Springs USD	Riverside	23,332
26.	Murrieta Valley JUSD	Riverside	22,950
27.	Antelope Valley UHSD	Los Angeles	22,792
28.	Tustin USD	Orange	22,761
29.	Lake Elsinore USD	Riverside	22,000
30.	Hemet USD	Riverside	21,977
31.	Grossmont UHSD	San Diego	21,697
32.	William S. Hart UHSD	Los Angeles	21,000
33.	Fairfield-Suisun USD	Solano	20,559
34.	Pajaro Valley USD	Santa Cruz	20,438
35.	Folsom-Cordova USD	Sacramento	19,865
36.	Val Verde USD	Riverside	19,500
37.	Anaheim City SD	Orange	19,312
38.	Alvord USD	Riverside	19,255
39.	ABC Unified	Los Angeles	18,889
40.	Coachella Valley USD	Riverside	18,861
41.	Newport-Mesa USD	Orange	18,559
42.	Antioch USD	Contra Costa	18,352
43.	Panama-Buena Vista Union SD	Kern	18,250
44.	Ventura USD	Ventura	17,430

District	County	ADA*
45. Santa Rosa City Schools	Sonoma	16,700
46. Santa Maria-Bonita SD	Santa Barbara	16,665
47. Oxnard SD	Ventura	16,533
48. Salinas UHSD	Monterey	16,377
49. Burbank USD	Los Angeles	16,207
50. Cajon Valley Union SD	San Diego	16,059
51. Central USD	Fresno	15,956
52. Pasadena USD	Los Angeles	15,866
53. Santa Clara USD	Santa Clara	15,509
54. Norwalk-La Mirada USD	Los Angeles	15,406
55. Lancaster SD	Los Angeles	14,743
56. Walnut Valley USD	Los Angeles	14,658
57. Vallejo City USD	Solano	14,554
58. West Covina USD	Los Angeles	14,402
59. Fullerton JUHSD	Orange	13,661
60. Etiwanda SD	San Bernardino	13,478
61. Livermore Valley USD	Alameda	13,305
62. Paramount USD	Los Angeles	13,160
63. Sanger USD	Fresno	13,087
64. Vacaville USD	Solano	12,561
65. Inglewood USD	Los Angeles	12,570
66. Acton-Agua Dulce USD	Los Angeles	12,523
67. San Dieguito UHSD	San Diego	12,485
68. Palo Alto USD	Santa Clara	12,357
69. Natomas USD	Sacramento	12,300
70. Metropolitan Education	San Jose	12,000
71. Oak Grove SD	Santa Clara	11,800
72. Upland USD	San Bernardino	11,665
73. Victor ESD	San Bernardino	11,531
74. San Lorenzo USD	Alameda	11,530
75. Evergreen School District	Santa Clara	11,385
76. Alameda USD	Alameda	11,299
77. Franklin-McKinley SD	Santa Clara	11,269
78. Gilroy USD	Santa Clara	11,164
79. Merced City USD	Merced	11,009
80. Lucia Mar USD	San Luis Obispo	10,710
81. Pittsburg USD	Contra Costa	10,560
82. Azusa USD	Los Angeles	10,518
83. Berkeley USD	Alameda	10,340
84. Sequoia UHSD	San Mateo	10,032
85. Dublin USD	Alameda	10,000
86. Roseville City ESD	Placer	9,943
87. Los Alamitos USD	Orange	9,833
88. Bellflower USD	Los Angeles	9,813
89. San Mateo Union HSD	San Mateo	9,760
90. Woodland JUSD	Yolo	9,658
91. Yucaipa---Calimesa Joint USD	San Bernardino	9,655
92. Castro Valley USD	San Mateo	9,489
93. Ocean View SD	Orange	9,461
94. Lompoc USD	Santa Barbara	9,644
95. Escondido UHSD	San Diego	9,458
96. Santa Monica-Malibu USD	Los Angeles	9,121
97. Morgan Hill USD	Santa Clara	9,022
98. Santa Maria JUHSD	Santa Barbara	7,633
99. East Whittier City ESD	Los Angeles	8,829
100. Davis Jt. USD	Yolo	8,626
101. Sylvan Union SD	Stanislaus	8,261
102. Westminster SD	Orange	8,203
103. Novato USD	Marin	8,078
104. El Rancho USD	Los Angeles	7,985
105. South Bay UESD	San Diego	7,682
106. San Rafael City Schools	Marin	7,200

District	County	ADA*
107. Santa Cruz City Schools	Santa Cruz	7,092
108. Culver City USD	Los Angeles	6,876
109. Newhall SD	Santa Clarita	6,831
110. Cotati-Rohnert Park USD	Sonoma	6,373
111. Paso Robles USD	San Luis Obispo	6,341
112. Fountain Valley USD	Orange	6,337
113. Selma USD	Fresno	6,258
114. Lennox SD	Los Angeles	6,247
115. Ukiah USD	Mendocino	6,214
116. Brea Olinda USD	Orange	6,085
117. Patterson JUSD	Patterson	6,012
118. Newhall SD	Los Angeles	5,920
119. Alta Loma SD	San Bernardino	5,900
120. Perris ESD	Riverside	5,639
121. Sunnyvale USD	Santa Clara	5,618
122. Santa Paula USD	Ventura	5,454
123. Monrovia USD	Los Angeles	5,404
124. Kerman USD	Fresno	5,310
125. Newark USD	Alameda	5,173
126. Sierra Sands USD	Kern	5,100
127. Orcutt Union ESD	Santa Barbara	5,087
128. Fallbrook SD	San Diego	4,921
129. Oakley Union SD	Contra Costa	4,871
130. Tamalpais UHSD	Marin	4,730
131. Buena Park SD	Orange	4,684
132. Moreland SD	Santa Clara	4,670
133. Mountain View Whisman SD	Santa Clara	4,591
134. Charter Oak USD	Los Angeles	4,581
135. Sonoma Valley USD	Sonoma	4,564
136. Oak Park USD	Ventura	4,527
137. Benicia USD	Solano	4,500
138. San Lorenzo Valley USD	Santa Cruz	4,444
139. Coalinga-Huron USD	Fresno	4,382
140. Atascadero USD	San Luis Obispo	4,338
141. Belmont-Redwood Shores SD	San Mateo	4,308
142. Wiseburn USD	Los Angeles	4,301
143. Ravenswood City SD	San Mateo	4,296
144. Paradise USD	Butte	4,261
145. Duarte USD	Los Angeles	4,247
146. Tehachapi USD	Kern	4,219
147. Martinez USD	Contra Costa	4,156
148. Lindsay USD	Tulare	4,150
149. Central UHSD	Imperial	4,104
150. Cypress SD	Orange	4,000
151. Brawley ESD	Imperial	3,980
152. Eureka City Schools	Humboldt	3,884
153. Lake Tahoe USD	El Dorado	3,872
154. Enterprise ESD	Shasta	3,846
155. Hanford Joint Union HSD	Kings	3,802
156. Amador County USD	Amador	3,829
157. Lemon Grove SD	San Diego	3,797
158. Mountain View-Los Altos UHSD	Santa Clara	3,753
159. Fillmore USD	Ventura	3,734
160. Goleta Union SD	Santa Barbara	3,718
161. Del Norte County USD	Del Norte	3,591
162. Los Altos SD	Santa Clara	3,576
163. Albany USD	Alameda	3,529
164. Cabrillo USD	San Mateo	3,357
165. Cambrian SD	Santa Clara	3,349
166. Lafayette SD	Contra Costa	3,261
167. Corcoran USD	Kings	3,257
168. Pacifica SD	San Mateo	3,150

District	County	ADA*
169. San Marino USD	Los Angeles	3,146
170. Newman-Crows Landing USD	Stanislaus	3,142
171. Exeter Public Schools	Tulare	3,000
172. Salida Union SD	Stanislaus	2,994
173. Standard ESD	Kern	2,979
174. Riverbank SD	Stanislaus	2,972
175. South Whittier ESD	Los Angeles	2,918
176. San Bruno Park ESD	San Mateo	2,785
177. Oroville City ESD	Butte	2,696
178. Castaic Union SD	Los Angeles	2,568
179. Fowler USD	Fresno	2,562
180. Scotts Valley USD	Santa Cruz	2,482
181. Jefferson SD	San Joaquin	2,477
182. Carmel USD	Monterey	2,468
183. Farmersville USD	Tulare	2,463
184. Bear Valley USD	San Bernardino	2,453
185. Oroville UHSD	Butte	2,427
186. Mill Valley SD	Marin	2,415
187. Laguna Beach USD	Orange	2,386
188. Piedmont USD	Alameda	2,349
189. Ojai USD	Ventura	2,301
190. Galt JUHSD	Sacramento	2,287
191. Dos Palos-Oro Loma JUSD	Merced	2,275
192. Lammersville JUSD	San Joaquin	2,200
193. Chowchilla ESD	Madera	2,193
194. Firebaugh-Las Deltas USD	Fresno	2,193
195. Woodlake USD	Tulare	2,192
196. Red Bluff Union ESD	Tehama	2,178
197. Millbrae ESD	San Mateo	2,131
198. Plumas USD	Plumas	2,130
199. Gonzales USD	Monterey	2,110
200. Fort Bragg USD	Mendocino	1,917
201. Willits USD	Mendocino	1,907
202. Mariposa County USD	Mariposa	1,816
203. Pacific Grove USD	Monterey	1,812
204. Ross Valley SD	Marin	1,724
205. Byron Union SD	Contra Costa	1,686
206. Live Oak SD	Santa Cruz	1,681
207. Reed Union SD	Marin	1,556
208. Larkspur-Corte Madera SD	Marin	1,523
209. Colusa USD	Colusa	1,450
210. Chawanakee USD	Madera	1,433
211. Golden Plains USD	Fresno	1,424
212. Williams USD	Colusa	1,375
213. Sierra USD	Fresno	1,323
214. Guadalupe Union SD	Santa Barbara	1,280
215. Palermo SD	Butte	1,278
216. Wilsona SD	Los Angeles	1,228
217. Fall River JUSD	Shasta	1,209
218. Kentfield SD	Marin	1,177
219. Las Lomitas ESD	San Mateo	1,161
220. Chowchilla UHSD	Madera	1,103
221. Taft UHSD	Kern	1,045
222. Edison SD	Kern	1,036
223. Aromas-San Juan SD	San Benita	1,024
224. University Preparatory School	Shasta	900
225. Bass Lake JUSD	Madera	891
226. Lassen UHSD	Lassen	825
227. Banta ESD	San Joaquin	770
228. Wheatland UHSD	Yuba	739
229. Rancho Santa Fe SD	San Diego	700
230. Emery USD	Alameda	687

District	County	ADA*
231. Summerville UHSD	Tuolumne	624
232. Solvang SD	Santa Barbara	607
233. San Pasqual Valley USD	Imperial	589
234. Shoreline USD	Marin	504
235. Fort Sage USD	Lassen	483
236. Calaveras COE	Calavera	450
237. Brisbane SD	San Mateo	450
238. Columbia SD	Tuolumne	435
239. Eastern Sierra USD	Mono	417
240. Le Grand Union ESD	Merced	401
241. Kings River Union ESD	Tulare	476
242. Foresthill Union SD	Placer	396
243. Janesville Union SD	Lassen	386
244. Alview-Dairyland Union SD	Madera	367
245. College ESD	Santa Barbara	358
246. Bayshore ESD	San Mateo	337
247. Lone Pine USD	Inyo	299
248. Butte Valley USD	Siskiyou	276
249. Sunol Glen USD	Alameda	268
250. Clay Joint ESD	Fresno	250
251. Trona JUSD	San Bernardino	247
252. Hughes-Elizabeth Lakes UESD	Los Angeles	200
253. Westwood USD	Lassen	189
254. Ballard SD	Santa Barbara	143
255. McKittrick ESD	Kern	80
256. Alpine County USD	Alpine	75

POSITION: EXECUTIVE DIRECTOR/DIRECTOR

257. Amethod Public Schools (Charter)	Alameda/Contra Costa
258. Baldy View ROP	San Bernardino
259. Birmingham Community Charter HS	Los Angeles
260. Clayton Valley Charter High School	Contra Costa
261. Coastline ROP	Orange
262. East San Gabriel Valley SELPA	Los Angeles
263. Oxford Preparatory Academy	Orange
264. Ridgecrest Charter	Kern
265. River Charter School	Sac/Yolo
266. San Diego COE	San Diego
267. San Ramon Valley SELPA	Contra Costa
268. Santa Barbara County SELPA	Santa Barbara
269. Santa Ynez Valley SPED Consortium	Santa Barbara
270. So. Orange County SELPA	Orange
271. West End SELPA, San Bernardino COE	San Bernardino
272. West San Gabriel Valley SELPA	Los Angeles

*ADA at time of search

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Conditions

No present or pending conditions, including bankruptcy or other financial problems, pending litigation, planned office closures, impending merger or sales of the company exist that would affect Leadership Associates ability to perform contractually. Leadership Associates certifies that the firm and its principals are not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

See redline notes and new text

SCOPE OF SERVICES

I. SUMMARY OF PROVIDED SERVICES (REDLINED TO REFLECT CHANGES FROM RFP)

The Scope of Services set forth in this RFP represents an outline of the Services which Leadership Associates will objectively perform.

1.Work and Communicate with Staff and Others

Work with the Board of Education, Search Committee, and Human Resources liaisons throughout the Superintendent search and selection process and provide guidance in the establishment of appropriate internal and external communication. Conduct initial planning meetings with the Board, Human Resources and the Search Committee to understand institutional needs, culture, strategic goals, and leadership priorities. Provide regular updates, including a detailed search timeline that includes milestones and deliverables. Attend meetings via zoom and/or in person of the Search Committee or the Board and other meetings as requested during selection interviews and other stages of the recruitment process.

2.Develop a Position Profile and Outreach Plan

Assist with the cultivation of a search profile for the Superintendent position that is comprehensive and reflects the District's values and priorities. Support and assist in the development, advertisement, and disbursement of the position announcement. This includes assisting the Board in collaboratively developing a description of the position, the desired qualifications and attributes of applicants and in recruiting qualified applicants in person, by telephone, mail, electronically, and other means. This also includes the development of a specific outreach plan that identifies activities that will be utilized to recruit a diverse pool of candidates and should contain specific benchmark activities that will be utilized in the recruitment process.

3.Develop Composition of Search Committee

Advise and support the Board in establishing the composition of the Search Committee, including recommendations on representation from key constituent groups. Provide onboarding and training for Search Committee members, including guidance on roles and responsibilities, legal considerations (confidentiality, conflict of interest), and best practices for conducting a fair, inclusive, and effective search process and serve as a resource and advisor to the search committee throughout the search.

4. Develop Selection Criteria

Support the Search Committee in the development of selection criteria based on the position profile and the job description or general outline of duties and responsibilities for the Superintendent position.

5. Identify a Diverse Group of Applicants

Identify a diverse pool of qualified candidates that include national, regional, instate, and local candidates from those actively pursuing a job change as well as those who may not be in the job market, to ensure a diverse pool of qualified educational leaders, innovative administrators, and impactful executives capable of leading the Burbank Unified School District.

6. Target Outreach

Engage in targeted outreach to higher education administrators and administrators in other fields using appropriate technology, expertise, firm contacts, and candidate questionnaires to identify candidates aligned to the selection criteria.

7. Engage Stakeholders in the Recruitment Process

Develop a plan for engaging stakeholders from the District and local community that may include conducting in-person or Zoom meetings, managing a web site, and social media outreach for maximum exposure. Facilitate sessions and/or surveys with internal and external stakeholders, including faculty, staff, students, administrators, and community members, to gather input on desired leadership qualities and provide a summary report of stakeholder feedback for the Board's consideration in shaping the candidate profile.

8. Candidate Web Page (REDLINE)

~~Develop a web page to host candidates' complete questionnaires and resumes that is password protected and accessible to the Human Resources liaisons, the Search Committee, and/or the full Board of Education.~~

Maintain a confidential data base that contains candidate completed applications that is password protected and accessible to Leadership Associates and the full Board of Education after the application period has closed and the candidates have been vetted. Confidentiality is important in order to secure the best possible group of candidates.

9. Execute Candidate Search (REDLINE)

~~Execute a search for candidates with qualifications meeting the position profile. Work with Board of Education and the Search Committee to compile a list of suitable target candidates, including direct outreach to listed candidates.~~

Execute a confidential search for candidates with qualifications meeting the position profile. Work with the Board of Education to compile a list of suitable target candidates, Ask the Search Committee and other education partners for the names of possible candidates to recruit.

10. Screen Candidates and Provide Profiles (REDLINE)

~~Execute a search for candidates with qualifications meeting the position profile. Work with Board of Education and the Search Committee to compile a list of suitable target candidates, including direct outreach to listed candidates.~~

Screen and interview candidates as appropriate to ascertain the suitability of potential candidates. Provide to the Board a tiered list of all applications noting those recommended for interviews by the search committee and Board including written materials submitted by the candidates, an oral summary of comments from references, background reports as requested by the Board, potential conflicts of interest, and other available and relevant information.

11. Candidate Interviews and Assessments (REDLINE)

~~Support and assist the Search Committee, Human Resources liaisons, and the Board during all candidate interviews. Arrange candidate interviews, design interview questions, prepare the Search Committee and Board for interviews, execute the interview process, facilitate discussion of candidates, and assist in the assessment process. Provide advice on best practices on interview logistics, candidate confidentiality, and compliance with applicable regulations and policies.~~

Support and assist the Search Committee, Human Resources liaisons, and the Board during candidate interviews. The role of the Search Committee will be to interview candidates selected by the Board for an initial interview. Committee members will focus on the strengths and weaknesses of each candidate and present their findings to the full Board. Leadership Associates will help arrange candidate interviews, design interview questions, prepare the Search Committee and Board for interviews in Closed Sessions, execute the interview process, facilitate discussion of candidates, and assist in the assessment process. Provide advice on best practices on interview logistics, candidate confidentiality, and compliance with applicable regulations and policies. Note that Leadership Associates recommends a second interview with the full Board only of the top candidates from the first round of interviews with the search committee and the Board.

12.Perform Reference and Background Checks on Top Candidates

Provide in-depth references and background checks for finalist candidates including candidate litigation history and publicly available websites.

13.Final Selection of Candidate

Support the Board with final selection deliberations and negotiations with the selected candidate, establish expectations between the Board and the selected candidate, and the development of strategies for successful candidate retention.

14. Transition Activities

Assist the successful candidate with transition activities into the role of Superintendent, which include, but are not limited to district and campus visits, and provide onboarding plan recommendations to support a successful transition period, as appropriate.

15. General Consultation and Compliance (REDLINE)

~~Be available for general consultation with the Board of Education and Human Resources liaisons. Ensure all aspects of the search are conducted in accordance with federal, state, and local laws, as well as institutional policies on equal opportunity, non-discrimination, and shared governance.~~

Be available for general consultation with the Board of Education and Human Resources liaisons. Ensure all aspects of the search are conducted in accordance with federal, state, and local laws, as well as institutional and Leadership Associates policies on equal opportunity, non-discrimination, confidentiality and shared governance.

16. Failed Search REDLINE

~~Provide a plan for mitigating a failed search.~~

Provide a plan for mitigating a failed search. Leadership Associates will continue the search until an acceptable candidate is selected by the Board. If it is necessary to redo the search within a given period of time, Leadership Associates will target specific candidates for an interview.

Other Activities REDLINE

~~Identify other activities relevant to the Superintendent search that would result in a diverse pool of innovative candidates.~~

Identify other activities relevant to the Superintendent search that would result in a diverse pool of innovative candidates. These activities will include outreach to a variety of state and national associations that represent the interests of different groups of diverse candidates.

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SUPERINTENDENT SEARCH PROCESS FLOW CHART

Note: *Blue italicized text* indicates Board Participation

Phase 1
Initial Meeting with Board
	• *Review search process*
	• *Discuss collectively with the Board:*
	  o *Characteristics desired in new Superintendent*
	  o *District strengths and challenges*
	  o *Community / staff input process*
	  o *Online survey*
	  o *Search Protocols and Agreements*
	• *Finalize timeline*

Phase 2
Community and Staff Input
	• Meet with individuals and groups per Board's request to solicit input:
	  o Characteristics desired in new Superintendent
	  o District strengths and challenges
	• Post online survey following Board approval
	• Present survey results to board members

Phase 3
Position Description
	• Develop Position Description using:
	  o Input received
	  o Description of District and community
	  o Key search dates / timelines
	• *Board reviews and approves draft*
	• Posted on Leadership Associates website, District website, and provided to candidates

Phase 4 Advertising, Recruitment, Reference Checking	• Advertise in trade publication(s) • Announce to our 1,100+ subscribers • Actively recruit • Conduct reference and database checks on all potential candidates • Conduct individual interviews with all potential finalists
Phase 5 Selection of Finalists	• *Meet with Board to review all applicants* • *Discussion and determination of top candidates* • *Board determines finalists to interview* • *Review of interview process and preparation of interview questions*
Phase 6 Final Interviews	• *Board conducts interviews with assistance from Leadership Associates* • *Board selects finalist* • Consultants inform all candidates of outcome
Phases 7, 8 & 9 Validation Process Contract Offer Public Approval of New Superintendent after New Superintendent is Signed	• *Board conducts a validation process prior to official contract offer* • *Work with Board and finalist as needed to develop final parameters for contract and to prepare press release* • *Board takes public action at a regularly scheduled meeting to employ new Superintendent* • Leadership Associates will provide and review Board and Community input with new Superintendent • Leadership Associates will provide follow-up services as desired including a 90-day entry plan for new Superintendent

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SEARCH PROCESS PLAN

Leadership Associates has developed criteria to provide the Board of Education with a 9-phase process for selecting its next superintendent. The following is a brief description of each of the key steps of the search process, including identifying key personnel in each phase. The Board's designated administrative support staff will be guided and supported by our highly experienced search support specialist and provided with guidelines, templates, samples, checklists, and personal communication throughout the entire process.

**Indicates meetings with the Board*

Phase 1: **Initial Meeting with the Board* (Key Personnel: Consultants, Board, LA / district admin support; district I.T. support)

Leadership Associates will confer with the Board upon our selection to represent your district. At this meeting we will discuss all matters addressed in the Request For Proposal (RFP) Scope of Services, including: the characteristics the Board is seeking in the next superintendent; District strengths and challenges; the process for engaging groups and individuals in the search process; approval of an official timeline and meeting dates; Board and Search Firm protocols during the search; possible contract parameters for the new superintendent; potential internal candidates; the Board's liaison with Leadership Associates and spokesperson for the Board; and all other matters addressed in the RFP Scope of Services. We will also be prepared to suggest criteria for consideration based on our own professional expertise. Immediately following the initial meeting, we will work with district staff to create a Superintendent Search webpage on the district's website where members of the community can receive updates on the search process, including access to online surveys.

Phase 2: Community and Staff Input (Key Personnel: Consultants, LA / district admin. support)

After working with the Board to develop a community engagement plan, we confer with the individuals and groups you request (community, staff, students). We share the search process, timeline, answer questions, and solicit input regarding the desired qualities, characteristics, background, and experiences of the new superintendent, and we discuss the key characteristics of the District's culture, strengths, and future challenges and issues. We spend the time necessary to ensure full input. If individuals are unable to attend the meetings, but would like to provide additional information, or prefer to submit their ideas in a different format, opportunities are provided to contact us via email or telephone. We also have an online survey that can be posted in various languages on the District website to encourage broader participation of staff and community. We prepare a thorough report containing the comments from each group, individuals, and the survey, and send it to Board members approximately one week after the input. We follow up with you after you receive the report to review any questions you have.

Phase 3: Position Description (Key Personnel: Consultants, LA / district admin. support)

The Position Description will clearly state the criteria which applicants for the position should address in completing their application. It will also reflect input received on qualities and characteristics desired, a description of the District and community, and key search dates. The Board reviews the draft and makes changes before the description is finalized. The description is posted on our website, distributed widely, and can be posted on the District's website.

Phase 4: Advertising, Recruitment, Reference Checking (Key Personnel: Consultants)

After our sessions with the Board, staff and community, we advertise and actively recruit both statewide and nationally. We send a notification to over 1,100 subscribers to our website announcing the position. We will also conduct reference and database checks on all potential candidates. All partners participate in this process in order to take advantage of our extensive state and national network. These are very critical activities as we work diligently to find the

candidates that best match those qualities and characteristics on the Position Description. We verify degrees, credentials and professional experiences. We do extensive confidential reference checking including conversations with people not listed on the candidate's application. We keep the Board informed on a regular basis about the progress of the search.

Phase 5: **Selection of Finalists* (Key Personnel: Consultants, Board, LA / district admin. support)

At this Closed Session meeting, we will review and discuss all applicants, recommend candidates you should consider interviewing, and explain our rationale for recommending some and not others. We will provide a tiered ranking of candidates for your review. The Board, however, makes the final decision on those to be interviewed and determines the interview schedule and location. We offer sample interview questions developed by consultants and assist the Board in finalizing them with a focus on the specific needs of the District as gleaned from the input process and reflected in the position description. In addition to making interview arrangements with the candidates, we provide all the materials the Board needs for the interview and make logistical arrangements in coordination with the superintendent's assistant or designated district liaison.

Phase 6: **Final Interviews* (Key Personnel: Consultants, Board, LA / district admin. support)

The Board conducts the interviews in Closed Session with the consultants observing and handling all the logistics. We are present during the interviews and will help facilitate discussions assisting the Board as needed to help you in making your selection of the final candidate. We also assist with various follow up steps that need to be completed and inform all candidates of the outcome.

Phase 7: Validation Process; Contract (Key Personnel: Consultants, Board, LA / district admin. support)

The purpose of the validation process is to confirm the Board's choice prior to the official contract offer. The Board will determine participants for this process. While the consultants will not participate, we will work with the Board and the finalist as needed to develop final parameters for an agreement on the superintendent's contract. We recommend prior discussions with the Board on this topic since it is our intention to recruit candidates who will work within the contract parameters established by the Board. The Governing Board, as a governmental employer, carries responsibility for verifying the employment eligibility of the selected candidate prior to making a hiring decision. Leadership Associates does not have the legal authority to access federal immigration or work authorization databases and therefore relies on candidate attestations and document review as part of its due diligence process. The Board is encouraged to utilize all lawful and appropriate verification systems available to public agencies.

Phase 8: Public Approval of Contract (Key Personnel: Consultants, Board, district admin. support)

Following the validation process, the Board takes public action at a regularly scheduled board meeting to employ the new superintendent. Leadership Associates will assist the Board and staff with a communication plan and other activities to support the approval of the new superintendent's contract.

Phase 9: After the New Superintendent is Signed (Key Personnel: Consultants, New Superintendent)

We provide and review with the new superintendent the Board and community input. We are available to provide additional follow up services as desired. These services could include developing a 90-day transition plan and an initial workshop for the governance team to establish goals for the new superintendent, and the superintendent's evaluation process.

Confidentiality: Leadership Associates strongly believes the quality of the applicant pool is directly dependent on the confidentiality of the process. Leadership Associates will not divulge the names of interested applicants to any party other than the Board within Closed Session. Reference checks will also be conducted using strategies that will maintain the confidentiality of the process. Throughout the process Leadership Associates will be available to answer any questions you may have.

LEADERSHIP ASSOCIATES
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PROPOSED TIMELINE

(Flexible based on Board direction)

Burbank Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

NOVEMBER/ DECEMBER 2025 Preliminary Phase	November 7	District receives proposals
	December 11	*Proposal Presentations / Board Selects Firm*
DECEMBER 2025 JANUARY 2026 Community Engagement	Mid-December/ Early January (Special Mtg)	*Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)*
	January, 2026	Online survey dates
	January, 2026	Consultants confer with staff and community designated by the Board to receive input
FEBRUARY-APRIL 2026 Advertisement and Recruitment	February, 2026	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March, 2026	Advertising and active recruitment; Ad appears in EdCal, (Two consecutive publications)
	April 6, 2026	Deadline for applications
APRIL/MAY 2026 Interviews and Selection	April , 2026	Consultants complete comprehensive reference and background checks on applicants
	Late April, 2026 (Special Mtg)	*Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)*
	May 2026 (Special Mtg)	*Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)*
MAY/JUNE 2026	May, 2026	*Board completes the validation process of the leading candidate and makes final determination*
Contract Approval	June, 2026	*Board approves superintendent contract at a regularly scheduled board meeting*
JULY 2026 Start Date	July 1, 2026 (as mutually agreed)	New superintendent begins

LEADERSHIP ASSOCIATES
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BOARD COMMENDATIONS

Bass Lake JUESD: *Thank you Sally. I cannot express enough how grateful I am that we chose you and Leadership Associates for this process. The confidence I felt, throughout this process, in your ability to guide us, was tremendous. The step-by-step process that you led us through was focused, intentional, and direct. It was a pleasure to be a part of something that was so well thought out, with excellence as your minimum standard. You are so good at what you do! I wish you continued success for all the districts that you work with in the future. They need you whether they know it or not!*

Benicia USD: *It is with immense gratitude, that we send you this note of appreciation for all that Leadership Associates did in supporting us with a successful Superintendent search. The care and concern for BUSD as well as the Benicia community was evident in the steps that you took as well as in the thoughtful process you engaged all stakeholders in to express their hopes for the District in our next Superintendent. On behalf of the BUSD Governing Board and the entire Benicia Unified School District, we thank you for matching us with the best candidate. We are excited about the state of the District and the direction of things to come.*

Buena Park SD: *We are so appreciative of our collaboration with Leadership Associates! They examined the needs of our community and brought forth high-quality superintendent candidates. Every phase was executed perfectly. We are very happy with our superintendent choice and recommend, without reservation, Leadership Associates. We are especially thankful for how personable Dr. David Verdugo and Sandy Sanchez were with each board member and Erin.*

Carmel USD: *The entire process was extremely smooth and conducted with utmost respect for all parties involved. We were on time, and communication was regular, open and transparent. The most difficult part of the process was at the end of the interview process. The board had to choose only one candidate from the experienced pool of multiple candidates presented by Leadership Associates. We consider the superintendent search led by Leadership Associates an absolute success. The individual we hired is the perfect match for our students, staff and community.*

CCSESA: *It was a pleasure to have your outstanding team provide such an important service to this process! This is a critical position, and your team did a superb job in helping to ensure the process was collaborative, transparent and resulted in a selection of a top-notch person!"*

Coachella Valley USD: *I know it's easy to say "it's your job", but you and your group have always gone above and beyond for our district and we sincerely appreciate it.*

College SD: *This is a remarkable document that will shape our governing strategy for years to come. Thank you! Between you and Mariana I am over the moon about how many Bobcat stakeholders you were able to reach. I also think your note documents beautifully what Superintendent Donner accomplished in her tenure and the very high stakes of finding a candidate that can continue to build. Understanding College School District usually takes years, and you did it in a couple of weeks. I am excited for the next part of the process. Thank you again Bill.*

Corcoran USD: *We greatly appreciate how poised and supportive [Juan Garza] was with all our efforts as he guided us through the search. Working with [Leadership Associates] has been very enjoyable and we learned a lot.*

East San Gabriel Valley SELPA: *Thank you for assisting in getting us a great leader. He is collaborative, understanding of every member, parent's needs, inclusive of students, proactive, compassionate, and caring."*

East Whittier City SD: *Thank you for appointing Sandy Sanchez Thorstenson and Marc Ecker to supervise and coordinate our superintendent search. They ran the interviews like clockwork with plenty of time for reflection of each candidate at the end of the interview. We were presented with six outstanding candidates. It was challenging to decide which of them was the best fit for our District. We are confident that our choice of superintendent is that best choice. We were delighted to work with Sandy and Marc and will gladly recommend them as the premier search team.*

Encinitas Union: *Leadership Associates has years of experience in working with districts throughout California and their expertise was clearly evident when they provided us with an outstanding field of candidates. Their networking resources are unparalleled.*

Eureka City Schools: *Leadership Associates persevered and actively recruited candidates suitable for our unique location. Their combined knowledge and experience were invaluable. It had been 13 years since our district's last superintendent search, and they supported our board throughout the entire process.*

Evergreen SD: *Leadership Associates did an excellent job in our recent Superintendent Search process. This was the first time that our district has ever engaged in an external search process, and I found it much more rewarding and less stressful because of the superb support of Eric and Fred.*

Fairfield-Suisun USD: *Penny, David and Eric - I wanted to share that I am so grateful for the processes and organization that you have in place! The four months were a bit stressful, but your timelines, clear documentation, and checklists made it so easy to follow along and complete all the tasks on time. Your processes were transparent and accurate. We ALWAYS knew where we stood and what the next steps were. You all were timely and honest in your responses to our questions as well. I know that I felt I was a part of your team. Thank you for perfecting this process and following it to the letter! MP, Executive Assistant*

Folsom-Cordova USD: *Leadership Associates received applications from California as well as other states in the country. They performed in-depth reference checks that resulted in a list of outstanding candidates to interview. Without their services as recruiters, we would not have had the rich field of candidates from which we eventually selected our new superintendent.*

Fort Bragg USD: *Leadership Associates brought to the search an impressive wealth and breadth of experience and contacts from large and small, urban and rural, coastal and inland school districts. Leadership Associates listened to us and recognized that although we are a small, rural district, we have high, twenty-first century goals for our kids.*

Fountain Valley SD: *Dennis and Peggy - We are so grateful for your service. Thank you for helping to make our lights shine strong in Fountain Valley!*

Fowler USD: *Leadership Associates was completely thorough from their initial proposal to the Board, through the actual hiring of a successful superintendent candidate. The communication to all members of the Board and the designated District contact was exemplary throughout the process. Parents/community members/staff felt very comfortable sharing with Leadership Associates representatives the various traits valued in our next Superintendent. The on-line survey they utilized was especially helpful for members of the community and parents, as it gave them an opportunity for their voice to be heard if they were unavailable to schedule a meeting in person.*

Fremont USD: *Thank you all so much for your support and diligent work finding a great pool of candidates and helping us to select the best of the best.*

Fresno USD: *Thank you to Leadership Associates for all your assistance in the process. As you know, only two of us were on the Board the last time a Superintendent was hired and at that time, there was no search process. It was invaluable to have the assistance of a team that has experience in the selection of a Superintendent.*

Fullerton SD: *Our Board was especially appreciative of the professional manner in which Leadership Associates reached out in a meaningful way to the educational community and listened to the direction of the Board of Trustees. I highly recommend Leadership Associates to any board seeking to conduct a thorough and in-depth superintendent recruitment and selection process.*

Irvine USD: *Thank you all for your time and your diligence in our superintendent search . The process led us to the best candidate to serve Irvine USD. It also gave us all a tremendous amount of insight into the district not only with the survey but with the depth of discussion prioritizing what I was looking for as well as the governance team was looking for in a superintendent ! Again, thank you for leading the process!.*

Kentfield: *Each of us is grateful for your great work on the search for Kentfield. we could not be more pleased by the thoughtful and extremely thorough search process. We particularly appreciated your flexibility, responsiveness, and creativity with the search over the past several weeks. Quite simply, you never skipped a beat with the search process, despite a global pandemic looming in the background. If there is ever a potential client on the fence about hiring you guys have them call me. They would be lucky to have you guys in their corner.*

Lake Elsinore USD: *Thank you all so much for your guidance and expertise in leading the search. It will be very difficult to replace our superintendent. However, we are certainly headed down the right path in Lake Elsinore Unified thanks to your support!*

Lucia Mar USD: *Thank you to Leadership Associates, especially Phil Quon and Fred Van Leuven, for leading our district through a professional and successful superintendent search. Your pre-search activities, outreach, screening, organization of materials and leadership was outstanding. We found our new superintendent and are confident we found a perfect fit."*

Mt. Pleasant ESD: *At every step of the way we found the services of the staff at Leadership Associates to be responsive to the specific needs of our district and the rapidly changing circumstances surrounding the [COVID-19] crisis. I highly recommend the services of Leadership Associates and specifically Eric Andrew and David Verdugo.*

Newport Mesa USD: *Thank you and your team for helping us with our search to ultimately find our new Superintendent! We were all impressed with the timeliness and thoroughness of the search performed by Leadership Associates. Your initial schedule was followed to the day, and we are all so appreciative of your professionalism in ultimately bringing Wes [Smith] to NMUSD. Additionally, your support in finding our Interim superintendent made the perfect addition to NMUSD for the 2-month bridge. The transition was seamless!*

Oak Park USD: *Thank you for a truly outstanding search process and for accommodating our requests to ensure we felt heard and supported throughout. We are beyond thrilled with the outcome. We appreciate your wisdom, guidance and professionalism. It has been a true pleasure working with you both. Oak Park Board of Education.*

Oceanside USD: *Their work with our administrative staff, our teachers, classified staff, and our community groups was excellent. They received praise for this work throughout our community. Our principals and central office staff were treated with utmost respect, and they were very complimentary of the professionalism of this search firm.*

Orange USD: *I want to commend you and your team for your professionalism and dedication throughout the superintendent search process. The timeline was transparent, well-structured, and clearly communicated and it is clear why your firm is recognized as a leader in the field. I appreciate all your diligence and hard work in finding such great candidates. We were fortunate to have an incredible pool to choose from. I think Rachel is a star and will really bring a fresh perspective to OUSD. I am sure all the other board members share my gratitude and were equally impressed with the process Board President*

Oroville UHSD: *It has been an absolute pleasure to work with Rich Fischer and Tom Changnon of Leadership Associates. They are highly organized, knowledgeable, accessible, personable and have numerous outstanding contacts. They took the time to get to really know our community and district so as to know candidates who would be a good fit for us.*

Palo Alto USD: *We recognize the selection of a superintendent is the most important decision we make as a school board, Leadership Associates designed an effective process to get to know us and to meet our needs - including recruiting candidates who were not looking for a new position. Not only does Leadership Associates bring an incredible wealth of experience and competence to the task, they also are so personally engaging and professional that it makes the process most pleasant.*

Panama-Buena Vista SD: *Leadership Associates is well connected throughout the state. The process from beginning to end was well communicated and very organized. Leadership Associates is literally a "who's who" of educators in the state. A successful superintendent search and hiring was our goal and Leadership Associates delivered!*

Placentia-Yorba Linda USD: *Your diligence, patience, professionalism, and the confidential manner in which you conducted the search were exemplary. Indeed, one would be hard pressed to find a team to match the level of expertise and recognition within the professional learning community which you so ably employed on our behalf.*

Plumas USD: *I thoroughly enjoyed working with Rich and Tom. They provided guidance throughout the entire process. Both were committed to ensuring we had the most qualified candidates based on our district's needs. They took the time to understand the needs of the district, board, communities, and parents. They helped us to trust the process and our decision-making process. Selecting a superintendent is one of the most important decisions boards make. I was happy to have Rich and Tom offering support, encouragement, and advice.*

San Ramon Valley USD: *Thank you for your invaluable help in finding the right candidate. I am confident this is a great match. I am grateful for everything that you did to make it possible.*

Santa Maria JUHSD: *Great candidates! Appreciate your thorough vetting; best work yet for this district. My first-choice search firm does it again!!*

Standard SD: *Leadership Associates had regular communications with the board and dependably delivered on each step in our timeline. Trust in the process was a result of Leadership Associates' extensive experience and in the actions and care.... while respecting the role of trustees as the decision makers of the district.*

Summerville JUHSD: *Thank you for all the work you and the firm have completed. We know we were demanding because we have a really involved community. But you just moved forward and got the job done Great work!! We will highly recommend your service to any District in our County.*

Tehachapi USD: *The process that Leadership Associates provided to TUSD was amazing. Your team was so professional and efficient, everything was in place to guide us in our success for our new superintendent. Thank you to Leadership Associates for the thoroughness and diligence of their consultants, Blanca Cavazos and Juan Garza, that were used in our successful search for a new superintendent. Both of them were extremely professional and polished in all aspects of the search. They took the time for a full day of sessions with various groups in Tehachapi to find the qualities they wanted in the new superintendent and with that information developed a job description for applicants to see. Their advice to our trustees was seriously considered and any input from us was used. We enthusiastically recommend Leadership Associates!*

Tustin USD: *I cannot say enough good things about the work that Leadership Associates performed for us. The most recent time was in the fall of 2020 when we needed to fill our Superintendency given the retirement plans of our previous Superintendent. We are very pleased with Dr. Mark Johnson, our new Superintendent, who is still with us. I expect he will be with us for about 10 years, as was our previous Superintendent, Dr. Greg Franklin. You cannot go wrong working with Leadership Associates. They are so professional, and people who would not risk asking about your position WILL seek them out for information because they are known to be of such integrity and reputation. Of course, the Board must do their work as well – but if they do so in partnership with Leadership Associates and were other than 100% satisfied at the end, I would personally be shocked. They are that good.*

University Preparatory School: *Leadership Associates was constantly available to us. Leadership Associates brought much more than guidance and experience; (the consultant) brought genuine kindness, creative vision and integrity that underpin all great endeavors. I highly recommend Leadership Associates.*

Walnut Valley USD: *Not only are they consummate professionals, but their process in conducting the search was impeccable – from soliciting input from the Board and community members to developing personal and professional profiles, to screening the applicants to recommending the final candidates, to helping the Board finalize the main hiring points for our new superintendent.*

West Contra Costa SD: *I've had the opportunity to work with Leadership Associates on two superintendent searches and recommend them. They believe in public education and are deeply committed to finding the best candidate for your particular district. Their outreach to both board and community is excellent, ensuring a thorough understanding of the district's needs. They are thoughtful, well-prepared, and willing to invest the time it takes..*

Wiseburn SD: *Thank you for your thoughtful leadership and guidance in the process. It was an absolute pleasure meeting you, getting to know you and working with you. I think we made two excellent choices in Leadership Associates and Dr. Blake Silvers.*

LEADERSHIP ASSOCIATES
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REFERENCES

BURBANK UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH

	DISTRICT NAME AND ADDRESS	CONTACT NAME	TITLE	PHONE	EMAIL
1	Irvine USD 5050 Barranca Pkwy Irvine, CA 92604	Katie McEwen	Board President	(714) 402-7880	katiemcewen@iusd.org
2	San Ramon Valley USD 699 Old Orchard Dr Danville, CA 94526	Susanna Ordway	Board Vice-President	(925) 552-2933	sordway@srvusd.net
3	Lompoc USD 1301 N A Street Lompoc, CA 93436	William "Franky" Caldeira	Board President	(805) 742-3320	Caldeira.william@lusd.org
4	West Contra Costa USD 1108 Bissell Ave Richmond, CA 94801	Leslie Reckler	Board President	(510) 408-6123	leslie.reckler@wccusd.net
5	Corona-Norco USD 2820 Clark Avenue Norco, CA 92860	Mary Helen Ybarra	Board Clerk	(951) 736-5010	Mary.ybarra@crusd.k12.ca.us

LEADERSHIP ASSOCIATES
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FEE AND SUMMARY OF SERVICES

BURBANK UNIFED SCHOOL DISTRICT
SUPERINTENDENT SEARCH

TOTAL FEE TO CONDUCT SEARCH: $32,500, all-inclusive

This fee includes:

- All expenses incurred by consultants
- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications)
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report, including online survey
- Coordination of logistics of the search:
  - scheduling appointments
  - notification of unsuccessful candidates
  - scheduling community visit
- Assisting in the development of interview questions and supporting the Board with the interview process
- Assisting the Board's administrative assistant throughout the process with templates, online posting updates and sample agenda language
- Acting as an advisor to the Board of Education
- Assisting the new superintendent and Board through transition and community verification visit, if conducted
- The above search cost is an all-inclusive cost for all services outlined. If at the request of the Board, additional services are requested, there may be an added cost.
- Should the superintendent leave within two years, Leadership Associates will conduct a new targeted search identifying specific qualified candidates for administrative overhead costs, (approximately 25% of the original search fee), provided the Board majority has remained the same and the Board had established annual goals for the superintendent and conducted an initial six-month performance review and annual written evaluations.

SAMPLE SERVICES AGREEMENT

LEADERSHIP ASSOCIATES
www.leadershipassociates.org
449 W. Foothill Blvd., #427
Glendora, CA 91741
(916) 520-4951

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this ____ day of December 2025 between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and BURBANK UNIFIED SCHOOL DISTRICT, hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will conduct a Superintendent search, as delineated in the proposal.

The District agrees to pay the Contractor THIRTY-TWO THOUSAND FIVE HUNDRED DOLLARS ($32,500) for services provided. Payment is to take place in two increments: (1) $16,250 upon completion of educational partner input, and (2), $16,250 upon selection of a finalist. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

Remittance payable/forwarded to: Leadership Associates
Attn: Betty Hall
449 W. Foothill Blvd., #427
Glendora, CA 91741

The Contractor is to perform the above services beginning December__, 2025.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, 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. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR: LEADERSHIP ASSOCIATES Taxpayer ID#: 68-038 3653	DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT
By: _____	By: _____
Name: Betty Hall	Name: _____
Dept: Fiscal Services	Title: _____
Date: _____	Date: _____

SAMPLE

LEADERSHIP ASSOCIATES
California's Premier Executive Search & Leadership Development Firm

FEE AND SUMMARY OF SERVICES

BURBANK UNIFED SCHOOL DISTRICT
SUPERINTENDENT SEARCH

TOTAL FEE TO CONDUCT SEARCH: $32,500, all-inclusive

This fee includes:

- All expenses incurred by consultants
- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications)
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report, including online survey
- Coordination of logistics of the search:
  - scheduling appointments
  - notification of unsuccessful candidates
  - scheduling community visit
- Assisting in the development of interview questions and supporting the Board with the interview process
- Assisting the Board's administrative assistant throughout the process with templates, online posting updates and sample agenda language
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- The above search cost is an all-inclusive cost for all services outlined. If at the request of the Board, additional services are requested, there may be an added cost.
- Should the superintendent leave within two years, Leadership Associates will conduct a new targeted search identifying specific qualified candidates for administrative overhead costs, (approximately 25% of the original search fee), provided the Board majority has remained the same and the Board had established annual goals for the superintendent and conducted an initial six-month performance review and annual written evaluations.

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Glendora, CA 91741

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Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, 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. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

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By: _____	By: _____
Name: Betty Hall	Name: _____
Dept: Fiscal Services	Title: _____
Date: _____	Date: _____

SAMPLE

McPherson Jacobson, LLC

EXECUTIVE RECRUITMENT AND DEVELOPMENT

Superintendent

Search Services Technical Proposal for

Burbank Unified School District

Burbank, California

November 2025

BETTER BUSINESS BUREAU® INTEGRITY AWARD 2015 WINNER

Phone: 888-375-4814
Email: mail@macnjake.com
Website: www.macnjake.com

CSBA BUSINESSaffiliate

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Cover Letter/ Introduction

MCPHERSON JACOBSON, LLC
EXECUTIVE RECRUITMENT & DEVELOPMENT
11725 ARBOR STREET, SUITE 220 ♦ OMAHA, NEBRASKA 68144 ♦ 402-991-7031/888-375-4814
FAX: 402-991-7168 ♦ EMAIL: MAIL@MACNJAKE.COM ♦ WEBSITE: WWW.MACNJAKE.COM

November 5, 2025

Board of Education
Burbank Unified School District
1900 W. Olive Ave
Burbank, California 91506

Thank you for the opportunity to respond to your RFP #2526-007. The enclosed proposal describes the professional services McPherson & Jacobson, L.L.C. will provide **Burbank Unified School District** in ensuring your superintendent search secures quality leadership for the district.

Vendor Identification
McPherson & Jacobson, L.L.C.
11725 Arbor St Suite 220
Omaha, Nebraska 68114
Phone:402-991-7031/888-375-4814
Website: www.macnjake.com

Contact Persons
Dr. Norm Ridder, Owner/CEO
Email: norm_ridder@macnjake.com
Office: (888) 375-4814

Home Office:
Amy Coleman, Business Manager
Email: mail@macnjake.com
Phone: 402-991-7031/888-375-4814

Qualifications Related to the Scope of Work
McPherson & Jacobson is a nationally recognized education leadership search firm that has partnered with governing boards since 1991. As a **California School Boards Association Business Affiliate**, we have successfully conducted hundreds of superintendent searches statewide, including recent searches in Antioch, Fresno, Folsom-Cordova, and Los Banos Unified School Districts.

Our proven **five-phase superintendent search process** emphasizes stakeholder engagement, equity, and transparency while allowing the Board to maintain full control over every decision. Our California consultants bring deep regional expertise and community understanding to ensure a process that identifies and recruits the highest-quality leadership for the Burbank Unified School District.

Proposal Validity Statement
McPherson & Jacobson affirms that this proposal shall remain valid and binding for a period of **no fewer than one hundred eighty (180) days** from the proposal opening date.

Sincerely,

Dr. Norm Ridder by AJC

Owner, McPherson & Jacobson L.L.C.

Executive Summary

McPherson & Jacobson L.L.C. provides a comprehensive search process. Below are some of the highlights of our process:

- Our process is comprehensive and provides critical support for the most time-consuming aspects of recruiting and screening the candidates, so the board can focus on interviewing and selection.
- Our team of consultants, working in conjunction with the board and diverse educational partner groups you identify, will implement a systematic, comprehensive process culminating in the hiring of the most qualified candidate for your district.
- We take the entire board through a consensus decision-making process to identify the top criteria for the selection of the new superintendent.
- Transparency is a hallmark of our protocol. Educational partner participation emphasizes the transparency of our process. We meet with groups to ensure broad-based educational partner input in the selection process. In addition, we provide an online survey to reach out to anyone who cannot attend an educational partner meeting. The consultants will present a comprehensive written report to the board, which includes all of the comments recorded during the input sessions.
- McPherson & Jacobson's consultants actively recruit candidates that meet the selection criteria. If desired, we will recruit non-traditional candidates.
- Applicant confidentiality is important to attract top candidates. Names remain confidential until the board selects their finalists.
- The consultants will read all of the completed files submitted by applicants and evaluate them against the selection criteria.
- The consultants will conduct reference checks until they have complete knowledge of the applicant's strengths and weaknesses. The consultants will pre-interview applicants to be submitted on the shortlist. In-depth background checks (criminal, financial, and educational degree verification) are conducted on the candidates selected by the board to be interviewed.
- We will continue to work with your school district until a superintendent is hired and in place.
- Phase V provides a continued commitment to work with your board and new superintendent for one year. We will help you collaboratively establish annual performance objectives for the new superintendent's first year. Evidence from previous searches shows this phase to be very positive as it fosters a good transition.
- We are so confident of our ability to identify the district's criteria, recruit, and screen applicants against those criteria, and assist during the transition period, that we guarantee our service.

Our mission is to ensure your search results in quality leadership for education excellence.

B) Vendor Profile

1. Company Background

- **California School Boards Association Business Affiliate**

  McPherson & Jacobson is a **CSBA Business Affiliate**. Our California consultants conduct all our searches in California. Your district will benefit from consultants familiar with California, while also having a national outreach to outstanding applicants.

- **Leading National Search Firm**

  McPherson & Jacobson, L.L.C. has been conducting national searches for governing boards since 1991. The firm has placed **over 1,000 superintendents** and other officials in public and non-profit organizations across the United States. **McPherson & Jacobson is one of the leading national superintendent search firms.**

- **Nationwide Network of Experienced Consultants**

  McPherson & Jacobson has **over 130 consultants** across the nation. **One third** of McPherson & Jacobson consultants are minorities or female. Our diverse group of consultants has extensive backgrounds in education and public service including current and former superintendents, assistant superintendents, university professors, and school board members. **Almost seventy percent** have a doctorate degree. Their diversity and expertise ensure your search results in quality leadership for education excellence.

- **Sustainability in Leadership**

  Waters and Marzano review of 3.4 million students' achievement scores found that Superintendents' tenure is positively correlated with student achievement.

  Organizations using the McPherson & Jacobson protocol have enjoyed sustainability of leadership. Over the last five years, **almost eighty percent** of administrators are in the position for which they were hired. **Almost sixty percent** of administrators are still in the position for which they were hired within the past ten years. **Over forty percent** of the administrators selected by governing boards within the past 15 years continue in the position for which they were hired.

McPherson & Jacobson, L.L.C. Non-Discrimination Policy

McPherson & Jacobson, L.L.C. is dedicated to serving school districts by supporting all candidates regardless of cultural and ethnic diversity.

As an organization, we are committed to equitable practices that will ensure equal access for all candidates. This commitment means that success will not be predicted nor predetermined by race, ethnicity, socioeconomic status, cognitive/physical ability, language, marital status, gender, sexual orientation, gender identity, disability, or religion.

Every decision McPherson & Jacobson, L.L.C. makes will be committed to the following foundational beliefs:

1. Consultants share the moral imperative and collective ownership to identify and eliminate disparities to ensure all candidates have an equal opportunity regardless of their race, ethnicity, socioeconomic status, cognitive/physical ability, language, marital status, gender, sexual orientation, gender identity, disability, or religion;
2. Eliminate barriers in recruitment, hiring, retention, and internal processes;
3. Utilize culturally relevant practices that do not discriminate based upon language, marital status, gender, sexual orientation, gender identity, cognitive/physical ability, or religion;
4. Promote catalytic leadership for educational and community partners;
5. Support the continuing development of all personnel with a focus on their mindset, beliefs, knowledge, and skills, including an understanding of implicit bias and racial identity;
6. Incorporate the voices, cultures, and perspectives of diverse students, families, and communities into decision making to create a sense of belonging for all;
7. Support and comply with State and District policies.

Applicant Diversity

While McPherson & Jacobson does not represent candidates, we keep a data bank of quality candidates. Once a board identifies the characteristics it desires in its new superintendent, the consultants from McPherson & Jacobson, L.L.C. will identify and aggressively recruit, on a national level, candidates who match the board's identified criteria.

We use our nationwide consultant network to track the careers of successful administrators. We also work closely with universities, colleges, and professional organizations that represent and promote minority and female applicants.

For the past five years, approximately **one-third** of our applicants have been female and almost **one-fourth** of our applicants have been ethnically diverse.

In the past ten years, **one-third** of the boards we have represented have placed women or ethnically diverse candidates.

2. Size and Scope of Operations

McPherson & Jacobson operates as a **national firm** serving clients across the United States, with consultants strategically located in multiple states. Our organizational structure enables us to provide local insight with national reach offering each client a customized, community-focused process supported by the full resources of a national organization.

3. Office Locations and Contact Information

The firm's corporate headquarters is located at:

McPherson & Jacobson, L.L.C.
11725 Arbor St, Suite 220
Omaha, Nebraska 68114
Phone: 402-991-7031 / 888-375-4814
Website: www.macnjake.com

Mr. Ben Johnson II -Lead Consultant
Phone: 951-316-9615
Email: b_johnson@macnjake.com

Dr. Julie Vitale-Consultant
Phone: 909-239-6493
Email: j_vitale@macnjake.com

4. Professional Resources and Expertise

McPherson & Jacobson employs a network of over 100 experienced consultants across the United States. Each consultant brings extensive leadership experience as superintendents, assistant superintendents, and other senior education administrators. This depth of professional expertise allows us to tailor search processes to the unique needs of each client, ensuring robust stakeholder engagement, inclusive candidate recruitment, and evidence-based evaluation practices.

5. Key Team Members

Biographies

Mr. Ben Johnson II-Lead Consultant



Mr. Ben Johnson II joined McPherson & Jacobson in 2014.

Since 2022, Mr. Johnson has served as a board member for the Riverside County Board of Education. From 1995 to 2017, he served on the Alvord Board of Trustees, Corona, California. During that time, the district experienced positive advances in academics and facility improvement at all school sites in the district.

In addition to his service as an Alvord Trustee, Mr. Johnson has a legacy serving his local community. He is a committed citizen who has established himself with a distinguished record of volunteer and community service efforts. His dedicated volunteerism earned him recognition as the recipient of the Outstanding Citizen Award for Riverside County, and the Volunteer of the Year Award from the JC Penney Points of Light Program.

Mr. Johnson has served in a variety of leadership and service roles including the Riverside Community Health Foundation, Board of Directors for Big Brothers Big Sisters, Parkview Hospital's Citizen Advisory Committee, Vice-Chair of both the Human Relations Committee and the City of Riverside Charter Review; a member of the Riverside Blueprint for Diversity, Raincross Group, a member of the Board of directors for the Youth Service Center; Director of Homeless Outreach and President of the Sigma Alpha Epsilon Alumni Association.

Mr. Johnson earned his bachelor's degree from the University of California at Irvine. He has over 20 years of leadership development, recruiting/staffing, and teambuilding.

Mr. Johnson has participated in the following California searches, serving as lead consultant for a majority of them, Cold Spring School District, Ventura Unified School District, Saugus Union School District, Hemet Unified School District, Santa Barbara Unified School District--Chief Technology Officer, Santa Barbara Unified School District, Hacienda La Puente Unified School District, Oxnard Union High School District, Santa Paula Unified School District, Santa Ynez Valley Union High School District, Oakley Union Elementary School District, Central Union High School District, Soledad Unified School District, Sonoma Valley Unified School District, Glendale Unified School District, Sausalito Marin City School District, Stockton Unified School District, and San Bernardino City Unified School District. He was also actively involved in the Senior Director of Diversity, Equity and Inclusion Search for ACSA.

Dr. Julie Vitale-Consultant



Julie A. Vitale, Ph.D. serves as the Superintendent of the Oceanside Unified School District. Dr. Vitale has held the positions of assistant superintendent, director, high school principal, coordinator, assistant principal, and teacher. Dr. Vitale earned her Ph.D. in Urban Educational Administration from Claremont Graduate University. She earned a Master of Arts in Educational Administration from California State University San Bernardino and a Master of Arts and Bachelor of Arts from the University of LaVerne. Dr. Vitale has taught for

Concordia University since 2007 and assisted with the design of their Ed.D. Program. In 2015, Dr. Vitale was named as the Western Riverside County Association of School Managers Superintendent of the Year. Claremont Graduate University (CGU) honored her as a Sally Loyd Casanova Distinguished Alumni Panelist in 2017 and in 2022 CGU honored Dr. Vitale with their Urban Leadership Alumni Achievement Award. The San Diego County Office of Education awarded Dr. Vitale with their Lighthouse Award as an Equity Champion in 2021. The Equity Champion award goes to a community leader who encompasses the light necessary for people to come together and create multiple opportunities for all students and families in pursuit of equitable outcomes and opportunities. She serves on the Governing Board for AASA (The School Superintendents Association) and as an AASA mentor to Aspiring Female Superintendents. Additionally she served on the Governing Board for the Association of California School Administrators (ACSA). Dr. Vitale was instrumental in the creation of the inaugural Lead with Pride Summit, sponsored by ACSA and served as the conference chair. The conference was the first of its kind focused on creating safe and affirming spaces for LGBTQ+ students and staff. She also served as the Chair for the San Diego County Office of Education LGBTQ+ Advisory Committee. In June of 2022, Dr. Vitale was the keynote speaker for the North County LGBT Center's Pride by the Beach celebration. Most recently Julie received the Resilient Leader Award from the Education Research Design Institute (ERDI) for her courage in the face of adversity. Dr. Vitale has presented at national, state, and local conferences and is published on various topics including: creating affirming schools for LGBTQ+ students and staff, whole system reform, and courageous leadership.

Resumes

Ben Johnson II
Riverside, CA
Email: b_johnson@macnjake.com
Phone: 951-316-9615

Educational Background

B.A.	University of California, Irvine, CA	Psychology

Professional Experience

Dates			Title	Company	Location
2021	to	Present	CEO	Bow Tie Consulting	
2017	to	Present	Regional Care Lead	UCB BioPharma	Smyrna, GA
2014	to	Present	Consultant	McPherson & Jacobson, L.L.C	Omaha, NE
2014	to	2017	Vice-President of Business Development	The Audit Group	
2013	to	2014	Regional Vice-President (Spend & Clinical Management)	Medassets	
2011	to	2013	Director of Healthcare West Regional Sales Manager	Workflow One	Ontario, CA
2010	to	2010	Regional Sales Manager	Pacificord Bio-Tech	Irvine, CA
1997	to	2010	District Sales Manager	Sanofi-Aventis U.S.	Bridgewater, NJ
1995	to	1997	Field Sales Trainer	Sanofi-Aventis U.S.	Bridgewater, NJ
1993	to	1995	Senior Sales/ Institutional Sales	Sanofi-Aventis U.S.	Bridgewater, NJ
1989	to	1993	Sales Representative	Sanofi-Aventis U.S.	Bridgewater, NJ

Community/Service/Fraternal Organizations

Name of Organization	Dates			Offices Held
Riverside County Board of Education	2022	to	Present	Board Member
Riverside Community College District Foundation Board of Directors	2020	to	Present	Member

California Baptist University	2020	to	Present	Dean's Community Advisory Council
Sigma Alpha Epsilon: National Board of Directors	2019	to	Present	Member
Parkview Community Hospital Advisory Committee	2012	to	Present	Member
Riverside Community Health Foundation	2007	to	Present	Board of Directors
Alvord Unified School District	1995	to	2017	President Alvord Board of Education
S. Cal Sigma Alpha Epsilon Alumni Association	1993	to	2019	Advisory Board

Julie Vitale Ph.D.

Oceanside, CA 92057
Email: j_vitale@macnjake.com
Phone: 909-239-6493

Educational Background

Ph.D.	(2005)	Claremont Graduate University	Urban Education Administration
M.A.	(1998)	California State University	Educational Administration
M.A.	(1993)	University of LaVerne	Education/ Counseling
B.A.	(1991)	University Of LaVerne	History

Professional Experience

Dates			Title	District	Location
2023	to	Present	McPherson & Jacobson, L.L.C.		Omaha, NE
2018	to	Present	Superintendent	Oceanside Unified	Oceanside, CA
2007	to	Present	Adjunct Professor	Concordia University	Irvine, CA
2013	to	2018	Superintendent	Romoland School District	Menifee, CA
2010	to	2013	Assistant Superintendent	Monrovia Unified	Monrovia, CA
2010	to	2010	Director, Student Services	Corona-Norco Unified	Corona, CA
2005	to	2010	High School Principal	Corona-Norco Unified	Corona, CA
2002	to	2005	Coordinator	Corona-Norco Unified	Corona, CA
1998	to	2002	Assistant Principal	Corona-Norco Unified	Corona, CA
1992	to	1998	Teacher/AVID Coordinator	Corona-Norco Unified	Corona, CA

Professional Organization Memberships

Name of Organization
The School Superintendents Association
National Superintendents Roundtable
Association California School Administrators
National Suburban Superintendents Association
Education Research & Development Institute

Professional Recognition/Awards

Date	Name of Award	Awarding Organization, Committee, etc.	State
	Voice4Equity	Equity Warrior Award	
	NCLGBT Center	Ambassador Award	
2023	Outstanding Leader	MAAS	
2023	Superintendent to Watch	CALSPRA	
2022	Urban Leadership Alumni Achievement Award	Claremount Graduate University	
2021	Equity Champion	SDCOE	
2017	Distinguished Alumnus	Claremount Graduate University	
2015	Superintendent of the year	Western Riverside County Assoc. of School Managers	
2002	Diamond Jubilee Outstanding Educator recipient	University of LaVerne	
2024	Ambassador Award	North County LGBTQ Resource Center	
2025	Resilient Leader	ERDI	

Community/Service/Fraternal Organizations

Name of Organization	Offices Held (if applicable)
AASA	Executive Committee
ACSA	Board Member and Executive Committee
San Diego County Office of Education LGBTQIA+	Advisory Council Committee Chair
AASA Aspiring Superintendents	Mentor
Lead with Pride	Inaugural Conference Chair
Oceanside Chamber of Commerce Board of Directors	Advisory Member
North Coastal Consortium for Special Education	Board of Governors- Member
ACSA Region 18	Vice President Superintendent Council
CSBA Superintendent	Advisory Council
Women Educational Leadership	Board Member
Schools First Federal Credit Union	Advisory Board
Center for Culturally Proficient Education Practice	Advisory Board
ACSA Region 19	Vice President Legislative Action

6. California Searches Conducted by McPherson & Jacobson, L.L.C.

Albany Unified School District, Berkeley
Search Year: 2018/19, Enrollment: 3,714

Alisal Union School District, Salinas
Search Year: 2015/16, Enrollment: 9,000
Search Year: 2019/20, Enrollment: 9,000

Alpine Union School District, Alpine
Search Year: 2015/16, Enrollment: 1,700

Antioch Unified School District, Antioch
Search Year: 2024/25, Enrollment: 16,045

Alum Rock Union Elemenary School District, San Jose
Search Year: 2023/24, Enrollment: 7,500

Anderson Union High School District, Anderson
Search Year: 2018/19, Enrollment: 1,800

Association of California School Administrators (ACSA)—Sr. Director of Diversity, Equity and Inclusion, Sacramento
Search Year: 2022/23

Bakersfield City School District, Bakersfield……
Search Year: 2025/2026

Benicia Unified School District, Benicia
Search Year: 2014/15, Enrollment: 5,000

Berkeley Unified School District—Executive Director for Special Education, Berkeley
Search Year: 2017/18, Enrollment: 10,000

Calexico Unified School District, Calexico
Search Year: 2017/18, Enrollment: 8,966

Calaveras Unified School District—Chief Business Officer, San Andreas
Search Year: 2024/25, Enrollment: 2,900

Central Unified School District, Fresno
Search Year: 2021/22, Enrollment: 15,000

Central Union High School District, El Centro
Search Year: 2021/22, Enrollment: 4,116

Cold Spring School District, Santa Barbara
Search Year: 2016/17, Enrollment: 175

Conejo Valley Unified School District, Thousand Oaks
Search Year: 2014/15, Enrollment: 19,500

Davis Joint Unified School District, Davis
Search Year: 2021/22, Enrollment: 8,300

Davis Joint Unified School District—Associate Superintendent for Instructional Services, Davis
Search Year: 2022/23, Enrollment: 8,300

Del Norte Unified School District—Executive Director of Special Education, Crescent City
Search Year: 2022/23, Enrollment: 3,600

Denair Unified School District, Denair
Search Year: 2017/18, Enrollment: 1,500

Duarte Unified School District, Duarte
Search Year: 2025/2026, Enrollment: 2,950

El Monte Union High School District, El Monte
Search Year: 2014/15, Enrollment: 9,500

Elk Grove Unified School District, Elk Grove
Search Year: 2014/15, Enrollment: 62,000

Evergreen Elementary School District, Elk Grove
Search Year: 2021/22, Enrollment: 9,260

Fallbrook Union High School District, Fallbrook
Search Year: 2013/14, Enrollment: 2,600
Search Year: 2018/19, Enrollment: 2,200

Folsom Cordova Unified School District, Rancho Cordova
Search Year: 2023/24, Enrollment: 21,000

Fort Sage Unified School District, Herlong
Search Year: 2016/17, Enrollment: 180

Fresno Unified School District, Fresno
Search Year: 2024/25, Enrollment: 71,480

Glendale Unified School District, Glendale
Search Year: 2014/15, Enrollment: 26,200

Golden Valley Unified School District, Madera
Search Year: 2017/18, Enrollment: 1,950

Gonzales Unified School District, Madera
Search Year: 2021/22, Enrollment: 2,000

Grass Valley School District, Grass Valley
Search Year: 2019/20, Enrollment: 1,500

Gustine Unified School District, Gustine
Search Year: 2014/15, Enrollment: 1,830

Hacienda La Puente Unified School District, City of Industry
Search Year: 2024/25, Enrollment: 22,000

Hacienda La Puente Unified School District, City of Industry
Search Year: 2019/20, Enrollment: 22,000

Hayward Unified School District, Hayward
Search Year: 2021/22, Enrollment: 19,000

Hemet Unified School District, Hemet,
Search Year: 2015/16, Enrollment: 21,000

Howell Mountain Elementary School District, Angwin
Search Year: 2023/24, Enrollment: 100
Johnstonville Elementary School District, Susanville
Search Year: 2015/16, Enrollment: 205

Lakeside Union School District, Bakersfield
Search Year: 2014/15, Enrollment: 1,310

Linden Unified School District, Linden
Search Year: 2020/21, Enrollment: 2,300

Los Banos Unified School District, Los Banos
Search Year: 2025/26, Enrollment: 11,000

Mark Twain Union Elementary School District, Angels Camp
Search Year: 2022/23, Enrollment: 736

Martinez Unified School District, Martinez
Search Year: 2024/25, Enrollment: 3,772

Mount Shasta Union School District, Mt. Shasta
Search Year: 2021/22, Enrollment: 534

Monterey Peninsula Unified School District, Monterey
Search Year: 2024/25, Enrollment: 9,836

Nevada Joint Union High School District, Grass Valley
Search Year: 2017/18, Enrollment: 2,600

New Haven Unified School District, Union City
Search Year: 2016/17, Enrollment: 12,148
Search Year: 2018/19, Enrollment: 12,000

Newark Unified School District, Newark
Search Year: 2019/20, Enrollment: 5,700

Newcastle Elementary School District, Newcastle
Search Year: 2014/15, Enrollment: 796
Search Year: 2022/23, Enrollment: 398

Oakley Union Elementary School District, Oakely
Search Year: 2020/21, Enrollment: 4,900

Old Adobe Union School District, Petaluma
Search Year: 2013/14, Enrollment: 1,700
Search Year: 2019/20, Enrollment: 1,950

Oxnard Union High School District, Oxnard
Search Year: 2015/16, Enrollment: 16,500
Search Year: 2019/20, Enrollment: 16,800

Pacifica School District, Pacifica
Search Year: 2022/23, Enrollment: 3,000

Parlier Unified School District, Parlier
Search Year: 2017/18, Enrollment: 3,435
Search Year: 2019/20, Enrollment: 3,500

Paso Robles Joint Unified School District, Paso Robles
Search Year: 2013/14, Enrollment: 6,500

Penn Valley Union Elementary School District, Penn Valley
Search Year: 2014/15, Enrollment: 700

Piner-Olivet Union School District, Santa Rosa
Search Year: 2019/20, Enrollment: 1,300

Plumas Unified School District, Quincy
Search Year: 2024/25, Enrollment: 1,678

Pollock Pines Elementary School District, Pollock Pines
Search Year: 2015/16, Enrollment: 800

Poway Unified School District, San Diego
Search Year: 2023/24, Enrollment: 35,000

Rancho Santa Fe School District, Rancho Santa Fe
Search Year: 2022/23, Enrollment: 581

Red Bluff Joint Union High School District, Red Bluff
Search Year: 2013/14, Enrollment: 1,622

Richland School District, Shafter
Search Year: 2015/16, Enrollment: 3,504

Riverbank Unified School District, Riverbank
Search Year: 2022/23, Enrollment: 2,400

Roseville Joint Union High School District, Roseville
Search Year: 2017/18, Enrollment: 10,300

San Bernadino City School District, San Bernadino
Search Year: 2022/23, Enrollment: 48,700

San Carlos School District, San Carlos
Search Year: 2020/21, Enrollment: 2,900

San Mateo-Foster City School District, Foster City
Search Year: 2020/21, Enrollment: 11,000

Santa Barbara Unified School District, Santa Barbara
Search Year: 2019/20, Enrollment: 15,000

Santa Barbara Unified School District—Chief Technology Officer, Santa Barbara
Search Year: 2021/22, Enrollment: 15,000

Santa Paula Unifued School District, Santa Paula
Search Year: 2020/21, Enrollment: 5,200

Santa Ynez Valley Union High School District, Santa Ynez
Search Year: 2020/21, Enrollment: 850

Saugus Union School District, Santa Clarita
Search Year: 2017/18, Enrollment: 10,000

Sausalito Marin City School District, Marin City
Search Year: 2015/16, Enrollment: 524
Search Year: 2022/23, Enrollment: 415

Sierra-Plumas Unified School District, Loyalton
Search Year: 2022/23, Enrollment: 400

Sierra-Plumas Unified School District/Sierra County Office of Education, Loyalton
Search Year: 2018/19, Enrollment: 386

Siskiyou Union High School District, Mt. Shasta
Search Year: 2023/24, Enrollment: 555

Siskiyou Union High School District—High School Principal, Mt. Shasta
Search Year: 2022/23, Enrollment: 575

Soledad Unified School District, Soledad
Search Year: 2016/17, Enrollment: 4,800
Search Year: 2020/21, Enrollment: 5,000

Sonoma Valley Unified School District, Sonoma
Search Year: 2020/21, Enrollment: 3,730

S**onora Union High School District,** Sonora
Search Year: 2019/20, Enrollment: 1,000

South Bay Union School District, Eureka
Search Year: 2021/22, Enrollment: 500

South Fork Union Elementary School District, Weldon
Search Year: 2024/25, Enrollment: 344

South Monterey County Joint Union High School District, King City
Search Year: 2022/23, Enrollment: 2,200

Stockton Unified School District, Stockton
Search Year: 2022/23, Enrollment: 33,000

Strathmore Union Elementary School District, Strathmore
Search Year: 2019/20, Enrollment: 773

Travis Unified School District, Fairfield
Search Year: 2023/24, Enrollment: 5,400

Tulare City School District, Tulare
Search Year: 2023/24, Enrollment: 9,300

Vallecito Union School District, Avery
Search Year: 2020/21, Enrollment: 600

Vallejo City Unified School District, Vallejo
Search Year: 2020/21, Enrollment: 11,500

Ventura Unified School District, Ventura
Search Year: 2016/17, Enrollment: 17,000

Washington Unified School District, West Sacramento
Search Year: 2020/21, Enrollment: 7,460

Whittier City School District, Whittier
Search Year: 2021/22, Enrollment: 6,300

Winship-Robbins Elementary School District, Meridian
Search Year: 2013/14, Enrollment: 200

Winters Joint Unifed School District, Winters
Search Year: 2021/22, Enrollment: 1,550

7. Current and Upcoming Engagements (Spring 2026 – Southern California)

McPherson & Jacobson, L.L.C. is currently assisting the **Bakersfield City School District** in Bakersfield, California, with a superintendent search; the application close date for this engagement is to be determined. In addition, the firm recently completed the superintendent search for **Duarte Unified School District** in Duarte, California. Both engagements reflect McPherson & Jacobson's continued commitment to supporting California school districts with comprehensive, transparent, and community centered search processes. Neither of these engagements will impact the proposed timeline or the consultants' full availability to the **Burbank Unified School District** search.

8. Relationships with Burbank Unified School District

Neither McPherson & Jacobson, L.L.C., nor any of its consultants, has any current or prior business or personal relationships with any current or former members of the **Burbank Unified School District Board of Education**, its employees, or agents.

9. Financial and Legal Disclosures

McPherson & Jacobson, L.L.C. is a financially stable, debt-free company. The firm has not filed for bankruptcy, is not engaged in any pending litigation, and has no plans for office closures, mergers, or acquisitions that would affect service delivery.

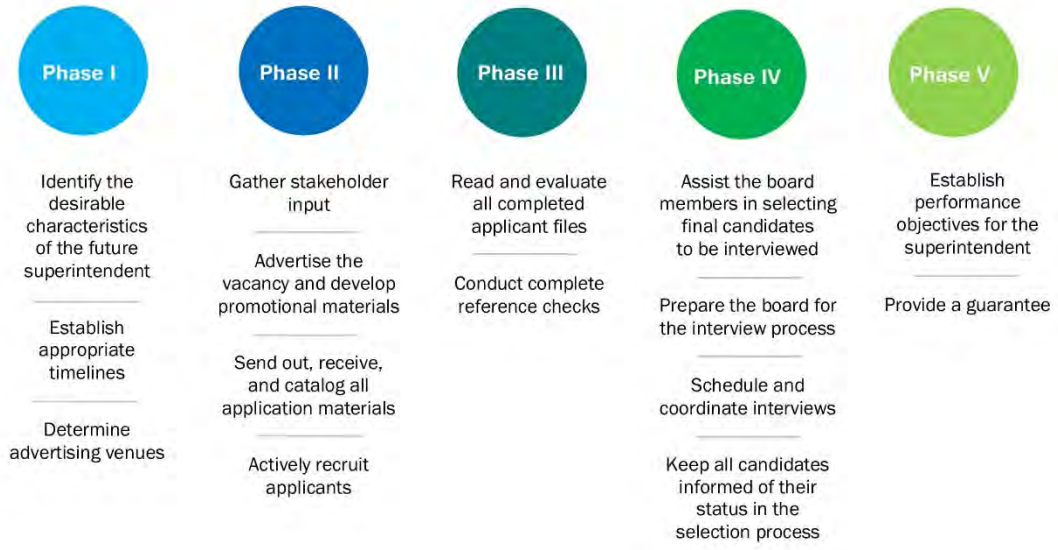
We certify that McPherson & Jacobson, L.L.C. and its principals are not debarred, suspended, or otherwise declared ineligible to contract with any federal, state, or local public agency.

C) Technical Ability to Perform Services

1. Understanding of Requested Services and Work Plan

McPherson & Jacobson, L.L.C. fully understands that the **Burbank Unified School District** is seeking a highly qualified executive search firm to conduct a comprehensive and inclusive superintendent search process. Our approach is designed to ensure transparency, stakeholder engagement, and candidate quality while maintaining strict confidentiality and adherence to established timelines.

Five Phases of a Superintendent Search



Phase I—Initiating the Search Process

- **Using a group process with the board, identify the most important characteristics of the future superintendent.**

  The consultants will assist the board in identifying the most important characteristics the board would like the new superintendent to possess. These characteristics will be used as a template for recruiting and selecting candidates.

- **Establish appropriate timelines and target dates for the selection process.**

  The consultants will prepare a proposed calendar for the search process. Dates for advertising the announcement of vacancy, closing date, dates for interviewing, a target date for selecting the new superintendent, and a date for the new superintendent to begin will be determined.

- **Determine, with the board, appropriate advertising venues.**

The consultants will assist the board in determining the scope of the search. Appropriate media venues (professional journals, trade papers, newspapers, and websites) and associated costs will be presented for consideration.

- **Identify appropriate educational partner groups.**

  The board will identify the various educational partner groups that they want McPherson & Jacobson's consultants to meet with to solicit input into the process.

- **Assist the board in determining compensation parameters.**

  In order to recruit and select top candidates, compensation packages need to be competitive. Our consultants will present data indicating what districts in the same geographic region and similar size are paying superintendents. Whenever possible, they will also present compensation information for districts that recently hired a superintendent. This information is provided for the board's consideration of compensation parameters.

  Final compensation decisions will be determined by the board and the selected candidate.

- **Identify the point of contact for the district.**

  The board will identify an appropriate staff person to work with the consultants to coordinate the logistics of the search. This includes tasks such as assisting with information for the promotional brochure and coordinating details for educational partner input and other meetings within the district.

Phase II—Stakeholder Input, Advertising the Position, Recruiting Applicants

- **Work with the district to schedule the educational partner input meetings.**

  The consultants will work with the district's point of contact to determine the educational partner input schedule and coordinate notifying the educational partners about the meetings.

- **Meet with groups identified by the board to provide educational partner input into the selection process.**

  The consultants will meet with the educational partner groups identified by the board and solicit their input into the selection process. Each group is asked to identify the strengths of the school district and community, the issues facing the new superintendent, and the characteristics they would like to see the new superintendent possess.

  The board chooses which groups it would like the consultants to meet with, but the most common groups include central office administrators, building administrators, teachers, classified staff, students, and community and business groups. The consultants will assist the board in choosing which groups it wishes to include.

For any unable to attend a educational partner meeting, we provide an online version of the questions we ask the groups. At the request of the district, the survey can be available in multiple languages.

The results of the educational partner meetings and online educational partner input are summarized by the consultants and presented to the board.

- **Develop promotional literature and brochures announcing the vacancy *(optional—there is an additional fee for a full-color brochure)*.**

  In order to attract quality applicants, it is important to promote your school system and community. With on-site assistance from the district, the consultants will assist in preparing an announcement of vacancy that highlights the strengths of your school system and community. Our graphic artist will prepare a professional color brochure that highlights the school district and community, including the board's selection criteria, the board members, and the application procedures and timelines.

- **Prepare and place announcement of vacancy.**

  McPherson & Jacobson's staff will prepare and place the announcement of vacancy. It will be sent to the state school board and administrator associations, as well as media venues selected by the board. Additionally, McPherson & Jacobson maintains an interactive website (www.macnjake.com) that allows applicants to access all the application materials and apply online. The website averages over 225,000 hits per month.

- **Develop an application unique to your vacancy that reflects the selection criteria determined by the board.**

  McPherson & Jacobson's staff will create an application form requiring applicants to describe their strengths and experiences relating to each criterion identified by the board. This will be one of the preliminary screening devices used by the consultants when assessing potential candidates.

- **Post application information and notify interested applicants.**

  McPherson & Jacobson's staff contacts potential applicants and manages all the application materials using our online application software. Our office staff handles this task without assistance from your district.

- **Actively recruit applicants who meet the district's needs.**

  While McPherson & Jacobson does not represent candidates, we actively maintain a data bank of quality candidates. Once the board has chosen its selection criteria, we will send the information to all of our consultants across the United States, asking them to nominate candidates who would be a good match. We will encourage those candidates to apply. Some of the best candidates may not be actively seeking another position and will need to be recruited.

McPherson & Jacobson stays current with trends in educational leadership by being an active participant and presenter at national and state education conferences. We participate in Job Central at the American Association of School Administrators conference, the National School Boards Association annual conference, and others such as the AASA Women's Leadership Conference.

- **Confidentiality of Applicants**

  McPherson & Jacobson proposes an open process for the search. We believe public business should be done in public with transparency. We also understand the need for applicants' confidentiality. Our process keeps the names of all applicants confidential until they are named a finalist for the position, at which time the names of the finalists are made public.

  If the board believes that the names of the finalists should be kept confidential until they make their selection, we can do that. This is your search, and we will adapt our process to fit your unique needs.

- **Keep all applicants informed of their status in the selection process.**

  During the application process, McPherson & Jacobson's staff monitors applicants and notifies them of what is still needed to complete the process.

- **Communicate with all Board Members in a timely manner.**

  The consultants will communicate with all board members keeping them informed of the status of the search throughout the process.

Phase III—Applicant Screening

- **Evaluate each applicant against the selection criteria.**

  The consultants will read and evaluate all of the completed files submitted by applicants. They will read the application form and all of the additional materials in each applicant file and begin reviewing against the selection criteria.

- **Conduct reference checks.**

  We understand that applicants do not submit references who will not speak highly of them. We begin with the references given and ask them a list of questions relevant to the selection criteria. After asking those questions, we ask each reference to give us the names of other people who can speak of the applicant's qualifications. We then call those individuals and ask them the same set of questions, including asking them to give us the names of other people who can speak of the applicant's qualifications. We go a minimum of three people removed from the primary references. What we are looking for is consistency of answers that will verify the applicant's strengths and weaknesses.

In addition to contacting references, the consultants conduct an extensive Internet search of the applicants.

- **Pre-Interview and Video of Shortlist Applicants.**

  The consultants will pre-interview applicants to be submitted on the shortlist. We will have these applicants submit a video which the consultants can share with the board.

- **Assist the board in developing a set of interview questions that reflect the identified selection criteria and characteristics.**

  The consultants will present an extensive list of potential interview questions that reflect the selection criteria and characteristics desired by the board. The board members choose interview questions that reflect their criteria and priorities.

  If the board chooses to conduct two rounds of interviews, the consultants will assist in developing interview questions for both rounds of interviews.

Phase IV—Reviewing Candidates with the Board, Interviews

- **Review candidates with the board and assist board members in determining which candidates they will interview.**

  The consultants will provide a complete list of applicants who completed the application process to the board for its review. We do not eliminate any applicants; however, a short list will be submitted of those applicants who we found most closely met the district's criteria. The consultants will present a reference profile demonstrating the consistent feedback for each short list applicant.

  Upon reviewing the recommendations, the consultants will assist the board members in identifying which applicants they wish to consider as candidates for interviews.

- **Conduct background checks.**

  Included in the expenses are a criminal/financial/degree verification background checks for the candidates selected to be interviewed.

- **Assist the board in determining interview procedures.**

  After the board selects their final candidates to interview, the names of these candidates will be made public upon confirming the interviews (if the board chooses to release the names). During the interview process, the educational partner groups will have an opportunity to meet the individual candidates.

If the board chooses to conduct semi-finalist interviews, the candidates will only meet with the board. The names of the semi-finalist candidates will remain confidential (in states where an executive session is allowed), and educational partners will not meet the semi-finalists. The finalist interviews will be conducted as described in the paragraph above.

- **Coordinate interview and visitation procedures.**

  If the board chooses, McPherson & Jacobson will schedule semi-finalist interviews. Semi-finalist interviews are typically conducted with the board only. After the semi-finalist interviews, the board will select their finalists.

  If the board chooses to involve educational partner groups in the interview process, the consultants will assist in establishing the finalist interview schedule that includes district staff, students, and community groups. A typical interview day will include a tour of the district and community, meeting with educational partner groups, and a formal interview with the board.

- **Assist the groups identified by the board in planning for meeting each candidate and providing feedback to the board.**

  If the board chooses to involve educational partner groups in the interview process, representatives will be selected from the educational partner groups identified by the board. The purpose of these groups is two-fold: 1) to promote the school district and community to the candidate; and 2) to form an impression of each candidate, which they will share with the board. The board will identify chairpersons for each educational partner group. The consultants will meet with the chairpersons to discuss their roles and responsibilities. The consultants will also provide the chairpersons with a form to record the group's consensus impressions of each candidate's strengths and any concerns or questions the group may have. Each form will be sealed in an envelope and turned in to the district contact person.

- **Coordinate visitation procedures for the candidate's spouse/significant other.**

  We encourage boards to invite spouse/significant others to attend the interview day. The consultants will coordinate, with the point of contact, a portion of the interview day for the spouse/significant other to have an expanded visitation of the community. Tours typically include available housing, medical facilities, churches, recreational opportunities, and areas of interest unique to your community.

- **Assist the board in making final arrangements for each candidate's visit.**

  It is common practice for the district to pay interview expenses for the candidates and their spouse/significant others. To ensure that expenses stay within established guidelines, the consultants will assist the point of contact in making lodging and travel arrangements for each candidate.

- **Contact all finalists and schedule their interview dates.**

  The consultants will contact the final candidates, notifying them they are finalists for the position and scheduling their interview dates. The consultants will be the contact for answering any questions and coordinating the candidates' visits to the district.

- **Notify all applicants not selected for an interview.**

  Once the board has selected its final candidates, all other applicants will receive, on behalf of the board, a personalized notification thanking them for taking the time to complete the application materials and notifying them that they are not a finalist.

- **Personally contact each finalist who was not offered the position.**

  Once a contract has been offered by the board and accepted, the consultants will call each of the other final candidates and thank them on behalf of the board for interviewing for the position. *These candidates are not notified until an offer has been accepted*. If by chance you lose your top candidate, we want to keep viable candidates available.

Phase V—Transition with Success

- **Establish performance objectives for new superintendent.**

  Working with the board and new superintendent, the consultant will assist in establishing two or three performance objectives the board wants the superintendent to focus on during the first year. These objectives are beyond the day-to-day school district operations.

  Once the performance objectives have been identified, board members will be asked what they will accept as evidence of progress towards the accomplishment of the identified objectives.

  The superintendent will take the information generated from this session and develop an action plan for achieving the performance objectives.

- **Provide a guarantee.**

  If the board chooses to use our complete service, we will guarantee our process for **two (2) years**. If the person selected leaves the position, ***FOR WHATEVER REASON***, within the guarantee period, we will repeat the process at no charge except actual expenses.

  We are convinced that our process of identifying your most important selection criteria, meaningfully involving educational partners, screening candidates against the criteria, and working with you during the critical first year, will ensure your search results in quality leadership for education excellence.

Timeline

The timeline for the search process is established when we meet with the board, so we can address the unique needs of the district. However, the time from our first meeting with the board until the finalist is selected is typically a minimum of two to three months.

Proposed timeline: *can be adjusted to meet the needs of the board and district*

- At the beginning of the search **(January 5, 2026)**
  - The qualities for the new superintendent are identified
  - A formal timeline is established
  - Advertising decisions are made
  - Application information is posted
  - Promotional materials are created to advertise the district and the vacancy
- At the time designated by the board **(mid to late January 2026)**
  - Educational partner group meetings are held, and online educational partner input is gathered
  - A summary of educational partner input is presented to the board
- As applications arrive in our office
  - Applications are monitored and applicants are notified of the deadlines to submit their materials
- After the closing date **(February 2026)**
  - All the completed applicant files are forwarded to the consultants
  - The consultants begin the review and pre-interview process
- Approximately two to four weeks after the closing date **(March 2026)**
  - Consultants provide information to the board on all applicants who completed the process
  - Consultants present summary profiles and video interviews of qualified candidates to the board
  - The board selects the candidates it wants to interview
  - Criminal/financial/degree verification background checks are conducted on the candidates selected to be interviewed
  - McPherson & Jacobson notifies each applicant not selected for an interview
- Soon after the board selects their candidates **(April 2026)**
  - Semi-finalist interviews are conducted (if chosen by the board)
  - The board interviews its final candidates
  - The board selects their new superintendent
  - McPherson & Jacobson's consultants contact each candidate who was interviewed to notify them of their status

Responsibilities of Burbank Unified School District and McPherson & Jacobson, L.L.C.

Event	McPherson & Jacobson's Tasks	School District's Tasks
1st board meeting	❑ The consultant guides the board in determining the following items o Characteristics for the new superintendent o The search calendar o Compensation parameters o Identify the appropriate constituent groups for educational partner input o Advertising venues ❑ The consultant works with the Point of Contact to compile: o Information to create the brochure announcing the vacancy (optional) o The list of names to be invited to the community input meetings	❑ Provides consultant with the necessary information to create the brochure (optional); the name of the Point of Contact; and the Board Contact List ❑ Reviews and approves the brochure
After 1st meeting	❑ Application link is posted online ❑ Brochure announcing the vacancy is created (add-on item) ❑ Advertising is started ❑ Vacancy announcements are sent out ❑ E-mails are sent to applicants registered with McPherson & Jacobson notifying them about the opening ❑ E-mails are sent to consultants regarding the opening, requesting they invite candidates to apply for the position ❑ Opening is posted on social media and additional venues	❑ Edit the brochure (if district chooses to have a brochure created)
During application period	❑ Consultants recruit candidates that fit the position ❑ Monitors applicants and where they are in the application process ❑ Notifies applicants of the closing date for submitting their materials ❑ Lead consultant keeps the board up to date on the search	❑ Posts a link to the McPherson & Jacobson website ❑ Posts the brochure (announcement of vacancy) on their website (if chosen) ❑ Advertises the opening on the district's social media platforms

Event	McPherson & Jacobson's Tasks	School District's Tasks
Educational partner meetings are scheduled	❑ Home Office sends out invitations to the community educational partner meeting(s) after receiving the information from the consultant and the district	❑ Assists in organizing educational partner focus groups and meeting schedule ❑ Names and addresses are sent to Home Office for community meeting invitations ❑ Posts meeting dates, times, and locations as open public forum ❑ Assists in translating educational partner input survey into the additional language(s) requested by the school district
Educational partner meetings	❑ Consultants facilitate the educational partner meetings, recording the input ❑ An online educational partner input survey is created, the link is posted on the McPherson & Jacobson website and also provided to the district to post	❑ Link to online educational partner input form(s) is (are) posted on the school district website
Educational partner meetings completed	❑ Consultant summarizes key themes and is sent to Home Office ❑ The educational partner input summary report is created	❑ "Educational partner Input Report" is posted on the school district website
2nd board meeting	❑ Review educational partner input summary report and provide copies to the district ❑ The consultant guides the board in determining the following items o Interview questions o Length of contract, moving and interview expenses o Spouse/significant other's involvement in interview process o District Interview Schedule o Candidate Daily Interview Schedule ❑ Interview questions are sent to Home Office to be formatted	
Prior to 3rd board meeting	❑ Applicant packets are reviewed by the consultants and reference checks are performed ❑ Contact candidates on short list and verify their interest in the position ❑ Meet with educational partner group chairs to review schedule, procedures, and screen questions	

Event	McPherson & Jacobson's Tasks	School District's Tasks
3rd board meeting	❑ The consultant facilitates the board's o Review of the list of all applicants o Overview of candidates on short list o Selection of finalists o Finalizing of interview dates & schedule o Review of interview questions & procedures o Finalizing candidate & spouse/significant other arrangements ❑ Contact finalists and schedule interview dates, review schedule, discuss compensation and contractual issues ❑ Work with Point of Contact to coordinate interviews (transportation, lodging, interview locations, etc.) ❑ Send Candidate Daily Interview Schedule to each finalist ❑ Conduct criminal/financial/educational degree verification checks on finalists selected to be interviewed ❑ Notify the applicants who were not selected to be interviewed	❑ Assist with lodging arrangements and welcome gifts ❑ Arrange for spouse/significant other tour
Interviews	❑ Call Point of Contact after 1st interview to learn how it went ❑ Call 1st candidate to learn their perspective and how the interview went ❑ Suggest any possible improvements ❑ Be available for questions ❑ Be present at interviews if request is made by school district (additional fee for this service)	❑ One candidate per day ❑ Board member greets each candidate upon arrival to district ❑ Informal interview-social setting ❑ Formal interview ❑ Spouse/significant other's visitation is coordinated
Finalist selected and accepted	❑ Call and make offer to candidate ❑ Verify acceptance ❑ Call other finalists ❑ Sends out letter of congratulations to candidate who was chosen	❑ Board meets and discusses each candidate individually ❑ Read input forms submitted by educational partner input groups ❑ Have each board member rank order candidates ❑ Select minimum of #1 and #2 candidate ❑ Call and make offer to candidate ❑ Send interview forms and files to the Home Office ❑ Board evaluates our services
Phase V	❑ Facilitate board and superintendent's identification of 2-3 performance objectives and evidence of progress the board will accept ❑ Consultant reviews superintendent's plan	❑ Superintendent creates plan with target objectives and timelines ❑ Plan is sent to consultant to be reviewed ❑ Board adopts plan

Educational partner Involvement

Obtaining educational partner input is an integral part of McPherson & Jacobson's search process. Since 1991, McPherson & Jacobson has conducted over 1,000 superintendent searches for school districts ranging from 10 to over 300,000 students. For each search, we have coordinated educational partner input sessions. Besides meeting with educational partner groups designated by the board, an online input survey is also available for those who cannot attend the meetings. After the meetings have been completed, the board will receive a written report with the findings of the meetings and online input.

Initial educational partner input sessions

The consultants will meet with groups identified by the board to solicit their input into the selection process. Each group is asked to identify the strengths of the school district and community, the characteristics they would like to see the new superintendent possess, and the issues facing the new superintendent. The results of these meetings are summarized by the consultants and presented to the board. The board chooses which groups it would like the consultants to meet with, but the most common groups include central office administrators, building administrators, teachers, classified staff, students, and community and business groups. The consultants will assist the board in choosing which groups it wishes to include. An online survey option will be provided to educational partners who are unable to attend the scheduled meetings.

Meeting the candidates

A representative group of eight to twelve people will be selected to represent each of the groups identified by the board. The consultants will meet with a chairperson for each group to discuss their roles and responsibilities. The purposes of these groups are two-fold: one, to promote the school district and community to the candidate; and two, to form an impression of each candidate, which they will share with the board. The consultants will coach each group on how to conduct the meeting with each candidate and what questions they can or cannot ask. The consultants will also provide the chairpersons with a form in which, using group consensus, they will record their impressions of each candidate. The forms will be sealed in an envelope after meeting with each candidate and turned in to the district contact person. Upon completing the interview process with all candidates, the board will receive and open the forms from each group.

Process for Obtaining Staff Input

The consultants will meet with central office administrators, building administrators, teachers, classified staff, and students, to solicit their input into the selection process. Each group is asked to identify the strengths of the school district and community, the characteristics they would like to see the new superintendent possess, and the issues facing the new superintendent. The results of these meetings are summarized by the consultants and presented to the board.

Our normal protocol is to host meetings for the teachers and classified staff in the afternoon, right after school dismissal, to give the maximum opportunity for the staff to participate. Central office and building administrator meetings are scheduled at multiple locations to maximize the opportunities for their input. Student input sessions are not scheduled during class time, they are normally held during lunch breaks.

Process for Obtaining Parent and Community Input

The consultants will meet with parents and community educational partners, to solicit their input into the selection process. Each group is asked to identify the strengths of the school district and community, the characteristics they would like to see the new superintendent possess, and the issues facing the new superintendent. The results of these meetings are summarized by the consultants and presented to the board.

Our normal protocol is to host meetings for the parents and community educational partners in the evenings at multiple locations to allow as many educational partners as possible to give their input.

Process for Including Ethnically Diverse Communities

McPherson & Jacobson will work with the district to determine the best practices to obtain input from ethnically diverse communities in the district. If in-person meetings are required, McPherson & Jacobson will work with the district to obtain the necessary translators.

At the request of the district, online surveys for multiple languages can be developed and posted.

K12 *Insight*

McPherson & Jacobson will utilize K12 *Insight* to collect the online input and provide an analysis of the input received. The online input received, analysis, and input received from in-person meetings will be summarized into a report and presented to the board.

2. Approach to the Delivery of Services

Lead Consultant and Key Team Members
McPherson & Jacobson, L.L.C. conducts superintendent searches through a collaborative and transparent process tailored to each district's needs. Every engagement begins with understanding the district's goals, culture, and priorities to ensure alignment between the selected leader and the community's vision.

The search will be led by **Mr. Ben Johnson II**, **Lead Consultant**, and supported by **Dr. Julie Vitale**. Mr. Johnson, based in Riverside, California, joined McPherson & Jacobson in 2014 and has over 20 years of leadership, recruiting, and community engagement experience. He currently serves on the Riverside County Board of Education and has led numerous California searches.

Dr. Vitale brings extensive experience as a California superintendent with a strong commitment to equity and stakeholder engagement. Together, they will guide the district through each phase of the search from stakeholder input and recruitment to screening and board selection.

Both consultants are supported by McPherson & Jacobson's **home office team** in Omaha, Nebraska, which manages advertising, application processing, and logistics, ensuring accuracy, confidentiality, and timely communication throughout the process.

Approach to Cost Control
McPherson & Jacobson maintains a *fixed-fee* structure with all travel and advertising expenses approved in advance. This ensures budget transparency and eliminates hidden costs. Advertising packages are customized to meet district needs and cost efficiency.

Approach to Communication and Coordination
Each search is coordinated by a Lead Consultant who maintains regular communication with the district's designated Point of Contact and provides updates throughout the process. The Lead Consultant is available to all board members for questions or concerns at any time. McPherson & Jacobson consultants meet with the board at three key points during the search: the initial meeting to establish leadership criteria, advertising venues, stakeholder input, and salary parameters; a second meeting to review stakeholder feedback, finalize interview questions, and confirm interview schedules; and a final meeting to present applicants, highlight top candidates, and assist in selecting interviewees. Between these meetings, consultants provide regular email updates and remain accessible by phone or email for follow-up discussions. Additional in-person meetings may be scheduled upon request for an added fee.

Availability and Responsiveness
Mr. Johnson and his team commit to immediate responsiveness throughout the project. Given our consultant network and regional presence, the board and district can expect same-day replies, flexible scheduling for meetings, and consistent communication throughout all search phases.

Guarantee of Services
McPherson & Jacobson stands behind every search we conduct. If the selected superintendent leaves the district within **two years** of appointment for any reason other than board-initiated dismissal or misconduct, the firm will repeat the search at **no additional professional fee**.

Workload and Availability
McPherson & Jacobson, L.L.C. assigns consultants to each search based on both their expertise and their ability to devote the necessary time and attention to the process. The consultants proposed for the Burbank Unified School District search are not currently engaged in any other searches or projects that would interfere with the established timeline. Each consultant is committed to ensuring that this search receives their full focus and timely responsiveness throughout all phases of the process.

With over 100 consultants located across the United States, McPherson & Jacobson has the capacity and flexibility to tailor each search to meet the district's timeline and priorities while maintaining the high level of quality, responsiveness, and attention to detail that defines our firm.

D.) Additional Information

The McPherson & Jacobson Difference

"Your students, staff, and community deserve the best."

- *WE BELIEVE every student is entitled to a high-quality education. We strongly believe quality education is dependent upon quality leadership.*
- *OUR MISSION is to ensure your search results in quality leadership for education excellence.*

McPherson & Jacobson has developed a protocol that provides for high involvement of educational partners, while keeping the board in complete control of the process.

One of the hallmarks of McPherson & Jacobson, L.L.C. is the belief that the search for a public executive should be conducted with as much transparency as possible. We have designed a process, which keeps the board in complete control of the search, while inviting various educational partner groups to provide input and become meaningfully involved in the process.

At the core of our firm's work is the belief that every student is entitled to high quality education and that this is dependent upon quality leadership. We understand that students have diverse needs, thus, we focus on the intentional recruitment of a diverse candidate pool that includes ethnic and cultural identity as well as experience in culturally proficient practices that have proven successful in addressing educational equity gaps. This unique approach is made possible through the diverse and extensive network of our consultants who have various levels of expertise in the school system from superintendents to school board members to educational equity experts. We believe this has contributed to our successful placement of qualified candidates around the state and nation who have met extensive equity focused criteria and continue to make an impact in the districts they serve.

California Consultants

Mrs. Nicole Anderson, Educational Consultant, Vallejo

Mr. Ruben Aurelio, Superintendent, Vallejo City USD

Ms. Aida Buelna-Valenzuela, Retired Superintendent, Woodland

Dr. Adam Clark, Superintendent, Mt. Diablo USD, Concord

Dr. Sonny Da Marto, Retired Superintendent, Folsom

Ms. Lisette Estrella-Henderson, Retired Superintendent, Vacaville

Dr. Reyes Gauna, Superintendent, Byron Union School District

Dr. Shelley Jones-Holt, Educational Consultant, Fresno

Dr. Michele Huntoon, , Assoc. Supt. of Business Services, San Francisco USD

Mr. William Huyett, Retired Superintendent, Oceanside

Mr. Benjamin "Ben" Johnson II, Riverside County Office of Ed. Trustee, former Alvord USD Trustee

Dr. Steven Lowder, Retired Superintendent, Stockton

Ms. Sonjhia Lowery, Educational Consultant, West Sacramento

Dr. Daniel Moirao, Retired Superintendent, Danville

Mr. Daniel Moore, Superintendent, Linden

Dr. Stanley Munro, Administrator, Fresno USD, Clovis

Mr. Dennis Murray, Retired Superintendent, Cameron Park

Mr. William Spalding, Retired Superintendent, Winters

Dr. Jeffrey Tooker, Retired Superintendent, Cathedral City

Dr. Tamerin Tooker, Educational Consultant, Oceanside

Dr. Julie Vitale, Superintendent, Oceanside Unified School District
Memberships/affiliations: AASA, ACSA, ERDI, CSBA

Mr. Daniel Zeisler, Retired Superintendent, Grass Valley

What Board Members Say About the Services of McPherson & Jacobson, L.L.C.



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT

Governing Board of the
San Bernardino City Unified School District

Danny Tillman – President
Mayra Ceballos – Vice President
Felicia Alexander
Mikki Cichocki
Mary Ellen Abilez-Grande
Abigail Rosales-Medina
Dr. Scott Wyatt

I am deeply honored to give my highest recommendation for Ben Johnson to share his leadership and communications acumen as our lead search consultant. Thank you for allowing me to share my insights and how he may help your District.

As Board president I spent a significant amount of time with Ben during the search process. Ben has been a valuable liaison and crucial support during this process. He was consistently approachable, responsive, and accessible. His role involved managing complex details and processes while meeting the multivariate needs and priorities of myself, fellow board members, and education partners. An excellent communicator, Ben always conveys his key messages with poise, grace, and sensitivity. As a tenured executive and Board member, Ben has the ability to anticipate needs of clients and communities.

Beyond an assessment of his strengths, Ben's collegial likeability consistently makes him a valued ally and resource. He is emotionally intelligent, resolute, and compassionate. He brings enthusiasm and creative problem solving to address every challenge and never forgets how important it is for everyone to feel a part of a team's success. The real value of having Ben as a member will not only be seen in the vigor with which he will approach his responsibilities, but also, the degree to which he will be a positive influence on the governance team.

I have been impressed by his passion for making a difference through his work. In my extensive years in education, I have worked with hundreds of highly motivated, creative, consultants and if I was assembling a team to work on a critical issue or affect change in a community, Ben would be among the first I would recruit.

Thank you again for providing a space for me to whole-heartedly recommend Ben Johnson your education partner.

Respectfully,

Scott Wyatt, Ed.D.
San Bernardino City Unified School District
Board of Education Member
(909) 202-9518

BOARD OF EDUCATION

777 North F Street • San Bernardino, CA 92410 • (909) 381-1245 • Fax (909) 885-6392

DJUSD
DAVIS JOINT UNIFIED SCHOOL DISTRICT

Matt Best
Superintendent

526 B Street • Davis, CA 95616 • (530) 757-5300 • FAX: (530) 757-5323 • www.djusd.net

To whom it may concern:

Davis Joint Unified School District had a successful search for the position of Superintendent in the Spring of 2022. Bob Ferguson and Bill Huyett of McPherson and Jacobson ensured that we had an open and public process by conducting extensive outreach to all communities. This report of community input was shared with the Board at a public meeting and helped the Davis community understand what it values in a Superintendent. At the same time, the Board was grateful for the recruitment of excellent candidates for the position. The interview process was not only informative but also personable as we got to know all the candidates. When it came to selecting a Superintendent, Bob and Bill assisted our decision with patience and sage advice. Although it started as an exercise in hiring, it turned into a reflective learning process.

Sincerely,

Thomas Adams, Ph.D.
President, Davis Joint Unified School District

From: Neil Layton <nlayton@scsdk8.org>
Date: September 17, 2022 at 4:12:32 PM PDT
To: William Huyett >
Subject: Letter of Reference

Bill:

In Fall of 2021 McPherson and Jacobson helped lead our nationwide Superintendent search. Unlike other firms, McPherson and Jacobson encouraged a community involved search that engaged all stake holders. Through the leadership of Bill Huyett and Nicole Anderson, McPherson and Jacobson held over 20 community meetings and obtained over 150 community surveys to help guide the Board in the hiring process. Additionally, McPherson managed a 14 person community interview panel to help provide direct candidate feedback to the Board. As a result of this hard work, San Carlos was able to find a visionary educational leader who has been able to have success from her first day on the job. We would not have had the same success with another firm.

Neil Layton
San Carlos School District
San Carlos, CA

Christi Barrett, Ph.D.
Superintendent

Darrin Watters
Deputy Superintendent
Tracy Chambers
Assistant Superintendent
Derek Jindra, Ed.D.
Assistant Superintendent
Jennifer Martin, Ed.D.
Assistant Superintendent

Professional Development Service Center
1791 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-5115

Professional Development Academy
2085 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-6421

Governing Board
Stacey Bailey
Rob Davis
Megan Haley
Gene Hikel
Vic Scavarda
Patrick Searl
Ross Valenzuela

www.hemetusd.org
www.facebook.com/hemetunified
twitter.com/HemetUnified

August 13, 2020

To Whom It May Concern:

It is my pleasure to write this letter of support for Mr. Ben Johnson. I had the opportunity to work with Mr. Johnson and McPherson and Associates as a candidate for the Superintendent of Hemet Unified School District.

Mr. Johnson provided guidance throughout the application process while working with the District to ensure that the District and I were a good fit. He continued to stay in touch throughout my first year as Superintendent to ensure I had the support needed in my new position.

Mr. Johnson has a kind and caring manner. He is committed to pairing potential candidates with Districts that will grow their skills and expertise as the Superintendent and move the District in a forward direction.

Sincerely,

Christi Barrett

Christi Barrett, Ph.D.
Superintendent

Comments from Santa Barbara Unified School District

From: **Laura Capps** <lcapps@sbunified.org>
Date: Wed, Aug 12, 2020 at 1:24 PM
Subject: Re: Follow-up
To: Ben Johnson <benjohnson2nd@gmail.com>

We are thrilled with the new Superintendent that MacPherson & Jacobson found for us. I thoroughly enjoyed working closely with Ben Johnson. He is especially skilled at helping school boards work together and effectively find consensus -- and that is so important in the final weeks of a high stakes search. I am grateful for their partnership.

From: Wendy Sims-Moten <wsimsmoten@sbunified.org>
Date: August 13, 2020 at 12:41:34 PM PDT
To: Ben Johnson <benjohnson2nd@gmail.com>
Subject: Re: Request

From the very beginning of the search firm selection process I appreciated Ben for really laying a foundation that the Board makes the decision. This was very evident throughout the entire process. Whenever we got stuck or were hesitate [sic] to speak candidly he reminded us the Board makes the decisions. The helped us to trust and own our decision making process. Thank you Ben and company.

Dr. Jacqueline Reid, Santa Barbara Unified School District, CA
"I highly recommend Ben Johnson II and Dr. Daryl Adams of McPherson and Jacobson to any district doing a superintendent search. Throughout the process, Mr. Johnson and Dr. Adams offered us advice that helped us to make better decisions. Overall the service was excellent."

Monday, September 19, 2022

Gregg Gunkel
343 South Old Stage Rd
Mt. Shasta, CA 96067
831-239-3470

Re: Letter of Reference for McPherson and Jacobsen, LLC

To Whom It May Concern,

Selection of a new superintendent has always been a challenging endeavor, especially given the obstacles public education has experienced in the last few years. As we entered this process with two major leaders in the district leaving their posts, I found myself thrust back into the role of board president as our existing board president stepped down due to health issues. Fortunately, our departing superintendent wisely recommended McPherson and Jacobsen as a qualified agency for superintendent selection.

William Huyett presented the agency's credentials in a manner that gave my board encouragement and newfound confidence to take on the process. Mac and Jake (as they humorously refer to themselves) did an exhaustive May campaign to identify as many qualified candidates as possible at a time when the candidate pool was quickly being depleted. Mr. Huyett skillfully guided the board through the process of reviewing and narrowing down the candidates. Even then, time and offers from other districts narrowed our list even further, causing us to fear that we would not find candidates possessing the qualities we desired. candidates would have fewer and fewer qualifications. But Mr. Huyett took extra care to help us determine which of the available candidates best met our criteria and needs.

Mac and Jake proved to be so helpful in this process, mainly by providing us with a geographically broad and experiential skills detail that gave the board confidence in the selection process. The guidance we received in setting up the multipronged screening and interview process helped us to engage a good cross section of our stakeholders, which was essential to building confidence in the district's communities. The interview design, as guided by Mr. Huyett, was deeply probing and enlightening as to who the candidates really were and how well they fit our perceived needs. Mr. Huyett constantly made himself available, helping us through final selection, contract proposal definition, and the ultimate hiring of our new superintendent.

Though not for the faint of heart, selection of a new superintendent is easily the most important selection and hiring process a district must undergo. Our district has thrived under excellent leadership; we have also suffered a few poor superintendents in the past. The outstanding guidance provided by Mr. Huyett appears to have paid off for Siskiyou Union High School District. While we are still in the "honeymoon" phase with our new superintendent, he continues on a daily basis to provide us with confidence that we made the right selection.

For all these reasons, I can highly recommend MacPherson and Jacobsen LLC and Mr. William Huyett for the difficult and most-important task of finding and securing a new superintendent.

Gregg Gunkel

Gregg Gunkel, Board President Siskiyou Union High School District

LINDEN
Unified School District
18527 E Main Street, Linden, CA 95236
Phone: 209-887-3894 Fax: 209-887-2250 www.lindenusd.com

January 30, 2023

TO: MacPherson & Jacobson

RE: Letter of Reference in the Hiring Process of the Superintendent of Linden Unified School District

To whom it may concern:

This is a letter of reference for Aida Buelna and William Huyett in regard to the hiring process of our current Superintendent, Daniel Moore who was hired as superintendent for the Linden Unified School District for the 2020/21 school year. As Board President at the time, I was quite impressed with the thoroughness of the entire process. The consultants gave us highly qualified candidates with ample time to review their qualifications before the interview process. We especially enjoyed the multiple facets of having the community panel and employee panel to help ensure we had key input from influential stakeholders.

To further the vetting process, it was very helpful to have the coffee chats with all the interview candidates with two board members present at each, which allowed us to get to know them all on a more personal level, before making our final decision to hire Mr. Moore. The interview day went very smoothly due to the professionalism and organizational skills of both Ms. Beulna and Mr. Huyett. When making our final decision, it was with the expertise of Bill and Aida that helped us in making an informed decision that was best for the district.

The Board thoroughly enjoyed the entire process and appreciated all the time and effort put into it. In the future, when we are looking to hire a superintendent again (hopefully not in the near future), we would have no reservation in utilizing Aida and Bill from your organization. If you have any questions or would like more information regarding these two recruiters, please do not hesitate to email me at LUSDArea5@lindenusd.com.

Sincerely,

Eric Nims

Eric Nims

Linden Unified School District

Board Vice President

ADMINISTRATION
Daniel Moore, Superintendent
Dr. Jamie Hughes, Assistant Superintendent
Stephen Corl, Chief Business Official

GOVERNING BOARD
Marla Livengood, President
Eric Nims, Vice President
Marlene Von Berg, Clerk
Jennifer Trotter, Board Member
Rebecca Hall, Board Member

SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

LIVE·LEAD·LEARN

January 29, 2023

To whom it may concern,

It is my pleasure to write this letter of recommendation on behalf of the Board of Trustees of the San Mateo-Foster City School District. During the 2020-2021 school year, our district sought out Superintendent Search Firms to fill a vacancy for the following school year and we unanimously selected McPherson & Jacobson to fulfill that responsibility. We were assigned the services of co-lead consultants Aida Buelna and Nicole Anderson.

The Board of Trustees entered the process with very high expectations because our outgoing Superintendent Dr. Joan Rosas had served with distinction. Upon engaging with Aida and Nicole, we were struck by their accessibility and strong communication skills. They treated our Board of Trustees as partners in the process and we felt heard by them.

The same can be said of the way that McPherson & Jacobson engineered the community involvement process. They administered a thorough community input process that involved surveys and stakeholder interviews. Their analysis of our community input truly encapsulated the needs, strengths, and desires of our community.

In terms of candidate engagement, they used technology to pre-record video messages from prospective candidates that were later shared with the Board of Trustees. They also completed a thorough vetting of candidates and ensured that we knew everything we needed to know before interviews began.

The interview process was unique and co-created with our consultants. Aida and Nicole facilitated the process of identifying top candidates that we invited in for an interview. They subsequently arranged to have each candidate interview 1:1 with each Board member for an hour, interview for a community panel of 25 for an hour, and attend a later afternoon interview with the entire Board for an additional hour.

Ultimately, our Board hired a new superintendent, Diego Ochoa, who we feel has served our district very well in his two years with the district. McPherson & Jacobson certainly delivered on their promise to work with our Board to create a community-driven process to select our new Superintendent.

1170 Chess Drive
Foster City, California 94404
650.312.7700 Telephone
650.312.7779 Fax
www.smfcsd.net

Board of Trustees

LaTisa Brooks
Kenneth Chin
Alison Proctor
Shara Watkins

Superintendent

Diego R. Ochoa

SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

LIVE · LEAD · LEARN

Sincerely,

Alison Proctor
2021 Board Vice President, 2022 Board President, & 2023 Board Member

1170 Chess Drive
Foster City, California 94404
650.312.7700 Telephone
650.312.7779 Fax
www.smfcsd.net

Board of Trustees

LaTisa Brooks
Kenneth Chin
Alison Proctor
Shara Watkins

Superintendent

Diego R. Ochoa

McPherson Jacobson, LLC

EXECUTIVE RECRUITMENT AND DEVELOPMENT

Superintendent

Search Services Cost Proposal for

Burbank Unified School District

Burbank, California

November 2025

BETTER BUSINESS BUREAU® INTEGRITY AWARD 2015 WINNER

Phone: 888-375-4814
Email: mail@macnjake.com
Website: www.macnjake.com

CSBA BUSINESSaffiliate

Cost Proposal Burbank Unified School District

Investment for the Search

The total not to exceed amount including expenses is $21,980.

Interview expenses for the candidates are not included in this amount.

Included in this Amount

- **Phases I-V**
- **Advertising**
  - Four (4) weeks of print advertising in EdCal (40-word ad)
  - Sixty (60) days of advertising on EdJoin
  - *Expenses may increase if additional advertising or alternative advertising venues are chosen.*
- **Educational partner Meetings**
  - Two (2) consecutive days of in-person educational partner meetings
  - Online educational partner input surveys using K12 Insight
  - Final report delivered to the board by email and one hard copy per board member, if requested
  - *If the district requests additional educational partner input days, there will be an additional fee (negotiated between the district and the consultants) and additional expenses.*
  - *Depending on the languages selected for the surveys, there may be an additional fee charged for translating the results of the survey.*
- **Candidate Reviews/Information**
  - Video interviews of candidates (five (5) video interviews are included in the not to exceed amount)
  - Criminal/financial/degree verification background check for candidates chosen by the board for interviews (four (4) background checks are included in the not to exceed amount)
  - Assist in scheduling an on-site visitation to the finalist's home district (at the district's request).
- **Consultant Travel**
  - Travel expenses for consultants for scheduled trips to the school district (initial meeting with the board, educational partner meetings, meeting to discuss the educational partner input, meeting to present candidates to the board).
- **Office Expenses**

Price Breakdown for Search Activities

Phase	Description of Services	Fee	Expenses
I	Meet with the board to start the search process. Start development of application materials. Initiate advertising.	**$ 3,420**	**$ 2,450**
II	Conduct educational partner input meetings. Begin candidate recruitment.	**$ 3,820**	**$ 1,400**
III	Continue candidate recruitment. Conduct reference checks on applicants.	**$ 3,820**	**$ 300**
IV	Meet with the board to review applicants and identify finalists to be interviewed. Assist board with interview questions and schedule. Coordinate candidate visits to the district.	**$ 3,420**	**$ 1,100**
V	Meet with the board to determine the superintendent performance objectives.	**$ 2,000**	**$ 250**
Totals		**$16,480**	**$ 5,500**
	Total (including consultant travel for scheduled trips to the district)	**$21,980**	

Additional Services Available

- **Personality/Strengths Assessments Option**

  If the board requests, personality strength tests can be completed for the candidates.

  DISC/Driving Forces Reports can be obtained for the candidates the district chooses to interview. The estimated fee for this service is $700 per candidate. The report received will

  - Show the traits most expressed by a potential candidate.
  - Provide insight into work styles and environmental preferences.
  - Help you understand the projects and initiatives a candidate will likely prioritize.

- **Assistance in Hiring the Selected Candidate**
  The fee will be based on an hourly negotiated rate.

    - Assist the board in revising and updating the superintendent's job description.
    - Assist the board in developing an effective contract.
    - Provide assistance in negotiating the contract with the finalist.

- **Searches for Other Leadership Positions**
  The fee will be based upon services selected.

  McPherson & Jacobson can assist the district in filling additional leadership positions in your district (principals, central office, etc.). For these searches, we offer either a full search process, or we can assist the district with selected parts of the search. Our consultants would be pleased to discuss the options with you. For some districts we have a blanket contract to assist the district with their leadership openings as they occur.

McPherson & Jacobson Guarantees

Client Satisfaction

McPherson & Jacobson is committed to working with the school district until a superintendent is identified and hired. If a second round of candidate selection is necessary, the only cost to the district would be the additional expenses; there is not an additional fee.

If the board chooses to use our complete service, we will guarantee our process for **two (2) years**. If the person selected leaves the position, for whatever reason, within the guarantee period, we will repeat the process at no charge except actual expenses. *The guarantee is valid only if the board is comprised of a majority of the members who hired the superintendent (exceptions would be considered in situations of a placement's personal or family reasons for leaving).*

We are convinced that our process of identifying your most important selection criteria, meaningfully involving educational partners, screening candidates against the criteria, and working with you during the critical first year, will ensure your search results in quality leadership for education excellence.

Price Match

McPherson & Jacobson, L.L.C. will match the search fee for a comparable level of services provided by the competitive bid.

Recruiting the Selected Candidate

McPherson & Jacobson consultants do not actively recruit administrators that have been placed in our searches. We would not have the retention rates for our placements if we recruited the administrators from our searches. Over the last five years, **almost eighty percent** of administrators are in the position for which they were hired. **Almost sixty percent** of administrators are still in the position for which they were hired within the past ten years. **Forty percent** of the administrators selected by governing boards within the past 15 years continue in the position for which they were hired.

Burbank Unified School District
Business Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Mariam Abdelhamid, Assistant Superintendent, Business Services
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II, Fiscal Services
DATE:	December 11, 2025
SUBJECT:	Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the Adopted Budget

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Background:

Los Angeles County Office of Education (LACOE) required the District approve a Fiscal Stabilization Plan at 1st Interim based on its 2025-2026 Adopted Budget submitted in June 2025. The plan is being updated based on the most current information available to demonstrate the District's ability to address adverse scenarios.

Discussion/Issues:

In the letter to the Board President in August, LACOE concurred with the District's positive certification in the Adopted Budget (25-26). However, concern was expressed regarding the projected trend of deficit spending and its impact on the District's ability to maintain the required reserve for economic uncertainty levels in future years. Because of the impact of these potential shortfalls, LACOE specifically requires an updated Fiscal Stabilization Plan that provides the implementation status of planned reductions, alternative options for contingent expenditure reductions and specific revenue enhancements with the 2025-26 First Interim Report.

The District's fiscal stabilization plan currently includes placeholder reductions of $1 million and $2.5 million. Work is underway to evaluate the most effective strategies for achieving these reductions. This process involves close collaboration with departments to review fulltime equivalent (FTE) positions and assess nonpersonnel expenditures, with the goal of identifying areas that can be mitigated without compromising core instructional services. At the same time, we are engaging with union partners over the coming months to reach determinations prior to the March 15th layoff notification deadline and the submission of the Second Interim Report.

By the time of the Second Interim, the District will have identified and specified the exact reductions to be implemented. These decisions will reflect both immediate fiscal needs and long-term sustainability. To support this work, the Board, in partnership with the Superintendent, has established a Budget Advisory Committee. The Committee will provide guidance on the objectives for long-term budget adjustments and help identify reductions that may be required in future fiscal years.

Examples of cost-cutting measures currently under review include consolidating roles where feasible, evaluating vacant positions for potential elimination, reducing contracted services not tied to instructional priorities, streamlining travel and professional development budgets, and pursuing energy efficiency initiatives to lower utility costs. There remains a lot of uncertainty in projecting the out-years of the District budget, particularly due to budget shortfalls at the State level and decreased COLA rates. Based on these updates to the District budget, the First Interim 2025-26 budget that will be presented to the Board in June will include the implementation of the following staffing reduction plan for the next three fiscal/school years through the 2027-2028 school year.

Fiscal Impact:
Across the next four fiscal years, this equates to $10,475,848 in reductions, as detailed in the attachment.

Recommendation:
Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve the Fiscal Stabilization Plan, as presented.

Attachment A: Fiscal Stability Plan

Fiscal Stabilization Plan	2026-27	2027-28	2028-29	2029-30
Certificated				
A. Classroom Teacher Reductions				
• Teacher Single Subject – 5.6 FTE in 26-27	$603,993			
• Teacher Multiple Subject – 5.0 FTE in 26-27	$539,279			
• Eliminate Elementary PE – 5.0 FTE in 27-28		$539,279		
CSEA				
A. Eliminate Elementary PE Aides in 27-28		$293,297		
Placeholder (Currently in Services/Contracts Objects 5000-5999)	$1,000,000	$2,500,000	$2,500,000	$2,500,000
Total (for the Fiscal Year)	**$2,143,272**	**$3,332,576**	**$2,500,000**	**$2,500,000**

Assumptions:

- **Teacher Cost:** Based on an average position cost for a teacher - Step 8 (out of 15) and a column 4 (Bachelors + 45 credits), we applied the percentage rate for our benefit factors (STRS, Medicare contribution, workers comp insurance, etc.) and an average H&W factor (see table below for breakdown) to compute the average cost for a teacher FTE. Note: We do not pay into social security for these employees as they are exempt based on CALSTRS.

	Rate	Amount
Salary Cost		$79,364.00
STRS (State Teacher Retirement System)	19.1%	$15,158.52
Medicare Contribution	1.45%	$1,150.78
State Unemployment Insurance	0.05%	$39.68
Workers Comp Insurance	2.40%	$1,904.74
Retiree Benefit Contribution	0.30%	$238.09
Health & Welfare (H&W) Assumption		$10,000.00
Total		**$107,855.81**

- **PE Aide Cost:** Based on an average position cost for a PE Aide – Range 36 (9.5 month employee) and a Step 4, we applied the percentage rate for our benefit factors (PERS, Medicare contribution, workers comp insurance, social security, etc.) and an average H&W factor (see table below for breakdown) to compute the average cost for a teacher FTE

	Rate	Amount
Salary Cost		$35,463.50
PERS (Public Employees' Retirement System)	26.81%	$9,507.76
Social Security	6.20%	$2,198.74
Medicare Contribution	1.45%	$514.22
State Unemployment Insurance	0.05%	$17.73
Workers Comp Insurance	2.40%	$851.12
Retiree Benefit Contribution	0.30%	$106.39
Health & Welfare (H&W) Assumption		$10,000.00
Total		**$58,659.47**

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Mariam Abdelhamid, Assistant Superintendent, Business Services Harmony Trax, Supervisor of Budget & Accounting
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II, Fiscal Services
DATE:	December 11, 2025
SUBJECT:	Approval of First Interim Report for 2025-2026 Fiscal Year

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Background:

A First Interim report must be prepared each year using the period July 1 through October 31 as predictors for the rest of the fiscal year, and, in addition, projecting the next two fiscal years' balances in terms of cash, budget and fund balance. Based upon this analysis the Board must take action to certify to the Los Angeles County Office of Education (LACOE) whether or not it can make a positive, qualified or negative certification of its ability to meet all of its financial obligations.

Discussion/Issues:

All amendments to the budget posted through the end of October are reflected in this report. In addition, the projected figures include items which LACOE instructs Districts to include or address. These items are detailed in the assumptions included in this report. The First Interim budget includes the following cost of living adjustment (COLA) for the 2025-2026 fiscal year at 2.30%, COLA in the 2026-2027 fiscal year of 3.02%, and a 3.42% COLA in the 2027-2028 fiscal year.

Fiscal Impact:

None

Recommendation:

Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve a positive certification of the First Interim Report for the 2025-2026 fiscal year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Business Services
2025-2026 First Interim Budget

Revenue Assumptions

Based on the Governor's May Revision of his proposed 2025-2026 budget and per the Los Angeles County Department of Education (LACOE), Burbank USD is projecting its Local Control Funding Formula (LCFF) revenues based off of AB 1948. School districts will be funded on the greater of current year, prior year, or the average of the most recent three-year prior years' ADA. Burbank USD is experiencing declining enrollment due to the effects of COVID-19 and is utilizing the average of the most recent three-year prior years for its ADA projection.

Projected Funded ADA – based on 94.8% of Enrollment

2025-2026	2026-2027	2027-2028
13,501	13,406	13,322

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2025-2026	First Interim 2025-2026	Projected Budget 2026-2027	Projected Budget 2027-2028
LCFF Source Revenues	$170,073,136	$170,073,136	$174,022,360	$178,649,839
Federal Revenues	$7,984,906	$8,240,352	$7,905,057	$7,826,006
Other State Revenues	$31,193,855	$32,032,329	$26,929,896	$26,929,896
Other Local Revenues	$4,131,026	$7,588,841	$7,025,000	$7,165,500
Total	**$213,382,922**	**$217,934,658**	**$215,882,313**	**$220,571,242**

Combined Unrestricted and Restricted Changes from Adopted Budget to First Interim

Revenue	Adopted Budget	First Interim	Changes
LCFF Source Revenues	$170,073,136	$170,073,136	$0
Federal Revenues	$7,984,906	$8,240,352	$255,446
Other State Revenues	$31,193,855	$32,032,329	$838,474
Other Local Revenues	$4,131,026	$7,588,841	$3,457,815
Total	**$213,382,922**	**$217,934,658**	**$4,551,736**

Details of changes from Adopted to First Interim Revenues:

- **LCFF Revenues**
  - We have not received an updated fiscal dartboard, that includes new per pupil rates, a revised COLA estimation, etc. since the Governors budget release. With that new dartboard (typically received in January) and our P1-Attendance data, we will have a revised estimate for 2nd interim.
- **Federal and State Revenues**
  - Adjusted apportionment values from the CDE site
  - Over $500,000 in Learning Recovery Emergency Block Grant (LREBG) that was part of the redistribution from the 24-25 funds.
- **Local Revenue**
  - Gift revenues at the adopted budget are forecasted very conservatively and we adjust the budget as it comes in. We budgeted local revenue closer to historical projections as significant gifts and other local funds have come into the district.

The details of revenue projections are as follows:

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

Grade	2025-2026 Base Grant/ADA COLA 2.30%	2026-2027 Base Grant/ADA COLA 3.02%	2027-2028 Base Grant/ADA COLA 3.42%
TK-3	$10,256	$10,566	$10,927
4-6	$10,411	$10,725	$11,092
7-8	$10,719	$11,043	$11,421
9-12	$12,423	$12,798	$13,236

- **State Aid** is the sum of our LCFF Revenue net our property tax/local revenue and EPA. For 2025-2026 our projected State Aid is: $95,716,567 (this includes our supplemental funds, listed below)
  - Supplemental and Concentration Grant Funding is received for:
    - Students who are English Learners
    - Students who receive free or reduced priced meals
    - Foster Youth
  - Supplemental grants equal 20% of the adjusted base grants multiplied by the LEA's unduplicated percentage of English learners, income-eligible for free or reduced-priced meals, and foster youth pupils. Concentration grants equal to 50% of the adjusted base grant multiplied by an LEA's percentage of unduplicated pupils above 55%. The details of how the funds are to be spent are outlined in the Local Control Accountability Plan – LCAP

Projected 2025-2026 38.37% Unduplicated	Projected 2026-2027 38.27% Unduplicated	Projected 2027-2028 37.89% Unduplicated
$11,970,073	$12,216,541	$12,426,579

- **Property Taxes and other local revenue**
  - For 2025-2026 our projected property and other local revenue is: $71,651,717

- **Education Protection Account (EPA)**
  - EPA is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, pursuant to Section 36 of Article XIII of the California Constitution.
  - For 2025-2026 our projected EPA funding is: $2,704,852

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

Fiscal Year	Total Projected Allocation
First Interim 2025-2026	$690,510
Projected 2026-2027	$704,240
Projected 2027-2028	$721,065

Federal Funding Expenditure Budgets–The changes from Adopted to First Interim reflect allowable prior year carry over revenues to be spent in the 2025-2026 fiscal year.

	Resource Code	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
Title I	30100	$1,783,154	$1,783,154	$1,765,322	$1,747,669
Title II	40350	$260,000	$260,000	$257,400	$254,826
Title III IE	42010	$99,500	$99,500	$98,505	$97,520
Title III EL	42030	$235,000	$235,000	$232,650	$230,324
Title IV	41270	$130,000	$130,000	$128,700	$127,413
Title VI	45100	$0	$10,213	$10,111	$10,010
Perkins	35500	$87,961	$87,961	$87,081	$86,211

Restricted State / Grant Funding:
Each grant at First Interim has the base grant allocation plus any allowable carry over from the prior fiscal year. Each year grants are awarded; the district evaluates if they are ongoing or no longer available and projects the income in the two projected years accordingly.

Program	Resource Code	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
CTIEG	63870	$600,000	$873,477	$594,000	$588,060
ASES	60100	$315,395	$315,395	$312,241	$309,119
CSEA Summer Assistance Grant	74150	$450,000	$452,131	$445,500	$441,045
Extended Learning Opportunities Program (ELOP)	26000	$3,750,993	$5,947,834	$3,713,483	$3,676,348
Student Support Block Grant	60190	$3,975,000	$4,469,107	$0	$0
Prop 28 (Arts/Music)	67700	$1,795,115	$5,791,752	$0	$0
K12 Strong Workforce Pathways	63880	$610,169	$1,363,721	$1,350,084	$1,336,583
Learning Recovery Emergency Block Grant	74350	$0	$559,496	$0	$0

Special Education Federal and State AB602 Funding
Districts throughout the state continue to be underfunded which requires contributions from the unrestricted general fund to restricted Special Ed funding in order to meet student needs.

Program	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
Federal SPED funding	$4,029,290	$4,029,289	$3,988,996	$3,949,106
State SPED Funding	$15,850,366	$15,850,366	$15,691,862	$15,534,944

Expenditure Assumptions

The following expenditure assumptions are for First Interim 2025-2026, and the multi-year projection 2026-2027 and 2027-2028.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2025-2026	First Interim 2025-2026	Projected Budget 2026-2027	Projected Budget 2027-2028
Certificated Salaries	$83,383,250.76	$83,723,189.00	$83,860,598.59	$84,422,341.95
Classified Salaries	$40,148,653.17	$41,555,215.00	$42,020,633.41	$42,285,956.36
Employee Benefits	$52,363,769.13	$50,793,509.00	$51,261,086.57	$52,204,377.76
Books & Supplies	$9,368,170.41	$14,548,376.00	$8,810,684.77	$9,057,383.95
Services/Other Operations	$41,046,633.66	$39,142,977.00	$38,142,977.00	$36,642,977.00
Capital Outlay	$187,964.00	$418,290.00	$418,290.00	$418,290.00
Other Outgo (excluding indirect)	$1,250,000.00	$3,002,723.00	$3,002,723.00	$3,002,723.00
Other Outgo (Transfers of Indirect Costs)	-$780,995.74	-$592,538.00	-$592,538.00	-$592,538.00
Total	**$226,967,445**	**$232,591,741**	**$226,924,455**	**$227,441,512**

Differences from Adopted to First Interim:

EXPENDITURE CATEGORIES	Adopted Budget 2025-2026	First Interim 2025-2026	Difference
Certificated Salaries	$83,383,251	$83,723,189	$339,938
Classified Salaries	$40,148,653	$41,555,215	$1,406,562
Employee Benefits	$52,363,769	$50,793,509	-$1,570,260
Books & Supplies	$9,368,170	$14,548,376	$5,180,206
Services/Other Operations	$41,046,634	$39,142,977	-$1,903,657
Capital Outlay	$187,964	$418,290	$230,326
Other Outgo (excluding indirect)	$1,250,000	$3,002,723	$1,752,723
Other Outgo (Transfers of Indirect Costs)	-$780,996	-$592,538	$188,458
Total	**$226,967,445**	**$232,591,741**	**$5,624,296**

Expenditure Differences:

Certificated Salaries

- Extra Hourly from Discretionary Budgets (often placed originally in the 4000s) moved at this time of year
- Step & Column changes (new personnel, new credentials, etc.)

Classified Salaries

- Increased BIA FTE but subsequently reduced contractor costs
- Step & Column changes (new personnel, new credentials, etc.)

Benefits

- H&W changes based on employees (budget is based on max health benefits)
- Mid year 6% H&W increase
- Vacancies accounted for

Books and Supplies

- Carryover funds being allocated (not allocated at Budget Adoption due to timing of year end close)
- Expenditures to match new gifts and donations revenue

Services

- Reduced contractor budgets to account for increase in BIA FTE
- Carryover funds being allocated (not allocated at Budget Adoption due to timing of year end close)
- Expenditures to match new gifts and donations revenue

Capital Outlay

- Non-bond capital ($5,000 or more per unit)
    - Ex. New Sound System

Other Outgo

- Increase in Debt Service Interest (will be taking to bond committee to try alleviate the general fund)
    - Energy saving program, BAI written in 2015 to come from the bond
    - Related to solar panels, LED lighting, master clocks/PA systems, etc.
- Increase in Tuition costs (SPED)

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

	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
BTA Increase	$884,332	$891,913	$841,552	$847,081
CSEA Increase	$466,443	$482,974	$455,704	$458,698
BASA Increase	$125,204	$119,353	$112,614	$113,354

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare have been calculated for First Interim. For the multi-year projection, an increase of 4% has been projected (close to 7% at the mid year point and any increased plans)
- The District will continue to pay current and eligible retiree benefits up to the district cap of $16,750 as of 1/1/2024.
- The Retiree Benefit trust has been fully liquidated to go towards retiree benefits expenses. OPEB (Other Post Employment Benefits) contributions will now directly be paid for by the General Fund in 2025-2026.

The following table represents the contribution obligation to statutory benefits:

	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
PERS	26.81%	26.81%	26.40%	26.90%
STRS	19.10%	19.10%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.05%	0.05%	0.05%	0.05%
OPEB	0.30%	0.30%	0.30%	0.30%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.40%	2.40%	2.40%	2.40%

The PERS rate in the two out years is estimated to decrease, from 26.81% in the current year to 26.4% in 26-27 and then to 26.9% in 27-28. All other benefits are estimated to remain stagnant.

Consumer Price Index (CPI) is applied to supplies and materials (object code 4000-4999). Below is the annual percentage:

2025-2026	2026-2027	2027-2028
3.42%	2.98%	2.77%

Minimum Wage is due to increase in the out years, below is an estimated assumption included in the multi-year projection for this increase.

2025-2026	2026-2027	2027-2028
$16.90	$17.40	$17.80

General Fund Contributions
Program contributions from General Fund Unrestricted to Restricted:

	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
Special Education	$43,196,081	$38,868,901	$43,457,439	$43,718,797
On-Going and Major Maintenance	$6,869,352	$7,201,685	$6,742,544	$6,756,465
Rental of District Property/UOF	-$283,706	-$436,443	-$285,423	-$287,139
City of Burbank- Joint Use	-$199,040	-$195,553	-$200,245	-$201,449
Retiree Benefits	$2,000,000	$2,120,000	$2,173,000	$2,226,000
Balancing Contributions		$5,768,708	$7,949,020	$13,286,685
Totals:	**$51,582,687**	**$53,327,298**	**$59,836,335**	**$65,499,359**

Differences between Adopted Budget and First Interim

- **Special Ed**
  - Increased billing for excess costs incurred by out-of-district students
  - Closer to MOE assumed amount
  - May have to increase at 2nd interim if master agreement costs rise (non PO's)
- **Routine Restricted Maintenance (RRM)**
  - The minimum contribution required for RRM is 3% of the total general fund expenditures. As expenditures change, so does the 3%
- **Rental of District Property**
  - Increased Interim Budget based on trajectory of revenue, however kept out years at lower/conservative rate
- **Balancing Contributions**
  - Based on various positions and non-personnel expenditures that have been coded to restricted resources, we have to contribute from unrestricted funds to restricted.
  - We could alleviate this by changing the coding for certain positions and programs, however this creates issues when reviewing costs year over year and creates issues when trying to understand the true cost of programs based on their account string designation

Transfers In/Out
This amount is a contribution from the General Fund to other funds/programs.

	Adopted Budget 2025-2026	First Interim 2025-2026	Projected 2026-2027	Projected 2027-2028
Fund 67 (Retiree Benefits)	$2,000,000	$2,120,000	$2,173,000	$2,226,000

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For: 2025-26 Original Budget	2025-26 Board Approved Operating Budget	2025-26 Actuals to Date	2025-26 Projected Totals
01I	General Fund/County School Service Fund	GS	GS	GS	GS
08I	Student Activity Special Revenue Fund				
09I	Charter Schools Special Revenue Fund				
10I	Special Education Pass-Through Fund				
11I	Adult Education Fund	G	G	G	G
12I	Child Development Fund	G	G	G	G
13I	Cafeteria Special Revenue Fund	G	G	G	G
14I	Deferred Maintenance Fund	G	G	G	G
15I	Pupil Transportation Equipment Fund				
17I	Special Reserve Fund for Other Than Capital Outlay Projects				
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund	G	G	G	G
25I	Capital Facilities Fund	G	G	G	G
30I	State School Building Lease-Purchase Fund				
35I	County School Facilities Fund	G	G	G	G
40I	Special Reserve Fund for Capital Outlay Projects	G	G	G	G
49I	Capital Project Fund for Blended Component Units				
51I	Bond Interest and Redemption Fund				
52I	Debt Service Fund for Blended Component Units				
53I	Tax Override Fund				
56I	Debt Service Fund				
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
62I	Charter Schools Enterprise Fund				
63I	Other Enterprise Fund				
66I	Warehouse Revolving Fund				
67I	Self-Insurance Fund	G	G	G	G
71I	Retiree Benefit Fund				
73I	Foundation Private-Purpose Trust Fund				
76I	Warrant/Pass-Through Fund				
95I	Student Body Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				S
CI	Interim Certification				
ESMOE	Every Student Succeeds Act Maintenance of Effort				G
ICR	Indirect Cost Rate Worksheet				
MYPI	Multiyear Projections - General Fund				GS
SIAI	Summary of Interfund Activities - Projected Year Totals				G
01CSI	Criteria and Standards Review				S

Burbank Unified School District Multi-Year Projection

Description	Object Code	Unaudited Actuals 2024-2025			Adopted Budget 2025-26		
A. Revenues		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
LCFF Sources	8010-8099	$167,479,238	$0	$167,479,238	$170,073,136	$0	$170,073,136
Federal Revenue	8100-8299	$0	$5,804,259	$5,804,259	$0	$7,984,906	$7,984,906
Other State Revenues	8300-8599	$5,772,654	$19,868,400	$25,641,054	$4,888,140	$26,305,715	$31,193,855
Other Local Revenues	8600-8799	$2,323,495	$5,257,216	$7,580,711	$750,000	$3,381,026	$4,131,026
Total Revenue		$175,575,386	$30,929,875	$206,505,261	$175,710,375	$37,671,646	$213,382,021
B. Expenditures							
Certificated Salaries	1000-1999	$65,777,676.98	$19,791,172.98	$85,568,849.96	$64,842,047	$18,541,203	$83,383,251
Classified Salaries	2000-2999	$18,469,902.53	$19,547,395.61	$38,017,298.14	$21,434,093	$18,714,560	$40,148,653
Employee Benefits	3000-3999	$32,955,081.83	$16,095,378.16	$49,050,459.99	$36,451,156	$15,912,613	$52,363,769
Books and Supplies	4000-4999	$1,523,281.64	$4,877,581.18	$6,400,862.82	$1,753,339	$7,614,831	$9,368,170
Services and Other Operating Expenditures	5000-5999	$16,007,026.34	$27,683,318.45	$43,690,344.79	$9,287,081	$31,759,553	$41,046,634
Capital Outlay/Depreciation	6000-6999	$1,970,872.72	$544,116.30	$2,514,989.02	$124,900	$63,064	$187,964
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	$1,470,124.10	$1,319,216.90	$2,789,341.00	$1,200,000	$50,000	$1,250,000
Other Outgo - Transfers of Indirect Costs	7300-7399	-$1,810,308.33	$1,152,370.05	-$657,938.28	-$1,786,594	$1,005,598	-$780,996
Total Expenditures		$136,363,658	$91,010,550	$227,374,207	$133,306,022	$93,661,423	$226,967,445
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		$39,211,729	-$60,080,675	-$20,868,946	$42,404,353	-$55,989,777	-$13,585,424
D. Other Financing Sources/Uses							
Transfers In	8900-8929	$0	$0	$0	$0	$0	$0
Transfers Out	7600-7629	$1,003,730	$0	$1,003,730	$2,000,000	$0	$2,000,000
Sources	8930-8979				$0	$0	$0
Uses	7630-7699				$0	$0	$0
Contributions	8980-8999	-$42,021,842	$42,021,842	$0	-$49,582,687	$49,582,687	$0
Net Increase (Decrease) in Fund Balance		-$3,813,843	-$18,058,833	-$21,872,676	-$9,178,334	-$6,407,090	-$15,585,424
F. Fund Balance, Reserves/Net Position							
Beginning Fund Balance/Net Position							
As of July 1 - Unaudited	9791	$37,700,343	$32,630,288	$70,330,631	$34,014,558	$14,571,455	$48,586,013
Audit Adjustments	9793	$128,058	$0	$128,058	$0	$0	$0
As of July 1- Audited		$37,828,401	$32,630,288	$70,458,689	$34,014,558	$14,571,455	$48,586,013
Ending Balance/Net Position, June 30		$34,014,558	$14,571,455	$48,586,013	$24,836,224	$8,164,365	$33,000,589
Components of Ending Fund Balance							
Nonspendable (Revolving Cash / Stores)	9710-9719						
Vacation Liability	9780	$300,000			$300,000		
Unassigned/Unappropriated		$20,132,329			$11,037,802		
Reserve for Economic Uncertainties	9789	$6,791,114			$6,749,034		
Board Approved Reserve	9789	$6,791,114			$6,749,034		

Description	Object Code	1st interim 2025-26			Projected Year 2026-27			Projected Year 2027-28		
A. Revenues		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
LCFF Sources	8010-8099	$170,073,136	$0	$170,073,136	$174,022,360	$0	$174,022,360	$178,649,839	$0	$178,649,839
Federal Revenue	8100-8299	$0	$8,240,352	$8,240,352	$0	$7,905,057	$7,905,057	$0	$7,826,006	$7,826,006
Other State Revenues	8300-8599	$4,887,239	$27,145,090	$32,032,329	$4,887,239	$22,042,657	$26,929,896	$4,887,239	$22,042,657	$26,929,896
Other Local Revenues	8600-8799	$2,850,500	$4,738,341	$7,588,841	$3,329,607	$3,695,393	$7,025,000	$3,399,857	$3,765,643	$7,165,500
Total Revenue		$177,810,875	$40,123,783	$217,934,658	$182,239,206	$33,643,107	$215,882,313	$186,936,935	$33,634,307	$220,571,242
B. Expenditures										
Certificated Salaries	1000-1999	$62,503,689	$21,219,500	$83,723,189	$62,403,501	$21,457,098	$83,860,599	$62,724,986	$21,697,356	$84,422,342
Classified Salaries	2000-2999	$20,735,573	$20,819,642	$41,555,215	$20,967,874	$21,052,760	$42,020,633	$20,997,468	$21,288,488	$42,285,956
Employee Benefits	3000-3999	$33,719,209	$17,074,300	$50,793,509	$33,962,910	$17,298,177	$51,261,087	$34,490,169	$17,714,209	$52,204,378
Books and Supplies	4000-4999	$2,537,258	$12,011,118	$14,548,376	$2,586,351	$6,224,333	$8,810,685	$2,694,409	$6,362,975	$9,057,384
Services and Other Operating Expenditures	5000-5999	$12,419,560	$26,723,417	$39,142,977	$11,419,560	$26,723,417	$38,142,977	$9,919,560	$26,723,417	$36,642,977
Capital Outlay/Depreciation	6000-6999	$141,935	$276,355	$418,290	$141,935	$276,355	$418,290	$141,935	$276,355	$418,290
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	$1,530,000	$1,472,723	$3,002,723	$1,530,000	$1,472,723	$3,002,723	$1,530,000	$1,472,723	$3,002,723
Other Outgo - Transfers of Indirect Costs	7300-7399	-$2,140,704	$1,548,166	-$592,538	-$2,140,704	$1,548,166	-$592,538	-$2,140,704	$1,548,166	-$592,538
Total Expenditures		$131,446,520	$101,145,221	$232,591,741	$130,871,427	$96,053,028	$226,924,455	$130,357,822	$97,083,690	$227,441,512
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		$46,364,355	-$61,021,438	-$14,657,083	$51,367,779	-$62,409,921	-$11,042,142	$56,579,112	-$63,449,383	-$6,870,270
D. Other Financing Sources/Uses										
Transfers In	8900-8929	$0	$0	$0	$0	$0	$0	$0	$0	$0
Transfers Out	7600-7629	$2,120,000	$0	$2,120,000	$2,173,000	$0	$2,173,000	$2,226,000	$0	$2,226,000
Sources	8930-8979									
Uses	7630-7699									
Contributions	8980-8999	-$51,207,299	$51,207,299	$0.0	-$57,663,335	$57,663,335	$0	-$63,469,372	$63,469,372	$0
Net Increase (Decrease) in Fund Balance		-$6,962,944	-$9,814,139	-$16,777,083	-$8,468,557	-$4,746,586	-$13,215,142	-$9,116,260	$19,989	-$9,096,270
F. Fund Balance, Reserves/Net Position										
Beginning Fund Balance/Net Position										
As of July 1 - Unaudited	9791	$34,014,558	$14,571,455	$48,586,013	$27,051,614	$4,757,316	$31,808,930	$18,583,057	$10,731	$18,593,788
Audit Adjustments	9793	$0	$0	$0						
As of July 1- Audited		$34,014,558	$14,571,455	$48,586,013	$27,051,614	$4,757,316	$31,808,930	$18,583,057	$10,731	$18,593,788
Ending Balance/Net Position, June 30		$27,051,614	$4,757,316	$31,808,930	$18,583,057	$10,731	$18,593,788	$9,466,797	$30,720	$9,497,517
Components of Ending Fund Balance										
Nonspendable (Revolving Cash / Stores)	9710-9719									
Vacation Liability	9780	$300,000			$300,000			$300,000		
Unassigned/Unappropriated		$12,923,309			$11,540,513			$2,410,332		
Reserve for Economic Uncertainties	9789	$6,914,152			$6,742,544			$6,756,465		
Board Approved Reserve	9789	$6,914,152								

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	170,073,136.00	2.32%	174,022,360.00	2.66%	178,649,839.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	4,887,239.00	0.00%	4,887,239.00	0.00%	4,887,239.00
4. Other Local Revenues	8600-8799	2,850,500.00	16.81%	3,329,607.00	2.11%	3,399,857.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(51,207,299.00)	12.61%	(57,663,335.00)	10.07%	(63,469,372.00)
6. Total (Sum lines A1 thru A5c)		126,603,576.00	(1.60%)	124,575,871.00	(.89%)	123,467,563.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				62,503,689.00		62,403,500.87
b. Step & Column Adjustment				700,102.00		698,979.97
c. Cost-of-Living Adjustment						
d. Other Adjustments				(800,290.13)		(377,495.34)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	62,503,689.00	(.16%)	62,403,500.87	.52%	62,724,985.50
2. Classified Salaries						
a. Base Salaries				20,735,573.00		20,967,874.00
b. Step & Column Adjustment				232,301.00		234,902.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						(205,308.14)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	20,735,573.00	1.12%	20,967,874.00	.14%	20,997,467.86
3. Employee Benefits	3000-3999	33,719,209.00	.72%	33,962,910.00	1.55%	34,490,169.00
4. Books and Supplies	4000-4999	2,537,258.00	1.93%	2,586,351.00	4.18%	2,694,409.00
5. Services and Other Operating Expenditures	5000-5999	12,419,560.00	(8.05%)	11,419,560.00	(13.14%)	9,919,560.00
6. Capital Outlay	6000-6999	141,935.00	0.00%	141,935.00	0.00%	141,935.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,530,000.00	0.00%	1,530,000.00	0.00%	1,530,000.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(2,140,704.00)	0.00%	(2,140,704.00)	0.00%	(2,140,704.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,120,000.00	2.50%	2,173,000.00	2.44%	2,226,000.00
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		133,566,520.00	(.39%)	133,044,426.87	(.35%)	132,583,822.36
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(6,962,944.00)		(8,468,555.87)		(9,116,259.36)
D. FUND BALANCE						
1.Net Beginning Fund Balance(Form 01I, line F1e)		34,014,557.57		27,051,613.57		18,583,057.70
2. Ending Fund Balance (Sum lines C and D1)		27,051,613.57		18,583,057.70		9,466,798.34
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00		300,000.00		300,000.00
e. Unassigned/Unappropriated						

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
1. Reserve for Economic Uncertainties	9789	0.00		6,742,544.00		6,756,465.00
2. Unassigned/Unappropriated	9790	27,051,613.57		11,540,513.70		2,410,333.34
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		27,051,613.57		18,583,057.70		9,466,798.34
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		6,742,544.00		6,756,465.00
c. Unassigned/Unappropriated	9790	27,051,613.57		11,540,513.70		2,410,333.34
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00				
b. Reserve for Economic Uncertainties	9789	0.00				
c. Unassigned/Unappropriated	9790	0.00				
3. Total Available Reserves (Sum lines E1a thru E2c)		27,051,613.57		18,283,057.70		9,166,798.34

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

Based on Fiscal Stabilization Plan provided to LACOE and Board of Ed

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	8,240,352.00	(4.07%)	7,905,057.00	(1.00%)	7,826,006.00
3. Other State Revenues	8300-8599	27,145,090.00	(18.80%)	22,042,657.00	0.00%	22,042,657.00
4. Other Local Revenues	8600-8799	4,738,341.00	(22.01%)	3,695,393.00	1.90%	3,765,643.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	51,207,299.00	12.61%	57,663,335.00	10.07%	63,469,372.00
6. Total (Sum lines A1 thru A5c)		91,331,082.00	(.03%)	91,306,442.00	6.35%	97,103,678.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				21,219,500.00		21,457,097.64
b. Step & Column Adjustment				237,597.64		240,258.73
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	21,219,500.00	1.12%	21,457,097.64	1.12%	21,697,356.37
2. Classified Salaries						
a. Base Salaries				20,819,642.00		21,052,759.63
b. Step & Column Adjustment				233,117.63		235,728.55
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	20,819,642.00	1.12%	21,052,759.63	1.12%	21,288,488.18
3. Employee Benefits	3000-3999	17,074,300.00	1.31%	17,298,177.00	2.41%	17,714,209.00
4. Books and Supplies	4000-4999	12,011,118.00	(48.18%)	6,224,333.00	2.23%	6,362,975.00
5. Services and Other Operating Expenditures	5000-5999	26,723,417.00	0.00%	26,723,417.00	0.00%	26,723,417.00
6. Capital Outlay	6000-6999	276,355.00	0.00%	276,355.00	0.00%	276,355.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,472,723.00	0.00%	1,472,723.00	0.00%	1,472,723.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	1,548,166.00	0.00%	1,548,166.00	0.00%	1,548,166.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		101,145,221.00	(5.03%)	96,053,028.27	1.07%	97,083,689.55
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(9,814,139.00)		(4,746,586.27)		19,988.45
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		14,571,455.18		4,757,316.18		10,729.91
2. Ending Fund Balance (Sum lines C and D1)		4,757,316.18		10,729.91		30,718.36
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	4,757,318.56		10,729.91		30,718.36
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
2. Unassigned/Unappropriated	9790	(2.38)		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		4,757,316.18		10,729.91		30,718.36
E. AVAILABLE RESERVES						
1. General Fund)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

Rounding

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	170,073,136.00	2.32%	174,022,360.00	2.66%	178,649,839.00
2. Federal Revenues	8100-8299	8,240,352.00	(4.07%)	7,905,057.00	(1.00%)	7,826,006.00
3. Other State Revenues	8300-8599	32,032,329.00	(15.93%)	26,929,896.00	0.00%	26,929,896.00
4. Other Local Revenues	8600-8799	7,588,841.00	(7.43%)	7,025,000.00	2.00%	7,165,500.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		217,934,658.00	(.94%)	215,882,313.00	2.17%	220,571,241.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				83,723,189.00		83,860,598.51
b. Step & Column Adjustment				937,699.64		939,238.70
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(800,290.13)		(377,495.34)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	83,723,189.00	.16%	83,860,598.51	.67%	84,422,341.87
2. Classified Salaries						
a. Base Salaries				41,555,215.00		42,020,633.63
b. Step & Column Adjustment				465,418.63		470,630.55
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		(205,308.14)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	41,555,215.00	1.12%	42,020,633.63	.63%	42,285,956.04
3. Employee Benefits	3000-3999	50,793,509.00	.92%	51,261,087.00	1.84%	52,204,378.00
4. Books and Supplies	4000-4999	14,548,376.00	(39.44%)	8,810,684.00	2.80%	9,057,384.00
5. Services and Other Operating Expenditures	5000-5999	39,142,977.00	(2.55%)	38,142,977.00	(3.93%)	36,642,977.00
6. Capital Outlay	6000-6999	418,290.00	0.00%	418,290.00	0.00%	418,290.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	3,002,723.00	0.00%	3,002,723.00	0.00%	3,002,723.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(592,538.00)	0.00%	(592,538.00)	0.00%	(592,538.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	2,120,000.00	2.50%	2,173,000.00	2.44%	2,226,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		234,711,741.00	(2.39%)	229,097,455.14	.25%	229,667,511.91
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(16,777,083.00)		(13,215,142.14)		(9,096,270.91)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		48,586,012.75		31,808,929.75		18,593,787.61
2. Ending Fund Balance (Sum lines C and D1)		31,808,929.75		18,593,787.61		9,497,516.70
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	4,757,318.56		10,729.91		30,718.36
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		300,000.00		300,000.00
e. Unassigned/Unappropriated						

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
1. Reserve for Economic Uncertainties	9789	0.00		6,742,544.00		6,756,465.00
2. Unassigned/Unappropriated	9790	27,051,611.19		11,540,513.70		2,410,333.34
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		31,808,929.75		18,593,787.61		9,497,516.70
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		6,742,544.00		6,756,465.00
c. Unassigned/Unappropriated	9790	27,051,613.57		11,540,513.70		2,410,333.34
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(2.38)		0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		27,051,611.19		18,283,057.70		9,166,798.34
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		11.53%		7.98%		3.99%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):	Foothill SELPA					
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499, 6500-6540 and 6546 objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00				
2. District ADA						
Used to determine the reserve standard percentage level on line F3d						
(Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		13,500.98		13,165.48		13,033.83
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		234,711,741.00		229,097,455.14		229,667,511.91
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		234,711,741.00		229,097,455.14		229,667,511.91
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		7,041,352.23		6,872,923.65		6,890,025.36
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		7,041,352.23		6,872,923.65		6,890,025.36
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	0									
A. BEGINNING CASH			25,425,016.99	28,794,907.28	17,584,975.13	14,096,546.64	16,931,463.14	11,951,805.58	32,712,652.93	41,083,275.94
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		8,841,936.00	3,607,076.00	11,941,677.00	(567,304.36)	9,322,439.51	15,656,670.25	7,842,195.55	6,133,920.33
Property Taxes	8020-8079		529,590.38	968,626.66	0.00	0.00	535,592.83	18,476,354.36	11,818,635.39	1,673,549.93
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		0.00	0.00	1,122,414.82	283,443.81	883,071.70	561,276.42	(613,504.30)	511,366.98
Other State Revenue	8300-8599		4,493,503.00	1,662,738.00	3,419,191.68	937,118.49	3,004,329.62	3,527,869.36	2,452,008.73	2,278,653.54
Other Local Revenue	8600-8799		1,648.53	2,058.75	647,504.49	1,244,329.24	770,144.52	451,470.71	1,081,717.07	(467,561.94)
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			13,866,677.91	6,240,499.41	17,130,787.99	1,897,587.18	14,515,578.19	38,673,641.11	22,581,052.44	10,129,928.83
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		79,929.54	7,183,588.73	7,326,999.63	7,453,874.55	7,492,955.13	7,381,364.33	7,457,444.88	7,367,712.66
Classified Salaries	2000-2999		359,766.14	1,595,040.86	3,135,125.65	3,561,871.54	3,938,977.05	3,814,673.32	3,757,267.63	3,898,574.08
Employee Benefits	3000-3999		94,478.02	2,309,166.72	4,396,836.91	4,563,022.41	4,722,717.79	4,700,856.17	4,824,469.42	4,828,781.96
Books and Supplies	4000-4999		82,887.66	713,186.00	861,506.80	465,480.94	997,569.26	1,006,148.25	1,255,386.95	1,185,696.59
Services	5000-5999		2,692,187.33	2,172,757.27	3,574,136.78	3,963,373.10	2,951,394.28	1,986,182.93	4,078,508.35	3,007,193.28
Capital Outlay	6000-6999		0.00	36,615.25	29,029.14	49,873.85	2,252.34	3,743.13	19,286.71	64,916.98
Other Outgo	7000-7499		9,802.00	268,923.53	25,203.81	19,871.00	87,238.48	332,663.67	169,468.85	126,561.17
Interfund Transfers Out	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			3,319,050.69	14,279,278.36	19,348,838.72	20,077,367.39	20,193,104.34	19,225,631.81	21,561,832.79	20,479,436.72
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	7,062,062.99	3,671,116.61	(13,270.92)	(2,814,713.52)	9,120,523.19	54,572.87	54,675.13	11,927.94	27,740.06
Accounts Receivable	9200-9299	27,300,372.83	37,334.36	(629,750.02)	299,163.06	10,388,359.29	1,181,589.12	1,181,589.12	1,181,589.12	1,181,589.12
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,362,435.83	3,708,450.97	(643,020.94)	(2,515,550.46)	19,508,882.48	1,236,161.99	1,236,264.26	1,193,517.06	1,209,329.18
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	7,740,374.80	10,886,187.90	2,528,132.26	(1,245,172.70)	(1,505,814.23)	(207,226.60)	(76,573.80)	(6,157,886.29)	(100,787.39)
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Inflows of Resources	9690	14,870,520.00	0.00	0.00	0.00	0.00	745,520.00	0.00	0.00	0.00
SUBTOTAL		22,610,894.80	10,886,187.90	2,528,132.26	(1,245,172.70)	(1,505,814.23)	538,293.40	(76,573.80)	(6,157,886.29)	(100,787.39)
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		11,751,541.03	(7,177,736.93)	(3,171,153.20)	(1,270,377.76)	21,014,696.71	697,868.60	1,312,838.05	7,351,403.35	1,310,116.57
E. NET INCREASE/DECREASE (B - C + D)			3,369,890.29	(11,209,932.15)	(3,488,428.49)	2,834,916.50	(4,979,657.56)	20,760,847.35	8,370,623.01	(9,039,391.31)
F. ENDING CASH (A + E)			28,794,907.28	17,584,975.13	14,096,546.64	16,931,463.14	11,951,805.58	32,712,652.93	41,083,275.94	32,043,884.63
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	0								
A. BEGINNING CASH		32,043,884.63	24,303,250.99	29,147,889.34	22,103,886.81				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	12,785,298.49	6,133,920.33	6,133,920.33	10,589,669.58	0.00	0.00	98,421,419.00	98,421,419.00
Property Taxes	8020-8079	304,068.19	16,856,192.04	4,443,261.14	16,045,846.06	0.00	0.00	71,651,717.00	71,651,717.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	734,266.69	55,937.48	162,511.19	4,539,567.20	0.00	0.00	8,240,352.00	8,240,352.00
Other State Revenue	8300-8599	(2,455,288.55)	2,624,129.32	2,300,692.37	7,787,383.44	0.00	0.00	32,032,329.00	32,032,329.00
Other Local Revenue	8600-8799	161,641.60	355,122.88	439,482.21	2,901,282.93	0.00	0.00	7,588,841.00	7,588,841.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		11,529,986.43	26,025,302.05	13,479,867.24	41,863,749.21	0.00	0.00	217,934,658.00	217,934,658.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	7,643,548.48	7,391,937.41	7,526,170.24	9,423,155.68	0.00	0.00	83,728,681.25	83,723,189.00
Classified Salaries	2000-2999	3,815,927.55	3,825,552.28	3,923,925.99	5,928,647.90	0.00	0.00	41,555,350.00	41,555,215.00
Employee Benefits	3000-3999	4,850,488.73	4,838,946.82	4,876,831.32	5,786,961.72	0.00	0.00	50,793,558.00	50,793,509.00
Books and Supplies	4000-4999	1,489,167.70	3,014,010.77	1,550,085.57	1,927,249.50	0.00	0.00	14,548,376.00	14,548,376.00
Services	5000-5999	2,845,583.74	3,084,960.42	3,805,424.24	4,981,275.28	0.00	0.00	39,142,977.00	39,142,977.00
Capital Outlay	6000-6999	9,116.79	180,466.50	6,393.92	16,595.39	0.00	0.00	418,290.00	418,290.00
Other Outgo	7000-7499	45,948.27	203,146.73	118,382.27	1,002,975.22	0.00	0.00	2,410,185.00	2,410,185.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	2,120,000.00	0.00	0.00	2,120,000.00	2,120,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		20,699,781.25	22,539,020.92	21,807,213.56	31,186,860.69	0.00	0.00	234,717,417.25	234,711,741.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	(65,880.01)	(27,601.12)	(28,034.59)	97,605.76	0.00	0.00	10,088,661.42	
Accounts Receivable	9200-9299	1,181,589.12	1,181,589.12	1,181,589.12	1,181,589.12	10,000,000.00	0.00	29,547,819.66	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00		0.00	0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		1,115,709.11	1,153,988.00	1,153,554.54	1,279,194.88	10,000,000.00	0.00	39,636,481.08	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	(313,452.08)	(204,369.22)	(129,789.25)	7,584,429.68	5,000,000.00	0.00	16,057,678.28	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	14,125,000.00	0.00	14,870,520.00	
SUBTOTAL		(313,452.08)	(204,369.22)	(129,789.25)	7,584,429.68	19,125,000.00	0.00	30,928,198.28	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		1,429,161.19	1,358,357.23	1,283,343.78	(6,305,234.80)	(9,125,000.00)	0.00	8,708,282.79	
E. NET INCREASE/DECREASE (B - C + D)		(7,740,633.64)	4,844,638.35	(7,044,002.53)	4,371,653.73	(9,125,000.00)	0.00	(8,074,476.45)	(16,777,083.00)
F. ENDING CASH (A + E)		24,303,250.99	29,147,889.34	22,103,886.81	26,475,540.53				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								17,350,540.53	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	JUNE									
A. BEGINNING CASH			26,475,540.53	31,596,911.81	21,468,056.52	18,345,108.42	14,800,771.50	9,451,629.02	30,342,340.95	37,018,682.54
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		9,047,252.29	3,690,834.97	12,218,971.57	(580,477.59)	9,538,913.45	16,020,229.71	8,024,297.13	6,276,354.49
Property Taxes	8020-8079		541,887.86	991,118.89	0.00	0.00	548,029.70	18,905,388.98	12,093,072.85	1,712,410.99
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		0.00	0.00	1,076,744.39	271,910.64	847,140.01	538,438.40	(588,541.15)	490,559.74
Other State Revenue	8300-8599		3,777,732.50	1,397,880.31	2,874,548.33	787,844.80	2,525,769.68	2,965,914.73	2,061,428.04	1,915,686.61
Other Local Revenue	8600-8799		1,526.05	1,905.79	599,395.75	1,151,877.20	712,923.79	417,927.03	1,001,346.90	(432,822.69)
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			13,368,398.70	6,081,739.96	16,769,660.04	1,631,155.05	14,172,776.63	38,847,898.85	22,591,603.76	9,962,189.14
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		80,060.72	7,192,764.03	7,337,007.81	7,465,238.70	7,505,252.85	7,393,478.90	7,469,684.31	7,379,804.82
Classified Salaries	2000-2999		363,794.34	1,612,900.08	3,170,228.76	3,601,752.80	3,983,080.66	3,857,385.13	3,799,336.69	3,942,225.30
Employee Benefits	3000-3999		95,347.64	2,330,421.41	4,437,307.53	4,605,022.68	4,766,187.98	4,744,125.14	4,868,876.18	4,873,228.41
Books and Supplies	4000-4999		50,197.84	431,914.67	521,739.67	281,901.28	604,140.85	609,336.40	760,278.58	718,073.20
Services	5000-5999		2,623,409.03	2,117,249.04	3,482,827.00	3,862,119.35	2,875,993.92	1,935,441.19	3,974,313.20	2,930,367.41
Capital Outlay	6000-6999		0.00	36,615.25	29,029.14	49,873.85	2,252.34	3,743.13	19,286.71	64,916.98
Other Outgo	7000-7499		9,802.00	268,923.53	25,203.81	19,871.00	87,238.48	332,663.67	169,468.85	126,561.17
Interfund Transfers Out	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			3,222,611.58	13,990,788.01	19,003,343.71	19,885,779.67	19,824,147.09	18,876,173.56	21,061,244.52	20,035,177.29
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	7,062,062.99	2,569,781.63	(9,289.64)	(1,970,299.46)	6,384,366.23	38,201.01	38,272.59	8,349.56	19,418.04
Accounts Receivable	9200-9299	27,300,372.83	26,134.05	(440,825.01)	209,414.14	7,271,851.50	827,112.38	827,112.38	827,112.38	827,112.38
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		34,362,435.83	2,595,915.68	(450,114.66)	(1,760,885.32)	13,656,217.74	865,313.40	865,384.98	835,461.94	846,530.43
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	6,934,856.08	7,594,199.14	1,742,245.69	(898,798.06)	(1,080,957.54)	(36,123.43)	50,412.36	47,012.27	50,508.03
Due To Other Funds	9610	805,518.71	26,132.39	27,446.90	27,177.17	26,887.58	(108,935.19)	(104,014.02)	(4,357,532.67)	(121,059.20)
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Inflows of Resources	9690	14,125,000.00	0.00	0.00	0.00	0.00	708,144.03	0.00	0.00	0.00
SUBTOTAL		21,865,374.80	7,620,331.53	1,769,692.58	(871,620.89)	(1,054,069.96)	563,085.41	(53,601.66)	(4,310,520.40)	(70,551.18)
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		12,497,061.03	(5,024,415.85)	(2,219,807.24)	(889,264.43)	14,710,287.70	302,227.98	918,986.64	5,145,982.35	917,081.60
E. NET INCREASE/DECREASE (B - C + D)			5,121,371.27	(10,128,855.29)	(3,122,948.10)	(3,544,336.92)	(5,349,142.48)	20,890,711.93	6,676,341.59	(9,155,906.55)
F. ENDING CASH (A + E)			31,596,911.81	21,468,056.52	18,345,108.42	14,800,771.50	9,451,629.02	30,342,340.95	37,018,682.54	27,862,775.99
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	JUNE								
A. BEGINNING CASH		27,862,775.99	20,906,643.91	26,598,957.38	19,617,194.98				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	13,082,182.58	6,276,354.49	6,276,354.49	10,835,569.54	0.00	0.00	100,706,837.14	100,706,837.14
Property Taxes	8020-8079	311,128.88	17,247,605.29	4,546,436.95	16,418,442.47	0.00	0.00	73,315,522.86	73,315,522.86
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	704,389.79	53,661.41	155,898.70	4,354,854.76	0.00	0.00	7,905,056.70	7,905,056.70
Other State Revenue	8300-8599	(2,064,185.41)	2,206,131.52	1,934,214.87	6,546,930.43	0.00	0.00	26,929,896.41	26,929,896.41
Other Local Revenue	8600-8799	149,631.84	328,737.71	406,829.26	2,685,721.39	0.00	0.00	7,025,000.00	7,025,000.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		12,183,147.68	26,112,490.43	13,319,734.28	40,841,518.59	0.00	0.00	215,882,313.12	215,882,313.12
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	7,656,093.35	7,404,069.33	7,538,522.47	9,438,621.31	0.00	0.00	83,860,598.59	83,860,598.59
Classified Salaries	2000-2999	3,858,653.41	3,868,385.90	3,967,861.07	5,995,029.28	0.00	0.00	42,020,633.41	42,020,633.41
Employee Benefits	3000-3999	4,895,134.99	4,883,486.84	4,921,720.05	5,840,227.72	0.00	0.00	51,261,086.57	51,261,086.57
Books and Supplies	4000-4999	901,859.23	1,825,323.92	938,751.88	1,167,167.24	0.00	0.00	8,810,684.77	8,810,684.77
Services	5000-5999	2,772,886.56	3,006,147.80	3,708,205.67	4,854,016.81	0.00	0.00	38,142,977.00	38,142,977.00
Capital Outlay	6000-6999	9,116.79	180,466.50	6,393.92	16,595.39	0.00	0.00	418,290.00	418,290.00
Other Outgo	7000-7499	45,948.27	203,146.73	118,382.27	1,002,975.22	0.00	0.00	2,410,185.00	2,410,185.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	2,173,000.00	0.00	0.00	2,173,000.00	2,173,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		20,139,692.59	21,371,027.02	21,199,837.33	30,487,632.98	0.00	0.00	229,097,455.35	229,097,455.35
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199	(46,116.01)	(19,320.78)	(19,624.21)	68,324.03	0.00	0.00	7,062,062.99	
Accounts Receivable	9200-9299	827,112.38	827,112.38	827,112.38	827,112.38	10,000,000.00	0.00	23,683,473.76	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		780,996.38	807,791.60	807,488.17	895,436.42	10,000,000.00	0.00	30,745,536.75	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	11,152.23	(33,306.23)	22,320.62	(533,809.00)	5,000,000.00	0.00	11,934,856.08	
Due To Other Funds	9610	(230,568.69)	(109,752.23)	(113,173.09)	5,842,909.77	0.00	0.00	805,518.71	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	13,416,855.97	0.00	14,125,000.00	
SUBTOTAL		(219,416.45)	(143,058.46)	(90,852.47)	5,309,100.77	18,416,855.97	0.00	26,865,374.80	
Nonoperating									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		1,000,412.83	950,850.06	898,340.65	(4,413,664.36)	(8,416,855.97)	0.00	3,880,161.96	
E. NET INCREASE/DECREASE (B - C + D)		(6,956,132.08)	5,692,313.47	(6,981,762.41)	5,940,221.25	(8,416,855.97)	0.00	(9,334,980.27)	(13,215,142.23)
F. ENDING CASH (A + E)		20,906,643.91	26,598,957.38	19,617,194.98	25,557,416.23				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								17,140,560.26	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,887,239.00	4,887,239.00	1,038,800.65	4,887,239.00	0.00	0.0%
4) Other Local Revenue		8600-8799	750,000.00	750,000.00	354,978.78	2,850,500.00	2,100,500.00	280.1%
5) TOTAL, REVENUES			175,710,375.00	175,710,375.00	26,715,381.11	177,810,875.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	64,842,047.00	64,842,247.00	17,362,169.87	62,503,689.00	2,338,558.00	3.6%
2) Classified Salaries		2000-2999	21,434,093.00	21,473,653.00	4,544,508.60	20,735,573.00	738,080.00	3.4%
3) Employee Benefits		3000-3999	36,451,156.00	36,457,916.00	8,032,775.73	33,719,209.00	2,738,707.00	7.5%
4) Books and Supplies		4000-4999	1,753,339.00	1,752,275.00	565,114.96	2,537,258.00	(784,983.00)	-44.8%
5) Services and Other Operating Expenditures		5000-5999	9,287,081.00	9,425,949.00	7,303,417.15	12,419,560.00	(2,993,611.00)	-31.8%
6) Capital Outlay		6000-6999	124,900.00	124,900.00	0.00	141,935.00	(17,035.00)	-13.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,200,000.00	1,200,000.00	316,638.73	1,530,000.00	(330,000.00)	-27.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(1,786,594.00)	(1,786,594.00)	0.00	(2,140,704.00)	354,110.00	-19.8%
9) TOTAL, EXPENDITURES			133,306,022.00	133,490,346.00	38,124,625.04	131,446,520.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			42,404,353.00	42,220,029.00	(11,409,243.93)	46,364,355.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(49,582,687.00)	(49,582,687.00)	0.00	(51,207,299.00)	(1,624,612.00)	3.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(51,582,687.00)	(51,582,687.00)	0.00	(53,327,299.00)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(9,178,334.00)	(9,362,658.00)	(11,409,243.93)	(6,962,944.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	34,014,557.57	34,014,557.57		34,014,557.57	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			34,014,557.57	34,014,557.57		34,014,557.57		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			34,014,557.57	34,014,557.57		34,014,557.57		
2) Ending Balance, June 30 (E + F1e)			24,836,223.57	24,651,899.57		27,051,613.57		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	24,836,223.57	24,651,899.57		27,051,613.57		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	71,325,616.00	71,325,616.00	18,912,273.64	71,325,616.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	27,095,803.00	27,095,803.00	5,448,940.00	27,095,803.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	(537,829.00)	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	168,134.00	168,134.00	0.00	168,134.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	42,504,918.00	42,504,918.00	0.00	42,504,918.00	0.00	0.0%
Unsecured Roll Taxes		8042	392,576.00	392,576.00	255,077.64	392,576.00	0.00	0.0%
Prior Years' Taxes		8043	1,018,929.00	1,018,929.00	1,022,904.71	1,018,929.00	0.00	0.0%
Supplemental Taxes		8044	952,586.00	952,586.00	135,873.21	952,586.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	11,304,987.00	11,304,987.00	79,209.77	11,304,987.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	15,143,685.00	15,143,685.00	0.00	15,143,685.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	165,902.00	165,902.00	5,151.71	165,902.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Supporting Effective Instruction	4035	8290						
Title III, Immigrant Student Program	4201	8290						
Title III, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	690,510.00	690,510.00	0.00	690,510.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	2,631,025.00	2,631,025.00	387,476.65	2,631,025.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590						
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Arts and Music in Schools (Prop 28)	6770	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
All Other State Revenue	All Other	8590	1,565,704.00	1,565,704.00	651,324.00	1,565,704.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			4,887,239.00	4,887,239.00	1,038,800.65	4,887,239.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	750,000.00	750,000.00	0.00	750,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	0.00	0.00	354,978.78	2,100,500.00	2,100,500.00	New
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			750,000.00	750,000.00	354,978.78	2,850,500.00	2,100,500.00	280.1%
TOTAL, REVENUES			175,710,375.00	175,710,375.00	26,715,381.11	177,810,875.00	2,100,500.00	1.2%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	53,239,688.00	53,239,888.00	14,095,192.34	49,534,688.00	3,705,200.00	7.0%
Certificated Pupil Support Salaries		1200	3,100,605.00	3,100,605.00	1,103,051.19	4,538,760.00	(1,438,155.00)	-46.4%
Certificated Supervisors' and Administrators' Salaries		1300	6,828,108.00	6,828,108.00	1,673,810.24	6,483,922.00	344,186.00	5.0%
Other Certificated Salaries		1900	1,673,646.00	1,673,646.00	490,116.10	1,946,319.00	(272,673.00)	-16.3%
TOTAL, CERTIFICATED SALARIES			64,842,047.00	64,842,247.00	17,362,169.87	62,503,689.00	2,338,558.00	3.6%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	1,541,408.00	1,541,408.00	325,713.07	1,978,931.00	(437,523.00)	-28.4%
Classified Support Salaries		2200	8,911,155.00	8,911,155.00	1,729,506.02	7,885,289.00	1,025,866.00	11.5%
Classified Supervisors' and Administrators' Salaries		2300	1,721,689.00	1,761,249.00	396,218.50	1,604,230.00	157,019.00	8.9%
Clerical, Technical and Office Salaries		2400	7,910,160.00	7,910,160.00	1,847,514.13	7,750,767.00	159,393.00	2.0%
Other Classified Salaries		2900	1,349,681.00	1,349,681.00	245,556.88	1,516,356.00	(166,675.00)	-12.3%
TOTAL, CLASSIFIED SALARIES			21,434,093.00	21,473,653.00	4,544,508.60	20,735,573.00	738,080.00	3.4%
EMPLOYEE BENEFITS								
STRS		3101-3102	12,408,973.00	12,408,973.00	3,206,006.92	11,609,237.00	799,736.00	6.4%
PERS		3201-3202	6,631,720.00	6,633,435.00	1,195,886.95	5,362,224.00	1,271,211.00	19.2%
OASDI/Medicare/Alternative		3301-3302	3,249,657.00	3,251,852.00	671,875.55	2,492,589.00	759,263.00	23.3%
Health and Welfare Benefits		3401-3402	11,643,056.00	11,644,821.00	2,353,393.25	11,966,091.00	(321,270.00)	-2.8%
Unemployment Insurance		3501-3502	45,785.00	45,800.00	11,161.23	41,605.00	4,195.00	9.2%
Workers' Compensation		3601-3602	2,197,318.00	2,198,269.00	530,307.42	1,997,754.00	200,515.00	9.1%
OPEB, Allocated		3701-3702	274,647.00	274,766.00	64,144.41	249,709.00	25,057.00	9.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			36,451,156.00	36,457,916.00	8,032,775.73	33,719,209.00	2,738,707.00	7.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	170.00	1,375.11	2,600.00	(2,430.00)	-1,429.4%
Materials and Supplies		4300	1,692,561.00	1,687,382.00	550,248.08	2,441,145.00	(753,763.00)	-44.7%
Noncapitalized Equipment		4400	60,778.00	64,723.00	13,491.77	93,513.00	(28,790.00)	-44.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,753,339.00	1,752,275.00	565,114.96	2,537,258.00	(784,983.00)	-44.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	26,150.00	26,250.00	10,053.45	57,016.00	(30,766.00)	-117.2%
Dues and Memberships		5300	7,331.00	32,435.00	44,650.32	45,423.00	(12,988.00)	-40.0%
Insurance		5400-5450	2,750,000.00	2,750,000.00	2,296,817.00	2,420,000.00	330,000.00	12.0%
Operations and Housekeeping Services		5500	3,600,000.00	3,600,000.00	1,105,097.67	1,599,164.00	2,000,836.00	55.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	591,799.00	591,799.00	190,269.01	766,584.00	(174,785.00)	-29.5%
Transfers of Direct Costs		5710	(5,812,359.00)	(5,812,359.00)	(5,592.53)	(688,352.00)	(5,124,007.00)	88.2%
Transfers of Direct Costs - Interfund		5750	(20,350.00)	(20,350.00)	(6,874.93)	(16,450.00)	(3,900.00)	19.2%
Professional/Consulting Services and Operating Expenditures		5800	7,892,510.00	8,006,174.00	3,602,203.95	7,976,646.00	29,528.00	0.4%
Communications		5900	252,000.00	252,000.00	66,793.21	259,529.00	(7,529.00)	-3.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			9,287,081.00	9,425,949.00	7,303,417.15	12,419,560.00	(2,993,611.00)	-31.8%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	8,500.00	(8,500.00)	New
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	124,900.00	124,900.00	0.00	133,435.00	(8,535.00)	-6.8%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			124,900.00	124,900.00	0.00	141,935.00	(17,035.00)	-13.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict								
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	200,000.00	200,000.00	60,584.00	200,000.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	51,241.20	480,000.00	(480,000.00)	New
Other Debt Service - Principal		7439	1,000,000.00	1,000,000.00	204,813.53	850,000.00	150,000.00	15.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,200,000.00	1,200,000.00	316,638.73	1,530,000.00	(330,000.00)	-27.5%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(1,005,598.00)	(1,005,598.00)	0.00	(1,548,166.00)	542,568.00	-54.0%
Transfers of Indirect Costs - Interfund		7350	(780,996.00)	(780,996.00)	0.00	(592,538.00)	(188,458.00)	24.1%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(1,786,594.00)	(1,786,594.00)	0.00	(2,140,704.00)	354,110.00	-19.8%
TOTAL, EXPENDITURES			133,306,022.00	133,490,346.00	38,124,625.04	131,446,520.00	2,043,826.00	1.5%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(49,582,687.00)	(49,582,687.00)	0.00	(51,207,299.00)	(1,624,612.00)	3.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(49,582,687.00)	(49,582,687.00)	0.00	(51,207,299.00)	(1,624,612.00)	3.3%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(51,582,687.00)	(51,582,687.00)	0.00	(53,327,299.00)	(1,744,612.00)	3.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	7,984,906.00	7,984,906.00	1,405,858.63	8,240,352.00	255,446.00	3.2%
3) Other State Revenue		8300-8599	26,305,715.00	26,305,715.00	9,473,750.52	27,145,090.00	839,375.00	3.2%
4) Other Local Revenue		8600-8799	3,381,026.00	3,381,026.00	1,540,562.23	4,738,341.00	1,357,315.00	40.1%
5) TOTAL, REVENUES			37,671,647.00	37,671,647.00	12,420,171.38	40,123,783.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	18,541,203.00	18,535,203.00	4,680,594.36	21,219,500.00	(2,684,297.00)	-14.5%
2) Classified Salaries		2000-2999	18,714,560.00	18,714,560.00	4,107,332.11	20,819,642.00	(2,105,082.00)	-11.2%
3) Employee Benefits		3000-3999	15,912,613.00	15,910,981.00	3,332,400.73	17,074,300.00	(1,163,319.00)	-7.3%
4) Books and Supplies		4000-4999	7,614,831.00	7,611,374.25	1,557,946.44	12,011,118.00	(4,399,743.75)	-57.8%
5) Services and Other Operating Expenditures		5000-5999	31,759,553.00	31,780,630.75	5,102,784.32	26,723,417.00	5,057,213.75	15.9%
6) Capital Outlay		6000-6999	63,064.00	63,064.00	115,518.24	276,355.00	(213,291.00)	-338.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	50,000.00	50,000.00	7,161.61	1,472,723.00	(1,422,723.00)	-2,845.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	1,005,599.00	1,005,041.00	0.00	1,548,166.00	(543,125.00)	-54.0%
9) TOTAL, EXPENDITURES			93,661,423.00	93,670,854.00	18,903,737.81	101,145,221.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(55,989,776.00)	(55,999,207.00)	(6,483,566.43)	(61,021,438.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	49,582,687.00	49,582,687.00	0.00	51,207,299.00	1,624,612.00	3.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			49,582,687.00	49,582,687.00	0.00	51,207,299.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(6,407,089.00)	(6,416,520.00)	(6,483,566.43)	(9,814,139.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	14,571,455.18	14,571,455.18		14,571,455.18	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			14,571,455.18	14,571,455.18		14,571,455.18		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			14,571,455.18	14,571,455.18		14,571,455.18		
2) Ending Balance, June 30 (E + F1e)			8,164,366.18	8,154,935.18		4,757,316.18		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
b) Restricted		9740	8,323,227.66	8,325,696.66		4,757,318.56		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(158,861.48)	(170,761.48)		(2.38)		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	3,236,220.00	3,236,220.00	0.00	3,236,220.00	0.00	0.0%
Special Education Discretionary Grants		8182	211,369.00	211,369.00	0.00	211,369.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	245,235.10	245,235.00	245,235.00	New
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,783,154.00	1,783,154.00	316,140.00	1,783,154.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	260,000.00	260,000.00	169,481.00	260,000.00	0.00	0.0%
Title III, Immigrant Student Program	4201	8290	99,500.00	99,500.00	8,832.00	99,500.00	0.00	0.0%
Title III, English Learner Program	4203	8290	235,000.00	235,000.00	75,107.00	235,000.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	130,000.00	130,000.00	0.00	130,000.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	87,961.00	87,961.00	21,379.00	87,961.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	1,941,702.00	1,941,702.00	569,684.53	1,951,913.00	10,211.00	0.5%
TOTAL, FEDERAL REVENUE			7,984,906.00	7,984,906.00	1,405,858.63	8,240,352.00	255,446.00	3.2%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311	12,246,177.00	12,246,177.00	3,309,902.00	12,246,177.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	(268,183.00)	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materials		8560	1,129,550.00	1,129,550.00	404,801.29	1,129,550.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	3,750,993.00	3,750,993.00	877,166.00	3,750,993.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	315,395.00	315,395.00	242,198.23	315,395.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	600,000.00	600,000.00	0.00	600,000.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	1,795,115.00	1,795,115.00	602,764.00	1,795,115.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	6,468,485.00	6,468,485.00	4,305,102.00	7,307,860.00	839,375.00	13.0%
TOTAL, OTHER STATE REVENUE			26,305,715.00	26,305,715.00	9,473,750.52	27,145,090.00	839,375.00	3.2%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	470,800.00	470,800.00	83,951.44	470,800.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	87,385.00	87,385.00	17,684.89	87,385.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	1,658,169.00	1,658,169.00	1,371,406.36	3,015,484.00	1,357,315.00	81.9%
Tuition		8710	1,164,672.00	1,164,672.00	67,519.54	1,164,672.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,381,026.00	3,381,026.00	1,540,562.23	4,738,341.00	1,357,315.00	40.1%
TOTAL, REVENUES			37,671,647.00	37,671,647.00	12,420,171.38	40,123,783.00	2,452,136.00	6.5%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	14,450,134.00	14,444,134.00	3,876,886.03	17,785,206.00	(3,341,072.00)	-23.1%
Certificated Pupil Support Salaries		1200	2,176,326.00	2,176,326.00	300,349.60	1,405,359.00	770,967.00	35.4%
Certificated Supervisors' and Administrators' Salaries		1300	737,061.00	737,061.00	192,334.28	739,655.00	(2,594.00)	-0.4%
Other Certificated Salaries		1900	1,177,682.00	1,177,682.00	311,024.45	1,289,280.00	(111,598.00)	-9.5%
TOTAL, CERTIFICATED SALARIES			18,541,203.00	18,535,203.00	4,680,594.36	21,219,500.00	(2,684,297.00)	-14.5%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	11,718,570.00	11,718,570.00	2,170,411.78	13,744,015.00	(2,025,445.00)	-17.3%
Classified Support Salaries		2200	5,449,054.00	5,449,054.00	1,466,802.12	5,459,569.00	(10,515.00)	-0.2%
Classified Supervisors' and Administrators' Salaries		2300	440,562.00	440,562.00	134,163.78	481,057.00	(40,495.00)	-9.2%
Clerical, Technical and Office Salaries		2400	740,494.00	740,494.00	249,277.59	816,635.00	(76,141.00)	-10.3%
Other Classified Salaries		2900	365,880.00	365,880.00	86,676.84	318,366.00	47,514.00	13.0%
TOTAL, CLASSIFIED SALARIES			18,714,560.00	18,714,560.00	4,107,332.11	20,819,642.00	(2,105,082.00)	-11.2%
EMPLOYEE BENEFITS								
STRS		3101-3102	3,262,104.00	3,260,767.00	813,218.46	3,993,706.00	(732,939.00)	-22.5%
PERS		3201-3202	5,302,685.00	5,302,685.00	991,370.55	5,312,861.00	(10,176.00)	-0.2%
OASDI/Medicare/Alternative		3301-3302	1,647,735.00	1,647,633.00	409,434.26	1,900,384.00	(252,751.00)	-15.3%
Health and Welfare Benefits		3401-3402	4,676,385.00	4,676,385.00	884,555.50	4,722,587.00	(46,202.00)	-1.0%
Unemployment Insurance		3501-3502	18,515.00	18,511.00	4,452.54	21,030.00	(2,519.00)	-13.6%
Workers' Compensation		3601-3602	894,142.00	893,974.00	205,262.43	998,867.00	(104,893.00)	-11.7%
OPEB, Allocated		3701-3702	111,047.00	111,026.00	24,106.99	124,865.00	(13,839.00)	-12.5%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			15,912,613.00	15,910,981.00	3,332,400.73	17,074,300.00	(1,163,319.00)	-7.3%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	1,542,022.00	1,542,022.00	891,687.43	1,101,329.00	440,693.00	28.6%
Books and Other Reference Materials		4200	538,150.00	538,150.00	32,414.05	162,558.00	375,592.00	69.8%
Materials and Supplies		4300	4,859,659.00	4,850,386.25	479,655.64	9,977,520.00	(5,127,133.75)	-105.7%
Noncapitalized Equipment		4400	675,000.00	680,816.00	151,530.32	754,711.00	(73,895.00)	-10.9%
Food		4700	0.00	0.00	2,659.00	15,000.00	(15,000.00)	New
TOTAL, BOOKS AND SUPPLIES			7,614,831.00	7,611,374.25	1,557,946.44	12,011,118.00	(4,399,743.75)	-57.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	14,273.00	15,573.00	6,627.63	49,219.00	(33,646.00)	-216.1%
Dues and Memberships		5300	0.00	0.00	1,277.00	1,277.00	(1,277.00)	New
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	20,000.00	20,000.00	15,036.81	35,001.00	(15,001.00)	-75.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	659,890.00	659,995.00	143,166.74	446,905.00	213,090.00	32.3%
Transfers of Direct Costs		5710	5,812,358.00	5,812,358.00	5,592.53	688,352.00	5,124,006.00	88.2%
Transfers of Direct Costs - Interfund		5750	279,733.00	279,733.00	0.00	279,633.00	100.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	24,971,299.00	24,990,971.75	4,928,847.11	25,218,097.00	(227,125.25)	-0.9%
Communications		5900	2,000.00	2,000.00	2,236.50	4,933.00	(2,933.00)	-146.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			31,759,553.00	31,780,630.75	5,102,784.32	26,723,417.00	5,057,213.75	15.9%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	66,989.00	83,682.00	(83,682.00)	New
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	48,529.24	74,887.00	(74,887.00)	New
Equipment Replacement		6500	63,064.00	63,064.00	0.00	117,786.00	(54,722.00)	-86.8%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			63,064.00	63,064.00	115,518.24	276,355.00	(213,291.00)	-338.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict								
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	1,304,828.00	(1,304,828.00)	New
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	190.68	10,099.00	(10,099.00)	New
Other Debt Service - Principal		7439	50,000.00	50,000.00	6,970.93	157,796.00	(107,796.00)	-215.6%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			50,000.00	50,000.00	7,161.61	1,472,723.00	(1,422,723.00)	-2,845.4%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	1,005,599.00	1,005,041.00	0.00	1,548,166.00	(543,125.00)	-54.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			1,005,599.00	1,005,041.00	0.00	1,548,166.00	(543,125.00)	-54.0%
TOTAL, EXPENDITURES			93,661,423.00	93,670,854.00	18,903,737.81	101,145,221.00	(7,474,367.00)	-8.0%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	49,582,687.00	49,582,687.00	0.00	51,207,299.00	1,624,612.00	3.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			49,582,687.00	49,582,687.00	0.00	51,207,299.00	1,624,612.00	3.3%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			49,582,687.00	49,582,687.00	0.00	51,207,299.00	(1,624,612.00)	-3.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
2) Federal Revenue		8100-8299	7,984,906.00	7,984,906.00	1,405,858.63	8,240,352.00	255,446.00	3.2%
3) Other State Revenue		8300-8599	31,192,954.00	31,192,954.00	10,512,551.17	32,032,329.00	839,375.00	2.7%
4) Other Local Revenue		8600-8799	4,131,026.00	4,131,026.00	1,895,541.01	7,588,841.00	3,457,815.00	83.7%
5) TOTAL, REVENUES			213,382,022.00	213,382,022.00	39,135,552.49	217,934,658.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	83,383,250.00	83,377,450.00	22,042,764.23	83,723,189.00	(345,739.00)	-0.4%
2) Classified Salaries		2000-2999	40,148,653.00	40,188,213.00	8,651,840.71	41,555,215.00	(1,367,002.00)	-3.4%
3) Employee Benefits		3000-3999	52,363,769.00	52,368,897.00	11,365,176.46	50,793,509.00	1,575,388.00	3.0%
4) Books and Supplies		4000-4999	9,368,170.00	9,363,649.25	2,123,061.40	14,548,376.00	(5,184,726.75)	-55.4%
5) Services and Other Operating Expenditures		5000-5999	41,046,634.00	41,206,579.75	12,406,201.47	39,142,977.00	2,063,602.75	5.0%
6) Capital Outlay		6000-6999	187,964.00	187,964.00	115,518.24	418,290.00	(230,326.00)	-122.5%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,250,000.00	1,250,000.00	323,800.34	3,002,723.00	(1,752,723.00)	-140.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(780,995.00)	(781,553.00)	0.00	(592,538.00)	(189,015.00)	24.2%
9) TOTAL, EXPENDITURES			226,967,445.00	227,161,200.00	57,028,362.85	232,591,741.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(13,585,423.00)	(13,779,178.00)	(17,892,810.36)	(14,657,083.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,000,000.00)	(2,000,000.00)	0.00	(2,120,000.00)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(15,585,423.00)	(15,779,178.00)	(17,892,810.36)	(16,777,083.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	48,586,012.75	48,586,012.75		48,586,012.75	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			48,586,012.75	48,586,012.75		48,586,012.75		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			48,586,012.75	48,586,012.75		48,586,012.75		
2) Ending Balance, June 30 (E + F1e)			33,000,589.75	32,806,834.75		31,808,929.75		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
b) Restricted		9740	8,323,227.66	8,325,696.66		4,757,318.56		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	24,677,362.09	24,481,138.09		27,051,611.19		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	71,325,616.00	71,325,616.00	18,912,273.64	71,325,616.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	27,095,803.00	27,095,803.00	5,448,940.00	27,095,803.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	(537,829.00)	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	168,134.00	168,134.00	0.00	168,134.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	42,504,918.00	42,504,918.00	0.00	42,504,918.00	0.00	0.0%
Unsecured Roll Taxes		8042	392,576.00	392,576.00	255,077.64	392,576.00	0.00	0.0%
Prior Years' Taxes		8043	1,018,929.00	1,018,929.00	1,022,904.71	1,018,929.00	0.00	0.0%
Supplemental Taxes		8044	952,586.00	952,586.00	135,873.21	952,586.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	11,304,987.00	11,304,987.00	79,209.77	11,304,987.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	15,143,685.00	15,143,685.00	0.00	15,143,685.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	165,902.00	165,902.00	5,151.71	165,902.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			170,073,136.00	170,073,136.00	25,321,601.68	170,073,136.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	3,236,220.00	3,236,220.00	0.00	3,236,220.00	0.00	0.0%
Special Education Discretionary Grants		8182	211,369.00	211,369.00	0.00	211,369.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	245,235.10	245,235.00	245,235.00	New
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,783,154.00	1,783,154.00	316,140.00	1,783,154.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	260,000.00	260,000.00	169,481.00	260,000.00	0.00	0.0%
Title III, Immigrant Student Program	4201	8290	99,500.00	99,500.00	8,832.00	99,500.00	0.00	0.0%
Title III, English Learner Program	4203	8290	235,000.00	235,000.00	75,107.00	235,000.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	130,000.00	130,000.00	0.00	130,000.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	87,961.00	87,961.00	21,379.00	87,961.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	1,941,702.00	1,941,702.00	569,684.53	1,951,913.00	10,211.00	0.5%
TOTAL, FEDERAL REVENUE			7,984,906.00	7,984,906.00	1,405,858.63	8,240,352.00	255,446.00	3.2%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311	12,246,177.00	12,246,177.00	3,309,902.00	12,246,177.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	(268,183.00)	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	690,510.00	690,510.00	0.00	690,510.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	3,760,575.00	3,760,575.00	792,277.94	3,760,575.00	0.00	0.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	3,750,993.00	3,750,993.00	877,166.00	3,750,993.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	315,395.00	315,395.00	242,198.23	315,395.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	600,000.00	600,000.00	0.00	600,000.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	1,795,115.00	1,795,115.00	602,764.00	1,795,115.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	8,034,189.00	8,034,189.00	4,956,426.00	8,873,564.00	839,375.00	10.4%
TOTAL, OTHER STATE REVENUE			31,192,954.00	31,192,954.00	10,512,551.17	32,032,329.00	839,375.00	2.7%
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	470,800.00	470,800.00	83,951.44	470,800.00	0.00	0.0%
Interest		8660	750,000.00	750,000.00	0.00	750,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	87,385.00	87,385.00	17,684.89	87,385.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	1,658,169.00	1,658,169.00	1,726,385.14	5,115,984.00	3,457,815.00	208.5%
Tuition		8710	1,164,672.00	1,164,672.00	67,519.54	1,164,672.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			4,131,026.00	4,131,026.00	1,895,541.01	7,588,841.00	3,457,815.00	83.7%
TOTAL, REVENUES			213,382,022.00	213,382,022.00	39,135,552.49	217,934,658.00	4,552,636.00	2.1%
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	67,689,822.00	67,684,022.00	17,972,078.37	67,319,894.00	364,128.00	0.5%
Certificated Pupil Support Salaries		1200	5,276,931.00	5,276,931.00	1,403,400.79	5,944,119.00	(667,188.00)	-12.6%
Certificated Supervisors' and Administrators' Salaries		1300	7,565,169.00	7,565,169.00	1,866,144.52	7,223,577.00	341,592.00	4.5%
Other Certificated Salaries		1900	2,851,328.00	2,851,328.00	801,140.55	3,235,599.00	(384,271.00)	-13.5%
TOTAL, CERTIFICATED SALARIES			83,383,250.00	83,377,450.00	22,042,764.23	83,723,189.00	(345,739.00)	-0.4%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	13,259,978.00	13,259,978.00	2,496,124.85	15,722,946.00	(2,462,968.00)	-18.6%
Classified Support Salaries		2200	14,360,209.00	14,360,209.00	3,196,308.14	13,344,858.00	1,015,351.00	7.1%
Classified Supervisors' and Administrators' Salaries		2300	2,162,251.00	2,201,811.00	530,382.28	2,085,287.00	116,524.00	5.3%
Clerical, Technical and Office Salaries		2400	8,650,654.00	8,650,654.00	2,096,791.72	8,567,402.00	83,252.00	1.0%
Other Classified Salaries		2900	1,715,561.00	1,715,561.00	332,233.72	1,834,722.00	(119,161.00)	-6.9%
TOTAL, CLASSIFIED SALARIES			40,148,653.00	40,188,213.00	8,651,840.71	41,555,215.00	(1,367,002.00)	-3.4%
EMPLOYEE BENEFITS								
STRS		3101-3102	15,671,077.00	15,669,740.00	4,019,225.38	15,602,943.00	66,797.00	0.4%
PERS		3201-3202	11,934,405.00	11,936,120.00	2,187,257.50	10,675,085.00	1,261,035.00	10.6%
OASDI/Medicare/Alternative		3301-3302	4,897,392.00	4,899,485.00	1,081,309.81	4,392,973.00	506,512.00	10.3%
Health and Welfare Benefits		3401-3402	16,319,441.00	16,321,206.00	3,237,948.75	16,688,678.00	(367,472.00)	-2.3%
Unemployment Insurance		3501-3502	64,300.00	64,311.00	15,613.77	62,635.00	1,676.00	2.6%
Workers' Compensation		3601-3602	3,091,460.00	3,092,243.00	735,569.85	2,996,621.00	95,622.00	3.1%
OPEB, Allocated		3701-3702	385,694.00	385,792.00	88,251.40	374,574.00	11,218.00	2.9%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			52,363,769.00	52,368,897.00	11,365,176.46	50,793,509.00	1,575,388.00	3.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	1,542,022.00	1,542,022.00	891,687.43	1,101,329.00	440,693.00	28.6%
Books and Other Reference Materials		4200	538,150.00	538,320.00	33,789.16	165,158.00	373,162.00	69.3%
Materials and Supplies		4300	6,552,220.00	6,537,768.25	1,029,903.72	12,418,665.00	(5,880,896.75)	-90.0%
Noncapitalized Equipment		4400	735,778.00	745,539.00	165,022.09	848,224.00	(102,685.00)	-13.8%
Food		4700	0.00	0.00	2,659.00	15,000.00	(15,000.00)	New
TOTAL, BOOKS AND SUPPLIES			9,368,170.00	9,363,649.25	2,123,061.40	14,548,376.00	(5,184,726.75)	-55.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	40,423.00	41,823.00	16,681.08	106,235.00	(64,412.00)	-154.0%
Dues and Memberships		5300	7,331.00	32,435.00	45,927.32	46,700.00	(14,265.00)	-44.0%
Insurance		5400-5450	2,750,000.00	2,750,000.00	2,296,817.00	2,420,000.00	330,000.00	12.0%
Operations and Housekeeping Services		5500	3,620,000.00	3,620,000.00	1,120,134.48	1,634,165.00	1,985,835.00	54.9%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,251,689.00	1,251,794.00	333,435.75	1,213,489.00	38,305.00	3.1%
Transfers of Direct Costs		5710	(1.00)	(1.00)	0.00	0.00	(1.00)	100.0%
Transfers of Direct Costs - Interfund		5750	259,383.00	259,383.00	(6,874.93)	263,183.00	(3,800.00)	-1.5%
Professional/Consulting Services and Operating Expenditures		5800	32,863,809.00	32,997,145.75	8,531,051.06	33,194,743.00	(197,597.25)	-0.6%
Communications		5900	254,000.00	254,000.00	69,029.71	264,462.00	(10,462.00)	-4.1%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			41,046,634.00	41,206,579.75	12,406,201.47	39,142,977.00	2,063,602.75	5.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	66,989.00	92,182.00	(92,182.00)	New
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	124,900.00	124,900.00	48,529.24	208,322.00	(83,422.00)	-66.8%
Equipment Replacement		6500	63,064.00	63,064.00	0.00	117,786.00	(54,722.00)	-86.8%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			187,964.00	187,964.00	115,518.24	418,290.00	(230,326.00)	-122.5%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict								
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	1,304,828.00	(1,304,828.00)	New
Payments to County Offices		7142	200,000.00	200,000.00	60,584.00	200,000.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	51,431.88	490,099.00	(490,099.00)	New
Other Debt Service - Principal		7439	1,050,000.00	1,050,000.00	211,784.46	1,007,796.00	42,204.00	4.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,250,000.00	1,250,000.00	323,800.34	3,002,723.00	(1,752,723.00)	-140.2%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	1.00	(557.00)	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(780,996.00)	(780,996.00)	0.00	(592,538.00)	(188,458.00)	24.1%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(780,995.00)	(781,553.00)	0.00	(592,538.00)	(189,015.00)	24.2%
TOTAL, EXPENDITURES			226,967,445.00	227,161,200.00	57,028,362.85	232,591,741.00	(5,430,541.00)	-2.4%
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,000,000.00	2,000,000.00	0.00	2,120,000.00	(120,000.00)	-6.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments								
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(2,000,000.00)	(2,000,000.00)	0.00	(2,120,000.00)	120,000.00	-6.0%

Resource	Description	2025-26 Projected Totals
2600	Expanded Learning Opportunities Program	85,974.75
3214	Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	.01
3311	Special Ed: IDEA Local Assistance, Part B, Sec 611, Private School ISPs	1.00
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	.74
5650	FEMA Public Assistance Funds	245,235.03
6010	After School Education and Safety (ASES)	159,142.00
6271	National Board for Professional Teaching Standards Certification Incentive Program	5,000.00
6300	Lottery: Instructional Materials	1,038,158.80
7311	Classified School Employee Professional Development Block Grant	87,698.08
7388	SB 117 COVID-19 LEA Response Funds	.76
7412	A-G Access/Success Grant	248,740.42
7413	A-G Learning Loss Mitigation Grant	42,171.05
7435	Learning Recovery Emergency Block Grant	559,492.00
7510	Low-Performing Students Block Grant	4.77
9010	Other Restricted Local	2,285,699.15
Total, Restricted Balance		4,757,318.56

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	542,243.00	542,243.00	181,082.00	542,243.00	0.00	0.0%
3) Other State Revenue		8300-8599	4,780,164.00	4,780,164.00	1,541,877.00	4,780,164.00	0.00	0.0%
4) Other Local Revenue		8600-8799	405,028.00	405,028.00	0.00	405,028.00	0.00	0.0%
5) TOTAL, REVENUES			5,727,435.00	5,727,435.00	1,722,959.00	5,727,435.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	2,497,900.00	2,497,900.00	710,689.13	2,638,271.00	(140,371.00)	-5.6%
2) Classified Salaries		2000-2999	696,306.00	696,306.00	229,308.84	844,714.00	(148,408.00)	-21.3%
3) Employee Benefits		3000-3999	1,048,485.00	1,048,485.00	313,555.43	1,246,456.00	(197,971.00)	-18.9%
4) Books and Supplies		4000-4999	516,600.00	516,600.00	107,409.74	372,363.00	144,237.00	27.9%
5) Services and Other Operating Expenditures		5000-5999	518,832.00	518,832.00	348,173.80	719,778.00	(200,946.00)	-38.7%
6) Capital Outlay		6000-6999	750,000.00	750,000.00	6,955.00	614,230.00	135,770.00	18.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	248,546.00	248,546.00	0.00	261,914.00	(13,368.00)	-5.4%
9) TOTAL, EXPENDITURES			6,276,669.00	6,276,669.00	1,716,091.94	6,697,726.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(549,234.00)	(549,234.00)	6,867.06	(970,291.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(549,234.00)	(549,234.00)	6,867.06	(970,291.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,525,529.77	3,525,529.77		3,525,529.77	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,525,529.77	3,525,529.77		3,525,529.77		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,525,529.77	3,525,529.77		3,525,529.77		
2) Ending Balance, June 30 (E + F1e)			2,976,295.77	2,976,295.77		2,555,238.77		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,217,658.03	1,217,658.03		709,096.03		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	1,758,640.74		1,846,144.74		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	1,758,637.74	(3.00)		(2.00)		
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	542,243.00	542,243.00	181,082.00	542,243.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			542,243.00	542,243.00	181,082.00	542,243.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Adult Education Program	6391	8590	4,740,610.00	4,740,610.00	1,541,877.00	4,740,610.00	0.00	0.0%
All Other State Revenue	All Other	8590	39,554.00	39,554.00	0.00	39,554.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			4,780,164.00	4,780,164.00	1,541,877.00	4,780,164.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	170,000.00	170,000.00	0.00	170,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	235,028.00	235,028.00	0.00	235,028.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			405,028.00	405,028.00	0.00	405,028.00	0.00	0.0%
TOTAL, REVENUES			5,727,435.00	5,727,435.00	1,722,959.00	5,727,435.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,851,805.00	1,851,805.00	453,178.97	1,761,842.00	89,963.00	4.9%
Certificated Pupil Support Salaries		1200	0.00	0.00	57,328.83	107,995.00	(107,995.00)	New
Certificated Supervisors' and Administrators' Salaries		1300	468,400.00	468,400.00	124,330.02	494,959.00	(26,559.00)	-5.7%
Other Certificated Salaries		1900	177,695.00	177,695.00	75,851.31	273,475.00	(95,780.00)	-53.9%
TOTAL, CERTIFICATED SALARIES			2,497,900.00	2,497,900.00	710,689.13	2,638,271.00	(140,371.00)	-5.6%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	20,799.00	20,799.00	42,416.38	160,207.00	(139,408.00)	-670.3%
Classified Support Salaries		2200	199,076.00	199,076.00	77,710.04	284,812.00	(85,736.00)	-43.1%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	476,034.00	476,034.00	109,182.42	399,298.00	76,736.00	16.1%
Other Classified Salaries		2900	397.00	397.00	0.00	397.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, CLASSIFIED SALARIES			696,306.00	696,306.00	229,308.84	844,714.00	(148,408.00)	-21.3%
EMPLOYEE BENEFITS								
STRS		3101-3102	461,756.00	461,756.00	114,448.82	501,973.00	(40,217.00)	-8.7%
PERS		3201-3202	205,465.00	205,465.00	63,117.35	224,312.00	(18,847.00)	-9.2%
OASDI/Medicare/Alternative		3301-3302	82,648.00	82,648.00	31,991.37	102,876.00	(20,228.00)	-24.5%
Health and Welfare Benefits		3401-3402	210,775.00	210,775.00	78,053.81	321,514.00	(110,739.00)	-52.5%
Unemployment Insurance		3501-3502	1,595.00	1,595.00	479.28	1,741.00	(146.00)	-9.2%
Workers' Compensation		3601-3602	76,662.00	76,662.00	22,778.88	83,593.00	(6,931.00)	-9.0%
OPEB, Allocated		3701-3702	9,584.00	9,584.00	2,685.92	10,447.00	(863.00)	-9.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,048,485.00	1,048,485.00	313,555.43	1,246,456.00	(197,971.00)	-18.9%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	140,600.00	143,600.00	56,880.84	93,302.00	50,298.00	35.0%
Materials and Supplies		4300	144,000.00	141,000.00	47,592.91	214,438.00	(73,438.00)	-52.1%
Noncapitalized Equipment		4400	232,000.00	232,000.00	2,935.99	64,623.00	167,377.00	72.1%
TOTAL, BOOKS AND SUPPLIES			516,600.00	516,600.00	107,409.74	372,363.00	144,237.00	27.9%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	9,500.00	9,500.00	0.00	9,505.00	(5.00)	-0.1%
Dues and Memberships		5300	750.00	750.00	0.00	750.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	42,000.00	42,000.00	0.00	33,451.00	8,549.00	20.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	1,511.29	2,004.00	(2,004.00)	New
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	20,000.00	20,000.00	6,298.68	16,200.00	3,800.00	19.0%
Professional/Consulting Services and Operating Expenditures		5800	385,000.00	385,000.00	279,764.83	595,285.00	(210,285.00)	-54.6%
Communications		5900	61,582.00	61,582.00	60,599.00	62,583.00	(1,001.00)	-1.6%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			518,832.00	518,832.00	348,173.80	719,778.00	(200,946.00)	-38.7%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	6,955.00	325,583.00	(325,583.00)	New
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	750,000.00	750,000.00	0.00	288,647.00	461,353.00	61.5%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			750,000.00	750,000.00	6,955.00	614,230.00	135,770.00	18.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	248,546.00	248,546.00	0.00	261,914.00	(13,368.00)	-5.4%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			248,546.00	248,546.00	0.00	261,914.00	(13,368.00)	-5.4%
TOTAL, EXPENDITURES			6,276,669.00	6,276,669.00	1,716,091.94	6,697,726.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
3913	Adult Education: Adult Secondary Education	1.00
3926	Adult Education: Integrated English Literacy and Civics Education	1.00
6391	Adult Education Program	709,094.03
Total, Restricted Balance		709,096.03

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	271,371.00	271,371.00	181,356.44	271,371.00	0.00	0.0%
3) Other State Revenue		8300-8599	789,998.00	789,998.00	121,352.84	789,998.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,419,539.00	3,419,539.00	622,182.72	3,419,539.00	0.00	0.0%
5) TOTAL, REVENUES			4,480,908.00	4,480,908.00	924,892.00	4,480,908.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,075,143.00	1,075,143.00	227,694.38	993,003.00	82,140.00	7.6%
2) Classified Salaries		2000-2999	944,615.00	944,615.00	194,797.74	894,396.00	50,219.00	5.3%
3) Employee Benefits		3000-3999	854,613.00	854,613.00	199,517.76	894,900.00	(40,287.00)	-4.7%
4) Books and Supplies		4000-4999	152,200.00	152,200.00	27,301.43	153,496.00	(1,296.00)	-0.9%
5) Services and Other Operating Expenditures		5000-5999	144,967.00	144,967.00	36,770.22	142,938.00	2,029.00	1.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	219,868.00	219,868.00	0.00	26,268.00	193,600.00	88.1%
9) TOTAL, EXPENDITURES			3,391,406.00	3,391,406.00	686,081.53	3,105,001.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,089,502.00	1,089,502.00	238,810.47	1,375,907.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	(1.00)	(1.00)	New
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	(1.00)		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,089,502.00	1,089,502.00	238,810.47	1,375,906.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,267,878.47	1,267,878.47		1,267,878.47	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,267,878.47	1,267,878.47		1,267,878.47		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,267,878.47	1,267,878.47		1,267,878.47		
2) Ending Balance, June 30 (E + F1e)			2,357,380.47	2,357,380.47		2,643,784.47		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	2,357,380.47	2,357,380.47		2,752,636.47		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		(108,852.00)		
FEDERAL REVENUE								
Child Nutrition Programs		8220	31,040.00	31,040.00	2,892.44	31,040.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	240,331.00	240,331.00	178,464.00	240,331.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			271,371.00	271,371.00	181,356.44	271,371.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	960.00	960.00	78.84	960.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.00	0.00	0.00	0.0%
State Preschool	6105	8590	789,038.00	789,038.00	101,249.00	789,038.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	20,025.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			789,998.00	789,998.00	121,352.84	789,998.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	4,000.00	4,000.00	0.00	4,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	3,415,539.00	3,415,539.00	622,160.72	3,415,539.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	22.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,419,539.00	3,419,539.00	622,182.72	3,419,539.00	0.00	0.0%
TOTAL, REVENUES			4,480,908.00	4,480,908.00	924,892.00	4,480,908.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,075,143.00	1,075,143.00	227,686.97	992,994.00	82,149.00	7.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	7.41	7.00	(7.00)	New
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	2.00	(2.00)	New
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,075,143.00	1,075,143.00	227,694.38	993,003.00	82,140.00	7.6%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	790,513.00	790,513.00	162,672.16	674,789.00	115,724.00	14.6%
Classified Support Salaries		2200	51,960.00	51,960.00	149.88	75,974.00	(24,014.00)	-46.2%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	92,942.00	92,942.00	29,418.20	134,433.00	(41,491.00)	-44.6%
Other Classified Salaries		2900	9,200.00	9,200.00	2,557.50	9,200.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			944,615.00	944,615.00	194,797.74	894,396.00	50,219.00	5.3%
EMPLOYEE BENEFITS								
STRS		3101-3102	126,589.00	126,589.00	21,259.43	181,839.00	(55,250.00)	-43.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
PERS		3201-3202	353,243.00	353,243.00	75,949.30	229,796.00	123,447.00	34.9%
OASDI/Medicare/Alternative		3301-3302	106,351.00	106,351.00	26,351.83	82,812.00	23,539.00	22.1%
Health and Welfare Benefits		3401-3402	212,915.00	212,915.00	63,988.13	348,547.00	(135,632.00)	-63.7%
Unemployment Insurance		3501-3502	1,006.00	1,006.00	220.01	946.00	60.00	6.0%
Workers' Compensation		3601-3602	48,477.00	48,477.00	10,470.09	45,298.00	3,179.00	6.6%
OPEB, Allocated		3701-3702	6,032.00	6,032.00	1,278.97	5,662.00	370.00	6.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			854,613.00	854,613.00	199,517.76	894,900.00	(40,287.00)	-4.7%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	99,200.00	99,200.00	3,728.99	100,492.00	(1,292.00)	-1.3%
Noncapitalized Equipment		4400	0.00	0.00	0.00	4.00	(4.00)	New
Food		4700	53,000.00	53,000.00	23,572.44	53,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			152,200.00	152,200.00	27,301.43	153,496.00	(1,296.00)	-0.9%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,350.00	1,350.00	0.00	1,350.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	32,000.00	32,000.00	0.00	32,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(279,633.00)	(279,633.00)	0.00	(279,633.00)	0.00	0.0%
Professional/Consulting Services and								
Operating Expenditures		5800	390,300.00	390,300.00	36,770.22	388,268.00	2,032.00	0.5%
Communications		5900	950.00	950.00	0.00	953.00	(3.00)	-0.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			144,967.00	144,967.00	36,770.22	142,938.00	2,029.00	1.4%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	219,868.00	219,868.00	0.00	26,268.00	193,600.00	88.1%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			219,868.00	219,868.00	0.00	26,268.00	193,600.00	88.1%
TOTAL, EXPENDITURES			3,391,406.00	3,391,406.00	686,081.53	3,105,001.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8911	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	(1.00)	(1.00)	New
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	(1.00)	(1.00)	New
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	(1.00)		

Resource	Description	2025-26 Projected Totals
5025	Early Education: Federal Child Care, Center-based	220,205.00
5160	Child Care and Development Programs Administered by California Department of Social Services (Federal Funds)	541,159.39
6129	Early Education: Center-Based Reserve Account for Department of Social Services Programs	20,522.10
7810	Other Restricted State	374,566.65
9010	Other Restricted Local	1,596,183.33
Total, Restricted Balance		2,752,636.47

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	7,783,976.00	7,783,976.00	21,175.26	7,783,976.00	0.00	0.0%
5) TOTAL, REVENUES			7,783,976.00	7,783,976.00	21,175.26	7,783,976.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	2,651,939.00	2,651,939.00	440,052.84	2,427,625.00	224,314.00	8.5%
3) Employee Benefits		3000-3999	1,182,004.00	1,182,004.00	189,353.63	1,143,431.00	38,573.00	3.3%
4) Books and Supplies		4000-4999	3,509,750.00	3,479,750.00	735,566.30	3,778,346.00	(298,596.00)	-8.6%
5) Services and Other Operating Expenditures		5000-5999	197,950.00	227,950.00	78,046.13	359,553.00	(131,603.00)	-57.7%
6) Capital Outlay		6000-6999	1,000,000.00	1,000,000.00	365,853.47	709,614.00	290,386.00	29.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	312,582.00	312,582.00	0.00	304,356.00	8,226.00	2.6%
9) TOTAL, EXPENDITURES			8,854,225.00	8,854,225.00	1,808,872.37	8,722,925.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,070,249.00)	(1,070,249.00)	(1,787,697.11)	(938,949.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,070,249.00)	(1,070,249.00)	(1,787,697.11)	(938,949.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	6,922,214.78	6,922,214.78		6,922,214.78	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,922,214.78	6,922,214.78		6,922,214.78		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,922,214.78	6,922,214.78		6,922,214.78		
2) Ending Balance, June 30 (E + F1e)			5,851,965.78	5,851,965.78		5,983,265.78		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	5,851,965.78	5,851,965.78		5,983,265.78		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
FEDERAL REVENUE								
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	21,175.26	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	7,783,976.00	7,783,976.00	0.00	7,783,976.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			7,783,976.00	7,783,976.00	21,175.26	7,783,976.00	0.00	0.0%
TOTAL, REVENUES			7,783,976.00	7,783,976.00	21,175.26	7,783,976.00		
CERTIFICATED SALARIES								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	1,856,835.00	1,856,835.00	299,376.09	1,749,304.00	107,531.00	5.8%
Classified Supervisors' and Administrators' Salaries		2300	711,073.00	711,073.00	115,021.40	580,645.00	130,428.00	18.3%
Clerical, Technical and Office Salaries		2400	83,227.00	83,227.00	19,291.56	85,669.00	(2,442.00)	-2.9%
Other Classified Salaries		2900	804.00	804.00	6,363.79	12,007.00	(11,203.00)	-1,393.4%
TOTAL, CLASSIFIED SALARIES			2,651,939.00	2,651,939.00	440,052.84	2,427,625.00	224,314.00	8.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	611,198.00	611,198.00	94,013.90	638,022.00	(26,824.00)	-4.4%
OASDI/Medicare/Alternative		3301-3302	189,270.00	189,270.00	42,453.85	185,711.00	3,559.00	1.9%
Health and Welfare Benefits		3401-3402	308,609.00	308,609.00	39,431.65	252,939.00	55,670.00	18.0%
Unemployment Insurance		3501-3502	1,325.00	1,325.00	285.34	1,213.00	112.00	8.5%
Workers' Compensation		3601-3602	63,646.00	63,646.00	11,820.32	58,264.00	5,382.00	8.5%
OPEB, Allocated		3701-3702	7,956.00	7,956.00	1,348.57	7,282.00	674.00	8.5%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,182,004.00	1,182,004.00	189,353.63	1,143,431.00	38,573.00	3.3%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Materials and Supplies		4300	409,750.00	379,750.00	78,344.88	378,350.00	1,400.00	0.4%
Noncapitalized Equipment		4400	600,000.00	600,000.00	0.00	600,001.00	(1.00)	0.0%
Food		4700	2,500,000.00	2,500,000.00	657,221.42	2,799,995.00	(299,995.00)	-12.0%
TOTAL, BOOKS AND SUPPLIES			3,509,750.00	3,479,750.00	735,566.30	3,778,346.00	(298,596.00)	-8.6%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,700.00	1,700.00	0.00	1,700.00	0.00	0.0%
Dues and Memberships		5300	1,500.00	32,379.00	0.00	32,379.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	20,000.00	20,000.00	3,833.89	20,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	90,000.00	90,000.00	12,752.55	100,000.00	(10,000.00)	-11.1%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	250.00	250.00	576.25	250.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	80,000.00	79,121.00	60,682.44	200,723.00	(121,602.00)	-153.7%
Communications		5900	4,500.00	4,500.00	201.00	4,501.00	(1.00)	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			197,950.00	227,950.00	78,046.13	359,553.00	(131,603.00)	-57.7%
CAPITAL OUTLAY								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	2,414.00	(2,414.00)	New
Equipment		6400	0.00	0.00	358,876.06	503,372.00	(503,372.00)	New
Equipment Replacement		6500	1,000,000.00	1,000,000.00	6,977.41	203,828.00	796,172.00	79.6%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			1,000,000.00	1,000,000.00	365,853.47	709,614.00	290,386.00	29.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	312,582.00	312,582.00	0.00	304,356.00	8,226.00	2.6%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			312,582.00	312,582.00	0.00	304,356.00	8,226.00	2.6%
TOTAL, EXPENDITURES			8,854,225.00	8,854,225.00	1,808,872.37	8,722,925.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8916	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	5,766,404.28
7033	Child Nutrition: School Food Best Practices Apportionment	216,861.50
Total, Restricted Balance		5,983,265.78

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	63,505.67	63,505.67	131,690.00	(68,184.33)	-107.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	63,505.67	63,505.67	131,690.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	(63,505.67)	(63,505.67)	(131,690.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	(63,505.67)	(63,505.67)	(131,690.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	91,180.38	91,180.38		91,180.38	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			91,180.38	91,180.38		91,180.38		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			91,180.38	91,180.38		91,180.38		
2) Ending Balance, June 30 (E + F1e)			91,180.38	27,674.71		(40,509.62)		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	27,674.71		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	91,180.38	0.00		(40,509.62)		
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.00	0.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	63,505.67	63,505.67	131,690.00	(68,184.33)	-107.4%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	63,505.67	63,505.67	131,690.00	(68,184.33)	-107.4%
CAPITAL OUTLAY								
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	63,505.67	63,505.67	131,690.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	30,000,000.00	30,000,000.00	2,778.50	30,000,000.00	0.00	0.0%
5) TOTAL, REVENUES			30,000,000.00	30,000,000.00	2,778.50	30,000,000.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	350,553.00	350,553.00	72,095.40	339,094.00	11,459.00	3.3%
3) Employee Benefits		3000-3999	169,788.00	169,788.00	33,834.65	164,783.00	5,005.00	2.9%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	10.00	(10.00)	New
5) Services and Other Operating Expenditures		5000-5999	5,041,000.00	5,041,000.00	5,545.10	5,053,330.00	(12,330.00)	-0.2%
6) Capital Outlay		6000-6999	45,049,737.00	46,505,447.00	2,416,033.86	47,242,011.00	(736,564.00)	-1.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			50,611,078.00	52,066,788.00	2,527,509.01	52,799,228.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(20,611,078.00)	(22,066,788.00)	(2,524,730.51)	(22,799,228.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(20,611,078.00)	(22,066,788.00)	(2,524,730.51)	(22,799,228.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	55,079,046.53	55,079,046.53		55,079,046.53	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			55,079,046.53	55,079,046.53		55,079,046.53		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			55,079,046.53	55,079,046.53		55,079,046.53		
2) Ending Balance, June 30 (E + F1e)			34,467,968.53	33,012,258.53		32,279,818.53		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	33,012,258.53		32,279,818.53		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	34,467,968.53	0.00		0.00		
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	30,000,000.00	30,000,000.00	2,778.50	30,000,000.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			30,000,000.00	30,000,000.00	2,778.50	30,000,000.00	0.00	0.0%
TOTAL, REVENUES			30,000,000.00	30,000,000.00	2,778.50	30,000,000.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	272,016.00	272,016.00	67,204.52	272,070.00	(54.00)	0.0%
Clerical, Technical and Office Salaries		2400	76,929.00	76,929.00	4,890.88	65,416.00	11,513.00	15.0%
Other Classified Salaries		2900	1,608.00	1,608.00	0.00	1,608.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			350,553.00	350,553.00	72,095.40	339,094.00	11,459.00	3.3%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	93,984.00	93,984.00	19,328.78	90,911.00	3,073.00	3.3%
OASDI/Medicare/Alternative		3301-3302	22,048.00	22,048.00	6,565.41	25,941.00	(3,893.00)	-17.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Health and Welfare Benefits		3401-3402	44,116.00	44,116.00	5,939.06	38,606.00	5,510.00	12.5%
Unemployment Insurance		3501-3502	175.00	175.00	42.95	170.00	5.00	2.9%
Workers' Compensation		3601-3602	8,413.00	8,413.00	1,741.04	8,138.00	275.00	3.3%
OPEB, Allocated		3701-3702	1,052.00	1,052.00	217.41	1,017.00	35.00	3.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			169,788.00	169,788.00	33,834.65	164,783.00	5,005.00	2.9%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	10.00	(10.00)	New
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	10.00	(10.00)	New
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	157.10	630.00	(630.00)	New
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	4,722.00	(4,722.00)	New
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,041,000.00	5,041,000.00	5,000.00	5,047,978.00	(6,978.00)	-0.1%
Communications		5900	0.00	0.00	388.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			5,041,000.00	5,041,000.00	5,545.10	5,053,330.00	(12,330.00)	-0.2%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	45,049,737.00	46,505,447.00	2,375,179.12	47,158,011.00	(652,564.00)	-1.4%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	40,854.74	84,000.00	(84,000.00)	New
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			45,049,737.00	46,505,447.00	2,416,033.86	47,242,011.00	(736,564.00)	-1.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			50,611,078.00	52,066,788.00	2,527,509.01	52,799,228.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	273,796.55	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	273,796.55	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	15,404.00	11,441.89	18,894.00	(3,490.00)	-22.7%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	15,404.00	11,441.89	18,894.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	(15,404.00)	262,354.66	(18,894.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	(15,404.00)	262,354.66	(18,894.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	11,329,931.08	11,329,931.08		11,329,931.08	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			11,329,931.08	11,329,931.08		11,329,931.08		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,329,931.08	11,329,931.08		11,329,931.08		
2) Ending Balance, June 30 (E + F1e)			11,329,931.08	11,314,527.08		11,311,037.08		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	11,177,304.73	11,177,304.73		11,177,304.73		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	137,222.35		133,732.35		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	152,626.35	0.00		0.00		
OTHER STATE REVENUE								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	0.00	0.00	273,796.55	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	273,796.55	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	273,796.55	0.00		
CERTIFICATED SALARIES								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	12,397.00	10,503.61	15,887.00	(3,490.00)	-28.2%
Noncapitalized Equipment		4400	0.00	3,007.00	938.28	3,007.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	15,404.00	11,441.89	18,894.00	(3,490.00)	-22.7%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	15,404.00	11,441.89	18,894.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
9010	Other Restricted Local	11,177,304.73
Total, Restricted Balance		11,177,304.73

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	(2.84)	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	(2.84)	0.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	7,606,421.00	(7,606,421.00)	New
5) Services and Other Operating Expenditures		5000-5999	3,000,000.00	3,000,000.00	250.00	815,861.00	2,184,139.00	72.8%
6) Capital Outlay		6000-6999	0.00	0.00	360,276.79	2,623,413.00	(2,623,413.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,000,000.00	3,000,000.00	360,526.79	11,045,695.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,000,000.00)	(3,000,000.00)	(360,529.63)	(11,045,695.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,000,000.00)	(3,000,000.00)	(360,529.63)	(11,045,695.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	20,908,969.70	20,908,969.70		20,908,969.70	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			20,908,969.70	20,908,969.70		20,908,969.70		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			20,908,969.70	20,908,969.70		20,908,969.70		
2) Ending Balance, June 30 (E + F1e)			17,908,969.70	17,908,969.70		9,863,274.70		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	14,338,067.18	14,338,067.18		4,101,908.18		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Assignments		9780	0.00	3,570,902.52		5,761,366.52		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	3,570,902.52	0.00		0.00		
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	(2.84)	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	(2.84)	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	(2.84)	0.00		
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	7,581,421.00	(7,581,421.00)	New
Noncapitalized Equipment		4400	0.00	0.00	0.00	25,000.00	(25,000.00)	New
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	7,606,421.00	(7,606,421.00)	New

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,000,000.00	3,000,000.00	250.00	815,861.00	2,184,139.00	72.8%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			3,000,000.00	3,000,000.00	250.00	815,861.00	2,184,139.00	72.8%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	360,276.79	2,623,413.00	(2,623,413.00)	New
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	360,276.79	2,623,413.00	(2,623,413.00)	New
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,000,000.00	3,000,000.00	360,526.79	11,045,695.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund/CSSF		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
6230	California Clean Energy Jobs Act	.42
9010	Other Restricted Local	4,101,907.76
Total, Restricted Balance		4,101,908.18

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	17,272,486.00	17,272,486.00	New
5) TOTAL, REVENUES			0.00	0.00	0.00	17,272,486.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	18,601,972.00	(18,601,972.00)	New
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	18,601,972.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	0.00	(1,329,486.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.00	(1,329,486.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0.00		(1,329,486.00)		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		17,272,486.00		
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions								
Voted Indebtedness Levies								
Homeowners' Exemptions		8571	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Voted Indebtedness Levies								
Secured Roll		8611	0.00	0.00	0.00	16,483,029.00	16,483,029.00	New
Unsecured Roll		8612	0.00	0.00	0.00	447,706.00	447,706.00	New
Prior Years' Taxes		8613	0.00	0.00	0.00	132,877.00	132,877.00	New
Supplemental Taxes		8614	0.00	0.00	0.00	108,076.00	108,076.00	New
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	100,798.00	100,798.00	New
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	17,272,486.00	17,272,486.00	New
TOTAL, REVENUES			0.00	0.00	0.00	17,272,486.00		
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Bond Redemptions		7433	0.00	0.00	0.00	6,371,804.00	(6,371,804.00)	New
Bond Interest and Other Service Charges		7434	0.00	0.00	0.00	12,230,168.00	(12,230,168.00)	New
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	18,601,972.00	(18,601,972.00)	New
TOTAL, EXPENDITURES			0.00	0.00	0.00	18,601,972.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund		7614	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2025-26 Projected Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	2,000,000.00	2,000,000.00	865,889.30	2,120,000.00	(120,000.00)	-6.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			2,000,000.00	2,000,000.00	865,889.30	2,120,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES(A5 -B9)			(2,000,000.00)	(2,000,000.00)	(865,889.30)	(2,120,000.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	2,000,000.00	2,000,000.00	0.00	2,120,000.00	120,000.00	6.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			2,000,000.00	2,000,000.00	0.00	2,120,000.00		
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			0.00	0.00	(865,889.30)	0.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			0.00	0.00		0.00		
2) Ending Net Position, June 30 (E + F1e)			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	0.00	0.00		0.00		
OTHER STATE REVENUE								
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.00	0.00		
CERTIFICATED SALARIES								
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,000,000.00	2,000,000.00	865,889.30	2,120,000.00	(120,000.00)	-6.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			2,000,000.00	2,000,000.00	865,889.30	2,120,000.00	(120,000.00)	-6.0%
DEPRECIATION AND AMORTIZATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			2,000,000.00	2,000,000.00	865,889.30	2,120,000.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	2,000,000.00	2,000,000.00	0.00	2,120,000.00	120,000.00	6.0%
(a) TOTAL, INTERFUND TRANSFERS IN			2,000,000.00	2,000,000.00	0.00	2,120,000.00	120,000.00	6.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			2,000,000.00	2,000,000.00	0.00	2,120,000.00		

Resource	Description	2025-26 Projected Totals
Total, Restricted Net Position		0.00

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	13,500.98	13,500.98	13,500.98	13,500.98	0.00	0.0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
4. Total, District Regular ADA (Sum of Lines A1 through A3)	13,500.98	13,500.98	13,500.98	13,500.98	0.00	0.0%
5. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	13,500.98	13,500.98	13,500.98	13,500.98	0.00	0.0%
7. Adults in Correctional Facilities					0.00	
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.0%
2. District Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.0%
4. Adults in Correctional Facilities					0.00	
5. County Operations Grant ADA					0.00	
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA					0.00	
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.0%
3. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA					0.00	
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.0%
7. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.0%

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Projected funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: **-2.0% to +2.0%**

1A. Calculating the District's ADA Variances

DATA ENTRY: Budget Adoption data that exist for the current year will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	Budget Adoption Budget (Form 01CS, Item 1A)	First Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2025-26)				
District Regular	13,500.98	13,500.98		
Charter School	0.00	0.00		
Total ADA	**13,500.98**	**13,500.98**	**0.0%**	**Met**
1st Subsequent Year (2026-27)				
District Regular	13,405.71	13,405.71		
Charter School				
Total ADA	**13,405.71**	**13,405.71**	**0.0%**	**Met**
2nd Subsequent Year (2027-28)				
District Regular	13,321.64	13,321.64		
Charter School				
Total ADA	**13,321.64**	**13,321.64**	**0.0%**	**Met**

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption

District's Enrollment Standard Percentage Range: **-2.0% to +2.0%**

2A. Calculating the District's Enrollment Variances

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment Budget Adoption (Form 01CS, Item 3B)	Enrollment First Interim CALPADS/Projected	Percent Change	Status
Current Year (2025-26)				
District Regular	14,066.67	14,066.67		
Charter School				
Total Enrollment	**14,066.67**	**14,066.67**	**0.0%**	**Met**
1st Subsequent Year (2026-27)				
District Regular	13,926.11	13,926.11		
Charter School				
Total Enrollment	**13,926.11**	**13,926.11**	**0.0%**	**Met**
2nd Subsequent Year (2027-28)				
District Regular	13,786.95	13,786.95		
Charter School				
Total Enrollment	**13,786.95**	**13,786.95**	**0.0%**	**Met**

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CALPADS Actual (Form 01CS, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2022-23)			
District Regular	13,271	14,432	
Charter School			
Total ADA/Enrollment	**13,271**	**14,432**	**92.0%**
Second Prior Year (2023-24)			
District Regular	13,456	14,240	
Charter School			
Total ADA/Enrollment	**13,456**	**14,240**	**94.5%**
First Prior Year (2024-25)			
District Regular	13,501	14,178	
Charter School	0		
Total ADA/Enrollment	**13,501**	**14,178**	**95.2%**
		Historical Average Ratio:	93.9%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	**94.4%**

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CALPADS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2025-26)				
District Regular	13,501	14,067		
Charter School	0			
Total ADA/Enrollment	**13,501**	**14,067**	**96.0%**	**Not Met**
1st Subsequent Year (2026-27)				
District Regular	13,406	13,926		
Charter School				
Total ADA/Enrollment	**13,406**	**13,926**	**96.3%**	**Not Met**
2nd Subsequent Year (2027-28)				
District Regular	13,322	13,787		
Charter School				
Total ADA/Enrollment	**13,322**	**13,787**	**96.6%**	**Not Met**

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio exceeds the standard in any of the current year or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation: (required if NOT met)	Enrollment is declining albeit ADA improving due to post COVID recovery efforts

4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF Revenue Standard Percentage Range: **-2.0% to +2.0%**

4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted; enter data for the two subsequent years.

	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)			
Fiscal Year	Budget Adoption (Form 01CS, Item 4B)	First Interim Projected Year Totals	Percent Change	Status
Current Year (2025-26)	170,073,136.01	170,073,136.00	0.0%	Met
1st Subsequent Year (2026-27)	174,022,360.00	174,022,360.00	0.0%	Met
2nd Subsequent Year (2027-28)	178,649,839.00	178,649,839.00	0.0%	Met

4B. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - LCFF revenue has not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

N/A

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01, Objects 1000-3999)	Unaudited Actuals - Unrestricted (Resources 0000-1999) Total Expenditures (Form 01, Objects 1000-7499)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
Third Prior Year (2022-23)	108,850,831.77	119,694,108.73	90.9%
Second Prior Year (2023-24)	120,788,084.90	135,428,913.87	89.2%
First Prior Year (2024-25)	117,202,661.34	136,363,657.81	85.9%
		Historical Average Ratio:	88.7%

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3%	3%	3%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	**85.7% to 91.7%**	**85.7% to 91.7%**	**85.7% to 91.7%**

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01I, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Projected Year Totals - Unrestricted (Resources 0000-1999) Total Expenditures (Form 01I, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
Current Year (2025-26)	116,958,471.00	131,446,520.00	89.0%	Met
1st Subsequent Year (2026-27)	117,334,284.87	130,871,426.87	89.7%	Met
2nd Subsequent Year (2027-28)	118,212,622.36	130,357,822.36	90.7%	Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the current year and two subsequent fiscal years.

Explanation: (required if NOT met)	N/A

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption. Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	**-5.0% to +5.0%**
District's Other Revenues and Expenditures Explanation Percentage Range:	**-5.0% to +5.0%**

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for the Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2025-26)	7,984,905.76	8,240,352.00	3.2%	No
1st Subsequent Year (2026-27)	7,905,057.00	7,905,057.00	0.0%	No
2nd Subsequent Year (2027-28)	7,826,006.00	7,826,006.00	0.0%	No

Explanation: (required if Yes) N/A

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2025-26)	31,192,953.56	32,032,329.00	2.7%	No
1st Subsequent Year (2026-27)	26,929,896.00	26,929,896.00	0.0%	No
2nd Subsequent Year (2027-28)	26,929,896.00	26,929,896.00	0.0%	No

Explanation: (required if Yes) N/A

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2025-26)	4,131,026.00	7,588,841.00	83.7%	Yes
1st Subsequent Year (2026-27)	4,097,216.00	7,025,000.00	71.5%	Yes
2nd Subsequent Year (2027-28)	4,097,216.00	7,165,500.00	74.9%	Yes

Explanation: (required if Yes) We did not budget our full expected local revenue at Budget Adoption, but based on current trends and prior year analysis, we have budgeted for our expected local revenue.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2025-26)	9,368,170.41	14,548,376.00	55.3%	Yes
1st Subsequent Year (2026-27)	6,420,420.00	8,810,684.00	37.2%	Yes
2nd Subsequent Year (2027-28)	6,470,435.00	9,057,384.00	40.0%	Yes

Explanation: (required if Yes) At Budget Adoption, we did not budget for carryover brought forward from FY 24-25. We have now added those carryover allowances into the budget for FY 25-26 and reduced this carryover our in the following out years.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)				
Current Year (2025-26)	41,046,633.66	39,142,977.00	-4.6%	No
1st Subsequent Year (2026-27)	40,573,389.00	38,142,977.00	-6.0%	Yes
2nd Subsequent Year (2027-28)	40,900,632.00	36,642,977.00	-10.4%	Yes

Explanation: (required if Yes) Based on increases in salary costs, the number of consultants and contract workers will be reduced as they are being filled by employees.

6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
Total Federal, Other State, and Other Local Revenue (Section 6A)				
Current Year (2025-26)	43,308,885.32	47,861,522.00	10.5%	Not Met
1st Subsequent Year (2026-27)	38,932,169.00	41,859,953.00	7.5%	Not Met
2nd Subsequent Year (2027-28)	38,853,118.00	41,921,402.00	7.9%	Not Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2025-26)	50,414,804.07	53,691,353.00	6.5%	Not Met
1st Subsequent Year (2026-27)	46,993,809.00	46,953,661.00	-.1%	Met
2nd Subsequent Year (2027-28)	47,371,067.00	45,700,361.00	-3.5%	Met

6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

1a. STANDARD NOT MET - One or more projected operating revenue have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Federal Revenue (linked from 6A if NOT met)
N/A

Explanation: Other State Revenue (linked from 6A if NOT met)
N/A

Explanation: Other Local Revenue (linked from 6A if NOT met)
We did not budget our full expected local revenue at Budget Adoption, but based on current trends and prior year analysis, we have budgeted for our expected local revenue.

1b. STANDARD NOT MET - One or more total operating expenditures have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Books and Supplies (linked from 6A if NOT met)
At Budget Adoption, we did not budget for carryover brought forward from FY 24-25. We have now added those carryover allowances into the budget for FY 25-26 and reduced this carryover our in the following out years.

Explanation: Services and Other Exps (linked from 6A if NOT met)
Based on increases in salary costs, the number of consultants and contract workers will be reduced as they are being filled by employees.

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exclude the following resource codes from the total general fund expenditures calculation: 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690.

DATA ENTRY: Enter the Required Minimum Contribution if Budget data does not exist. Budget data that exist will be extracted; otherwise, enter budget data into lines 1, if applicable, and 2. All other data are extracted.

		Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1.	OMMA/RMA Contribution	7,036,791.00	7,201,685.00	Met
2.	Budget Adoption Contribution (information only) (Form 01CS, Criterion 7)		6,869,352.09	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
	Other (explanation must be provided)

Explanation: (required if NOT met and Other is marked)

N/A

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves[1] as a percentage of total expenditures and other financing uses[2] in any of the current fiscal year or two subsequent fiscal years.

[1]Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2]A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District's Available Reserve Percentages (Criterion 10C, Line 9)	11.5%	8.0%	4.0%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	**3.8%**	**2.7%**	**1.3%**

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals: Net Change in Unrestricted Fund Balance (Form 01I, Section E) (Form MYPI, Line C)	Projected Year Totals: Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Current Year (2025-26)	(6,962,944.00)	133,566,520.00	5.2%	Not Met
1st Subsequent Year (2026-27)	(8,468,555.87)	133,044,426.87	6.4%	Not Met
2nd Subsequent Year (2027-28)	(9,116,259.36)	132,583,822.36	6.9%	Not Met

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:
(required if NOT met)

The district is aware of the trend of deficit spending and is working through the Fiscal stabilization plan to reduce expenses year over year. The district plans to reduce expenses by $1.5 million each fiscal year in addition to the FSP. This plan allows the district to stop deficit spending by the 5th out-year.

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining if the District's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 01I, Line F2) (Form MYPI, Line D2)	Status
Current Year (2025-26)	31,808,929.75	Met
1st Subsequent Year (2026-27)	18,593,787.61	Met
2nd Subsequent Year (2027-28)	9,497,516.70	Met

9A-2. Comparison of the District's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation: (required if NOT met)

N/A

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2025-26)	26,475,540.53	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation: (required if NOT met)

N/A

10. CRITERION: Reserves

STANDARD: Available reserves[1] for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts[2] as applied to total expenditures and other financing uses[3]:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA	
5% or $88,000 (greater of)	0	to 300
4% or $88,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 250,000
1%	250,001	and over

[1] Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2] Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

[3] A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	13,501	13,165	13,034
District's Reserve Standard Percentage Level:	**3%**	**3%**	**3%**

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1. If Yes, enter data for item 2a. If No, enter data for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members? Yes
2. If you are the SELPA AU and are excluding special education pass-through funds:
   a. Enter the name(s) of the SELPA(s): Foothill SELPA

	Current Year Projected Year Totals (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)	0.00		

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Expenditures and Other Financing Uses (Form 01I, objects 1000-7999) (Form MYPI, Line B11)	234,711,741.00	229,097,455.14	229,667,511.91
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	234,711,741.00	229,097,455.14	229,667,511.91

4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	7,041,352.23	6,872,923.65	6,890,025.36
6.	Reserve Standard - by Amount ($88,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7.	**District's Reserve Standard (Greater of Line B5 or Line B6)**	**7,041,352.23**	**6,872,923.65**	**6,890,025.36**

10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)		Current Year Projected Year Totals (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2.	General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	0.00	6,742,544.00	6,756,465.00
3.	General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	27,051,613.57	11,540,513.70	2,410,333.34
4.	General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	(2.38)	0.00	0.00
5.	Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6.	Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7.	Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8.	District's Available Reserve Amount (Lines C1 thru C7)	27,051,611.19	18,283,057.70	9,166,798.34
9.	District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	11.53%	7.98%	3.99%
	District's Reserve Standard (Section 10B, Line 7):	**7,041,352.23**	**6,872,923.65**	**6,890,025.36**
	Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation: (required if NOT met)

N/A

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget? — No

1b. If Yes, identify the liabilities and how they may impact the budget:

N/A

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent? — No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

N/A

S3. Temporary Interfund Borrowings

1a. Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603) — Yes

1b. If Yes, identify the interfund borrowings:

Although from a month over month proseptive our cash flow is in the black, this includes our assumed timing of accrued revenue coming in - based on recent trends we assume that potetnially next September-November there may need to be interfudn borrowings. This is primarily due to timing of funds - ex. our property taxes come in in June and December, which is a large influx, which imposes a challenge for the months leading up to December since we are defecit spending.

S4. Contingent Revenues

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)? — No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than $20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than $20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0% or -$20,000 to +$20,000

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, the First Interim's Current Year data will be extracted. If Form MYPI exists, the data will be extracted into the First Interim column for the 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data for 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. **Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)**					
Current Year (2025-26)	(49,582,686.53)	(51,207,299.00)	3.3%	1,624,612.47	Met
1st Subsequent Year (2026-27)	(50,279,687.00)	(51,000,240.36)	1.4%	720,553.36	Met
2nd Subsequent Year (2027-28)	(50,579,687.00)	(56,726,609.71)	12.2%	6,146,922.71	Not Met
1b. **Transfers In, General Fund ***					
Current Year (2025-26)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2026-27)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2027-28)	0.00	0.00	0.0%	0.00	Met
1c. **Transfers Out, General Fund ***					
Current Year (2025-26)	2,000,000.00	2,120,000.00	6.0%	120,000.00	Not Met
1st Subsequent Year (2026-27)	2,100,000.00	2,173,000.00	3.5%	73,000.00	Met
2nd Subsequent Year (2027-28)	2,200,000.00	2,226,000.00	1.2%	26,000.00	Met

1d. **Capital Project Cost Overruns**

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget? No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation: (required if NOT met)

Special Education expenses have increased for the out-years; however, upon review of the Special Education budget for the current Fiscal Year (25-26) was reduced to stay in line with MOE.

1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation: (required if NOT met)

N/A

1c. NOT MET - The projected transfers out of the general fund have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation: (required if NOT met)

The district's General Fund contribution to Fund 67 (Retiree Benefits) has increased due to current trends and analysis from actuarial report.

1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

Project Information: (required if YES)

N/A

S6. Long-term Commitments

Identify all existing and new multiyear commitments[1] and their annual required payment for the current fiscal year and two subsequent fiscal years. Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

[1] Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the District's Long-term Commitments

DATA ENTRY: If Budget Adoption data exist (Form 01CS, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no Budget Adoption data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?
   (If No, skip items 1b and 2 and sections S6B and S6C) — Yes

   b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since budget adoption? — Yes

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For: Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2025
Leases				
Certificates of Participation				
General Obligation Bonds	30	21.0-00000.0-00000-00000-8699	21.0-00000.0-00000-00000-7438	50,000,654
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (do not include OPEB):				
Enterprise Leasing	1	01.0-81500.0-00000-00000-8980	01.0-81500.0-00000-91000-7438	15,757
Banc of America - LED/Solar	13	01.0-00000.0-00000-00000-8699	01.0-00000.0-00000-91000-7438	10,640,457
Global Leasing Group	5	01.0-58100.0-00000-00000-8290	01.0-58100.0-57602-91000-7439	25,591
TOTAL:				60,682,458

Type of Commitment (continued)	Prior Year (2024-25) Annual Payment (P & I)	Current Year (2025-26) Annual Payment (P & I)	1st Subsequent Year (2026-27) Annual Payment (P & I)	2nd Subsequent Year (2027-28) Annual Payment (P & I)
Leases				
Certificates of Participation				
General Obligation Bonds	0	25,817,000	55,000,000	55,000,000
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Enterprise Leasing	136,473	15,757		
Banc of America - LED/Solar	1,247,060	1,305,871	1,367,299	1,431,462
Global Leasing Group	0	7,762	7,762	7,762
Total Annual Payments:	1,383,533	27,146,390	56,375,061	56,439,224
Has total annual payment increased over prior year (2024-25)?		**Yes**	**Yes**	**Yes**

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:
(Required if Yes to increase in total annual payments)

These increases were factored into all negotiated contracts and included in the budget. The bond has also just received its first issuance in May.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:
(Required if Yes)

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1 a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4): Yes

b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities? Yes

c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions? Yes

2 OPEB Liabilities

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. Total OPEB liability	72,839,245.00	66,906,980.00
b. OPEB plan(s) fiduciary net position (if applicable)	1,414,008.00	22,229.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	71,425,237.00	66,884,751.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation.	Jun 30, 2024	Jun 30, 2025

3 OPEB Contributions

a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2025-26)	0.00	2,584,457.00
1st Subsequent Year (2026-27)	0.00	3,028,423.00
2nd Subsequent Year (2027-28)	0.00	3,374,091.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)

Current Year (2025-26)	410,333.37	398,982.00
1st Subsequent Year (2026-27)	459,710.48	439,742.35
2nd Subsequent Year (2027-28)	514,875.74	492,209.03

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2025-26)	2,000,000.00	2,120,000.00
1st Subsequent Year (2026-27)	2,100,000.00	2,173,000.00
2nd Subsequent Year (2027-28)	2,200,000.00	2,226,000.00

d. Number of retirees receiving OPEB benefits

Current Year (2025-26)	163	493
1st Subsequent Year (2026-27)	170	498
2nd Subsequent Year (2027-28)	175	503

4. Comments:

Revised Retiree counts based on the actuarial report, with the number of retirees currently receiving benefits

S7B. Identification of the District's Unfunded Liability for Self-insurance Programs

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1 a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4): Yes

b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities? No

c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions? No

2 Self-Insurance Liabilities

	Budget Adoption (Form 01CS, Item S7B)	First Interim
a. Accrued liability for self-insurance programs	0.00	0.00
b. Unfunded liability for self-insurance programs	0.00	0.00

3 Self-Insurance Contributions

a. Required contribution (funding) for self-insurance programs	Budget Adoption (Form 01CS, Item S7B)	First Interim
Current Year (2025-26)	5,331,167.97	5,331,167.97
1st Subsequent Year (2026-27)	5,353,555.33	5,353,555.33
2nd Subsequent Year (2027-28)	5,376,166.56	5,376,166.56

b. Amount contributed (funded) for self-insurance programs

Current Year (2025-26)	5,331,167.97	5,331,167.97
1st Subsequent Year (2026-27)	5,353,555.33	5,353,555.33
2nd Subsequent Year (2027-28)	5,376,166.56	5,376,166.56

4 Comments:

N/A

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of budget adoption? Yes

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2024-25)	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of certificated (non-management) full-time-equivalent (FTE) positions	760.40	755.71	745.11	740.11

1a. Have any salary and benefit negotiations been settled since budget adoption? n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? No

If Yes, complete questions 6 and 7.

Negotiations Settled Since Budget Adoption

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6.	Cost of a one percent increase in salary and statutory benefits	982,466

		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
7.	Amount included for any tentative salary schedule increases	0	0	0

Certificated (Non-management) Health and Welfare (H&W) Benefits		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	9,998,948	10,253,047	10,591,614
3.	Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4.	Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?	No		
If Yes, amount of new costs included in the interim and MYPs			

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	929,407	937,700	939,268
3. Percent change in step & column over prior year	1.1%	1.1%	1.1%

Certificated (Non-management) Attrition (layoffs and retirements)	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

Certificated (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of budget adoption? Yes

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2024-25)	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of classified (non-management) FTE positions	723.80	755.11	755.11	750.11

1a. Have any salary and benefit negotiations been settled since budget adoption? n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? No

If Yes, complete questions 6 and 7.

Negotiations Settled Since Budget Adoption

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6.	Cost of a one percent increase in salary and statutory benefits	542,395

		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
7.	Amount included for any tentative salary schedule increases	0	0	0

Classified (Non-management) Health and Welfare (H&W) Benefits		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	6,040,773	6,282,403	6,490,436
3.	Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4.	Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?	No		
If Yes, amount of new costs included in the interim and MYPs			

If Yes, explain the nature of the new costs:

Classified (Non-management) Step and Column Adjustments		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2.	Cost of step & column adjustments	460,206	465,418	470,631
3.	Percent change in step & column over prior year	1.1%	1.1%	1.1%

Classified (Non-management) Attrition (layoffs and retirements)		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2.	Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of budget adoption? N/A

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2024-25)	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of management, supervisor, and confidential FTE positions	108.20	127.85	127.85	127.85

1a. Have any salary and benefit negotiations been settled since budget adoption? n/a

If Yes, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled? n/a

If Yes, complete questions 3 and 4.

Negotiations Settled Since Budget Adoption

2. Salary settlement:

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits 213,845

	Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
4. Amount included for any tentative salary schedule increases	0	0	0

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	1,318,367	1,371,101	1,425,945
3.	Percent of H&W cost paid by employer	100.0%	100.0%	100.0%
4.	Percent projected change in H&W cost over prior year	6.0%	6.0%	6.0%

Management/Supervisor/Confidential Step and Column Adjustments		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2.	Cost of step & column adjustments	118,236	119,575	120,153
3.	Percent change in step and column over prior year	1.1%	1.1%	1.1%

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)		Current Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1.	Are costs of other benefits included in the interim and MYPs?	No	No	No
2.	Total cost of other benefits	0	0	0
3.	Percent change in cost of other benefits over prior year	0.0%	0.0%	0.0%

S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year? No

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

A1.	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	No
A2.	Is the system of personnel position control independent from the payroll system?	Yes
A3.	Is enrollment decreasing in both the prior and current fiscal years?	Yes
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?	No
A5.	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the district's financial system independent of the county office system?	No
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)	No
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

CBO will be leaving the district as of January 1st 2026.

End of School District First Interim Criteria and Standards Review

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____ Date: _____
District Superintendent or Designee

Printed Name: Mariam Abdelhamid Title: Assistant Superintendent of Business

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 11, 2025 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

_____ QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

_____ NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Mariam Abdelhamid Telephone: 818-729-4450

Title: Assistant Superintendent of Business E-mail: mariamabdelhamid@burbankusd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Projected funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.		X
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?		X
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than $20,000 and more than 5% for any of the current or two subsequent fiscal years?		X
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2024-25) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?		X
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?		X
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	X	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
		• Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	
S8	Labor Agreement Budget Revisions	For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		X

2025-2026
First Interim Budget Report

Dr. Oscar Macias, Superintendent
Dr. Mariam Abdelhamid, Assistant Superintendent, Business Services
Harmony Trax, Supervisor, Budget & Finance

Budget Cycle

Budgeting for school districts is a continuous, year-round process



First Interim

On or before December 15

Actual revenues and expense July 1 to October 31 with projections for remainder of current and two future fiscal years

Unaudited Actuals

On or before September 15

Details actual ending balances, all revenues and expenditures for the fiscal year ended June 30

Adopted Budget

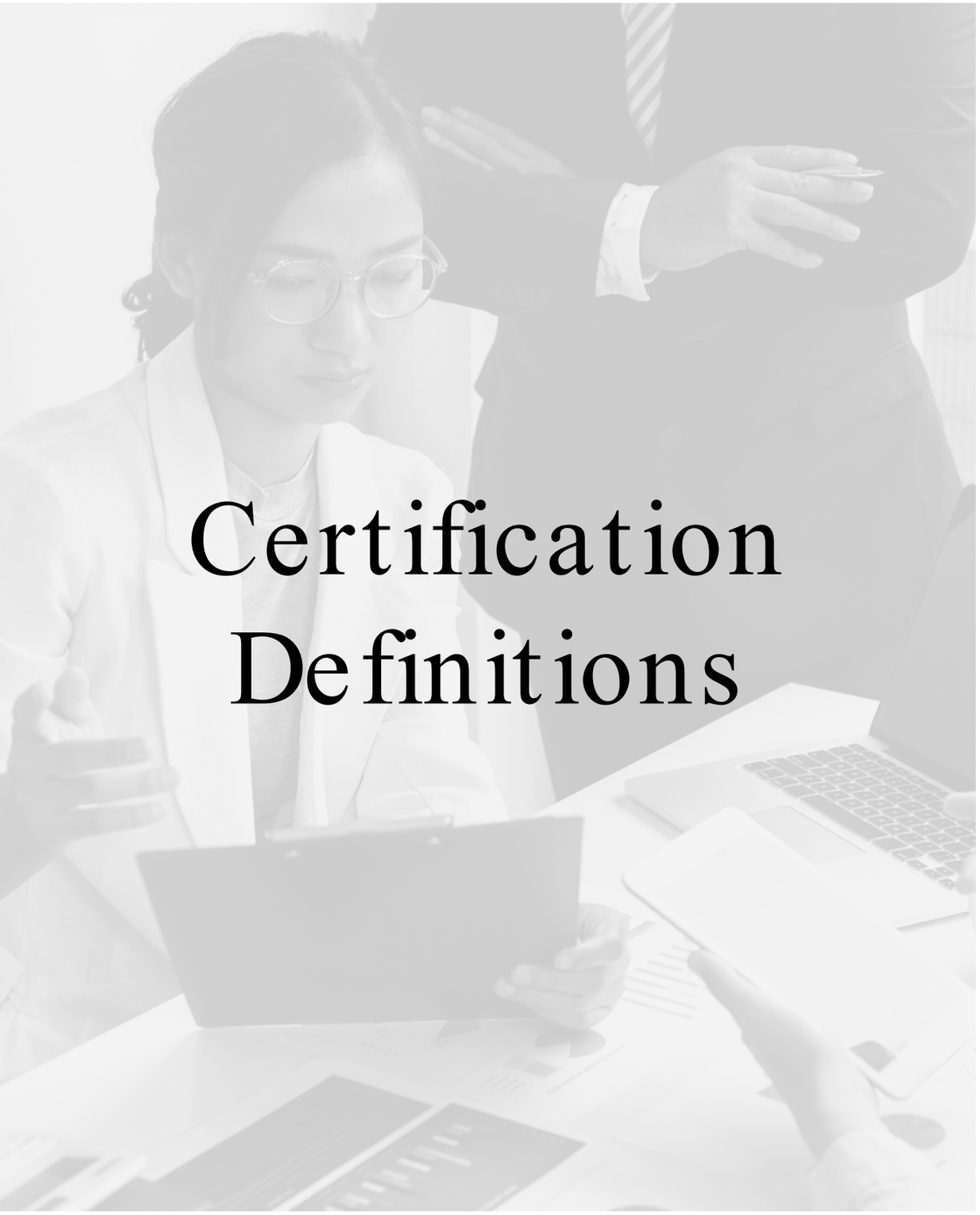
On or before July 1

Details spending plan of district and includes estimated actual ending balances for prior fiscal year

Second Interim

On or before March 15

Actual revenues and expense July 1 to January 31 with projections for remainder of current and two future fiscal years



Certification Definitions

✓ Positive

The District, based on<u>current projections</u>, **will be able** to meet its financial obligations for the current and subsequent two fiscal years

Qualified

The District, based on<u>current projections</u>, **may not be able** to meet its financial obligations for the current and subsequent two fiscal years

Negative

The District, based on<u>current projections</u>, **will be unable** to meet its financial obligations for the current and subsequent two fiscal years

Current projections are based on First Interim and Multiyear Projection (MYP)

Multiyear Assumptions

Revenues

- Used Department of Finance Statutory COLAs and BUSD ADA projections to determine LCFF Revenue in the out years
- Assumed modest decline of state/federal revenues based on our enrollment trends
- Removed one time restricted funding in out years (ex. Student Support Block Grant)
- Added in one time restricted funding for current year only (ex. Learning Recovery Emergency Block Grant)

Certificated & Classified Salaries

- Factored in Step & Column projected increases
- Factored in Fiscal Stabilization Plan position changes

Benefits

- Associated changes with Certificated and Classified changes
- 7% assumed increase in H&W midyear
- Factored in statutory benefits changes (PERS) in the out years for classified staff
  - Other statutory benefits are stagnant

Other

- Contribution fully on GF to Retiree Benefits Fund (previously had been paid for out of a Trust)
- Consumer Price Index



Multiyear Projection (GF)

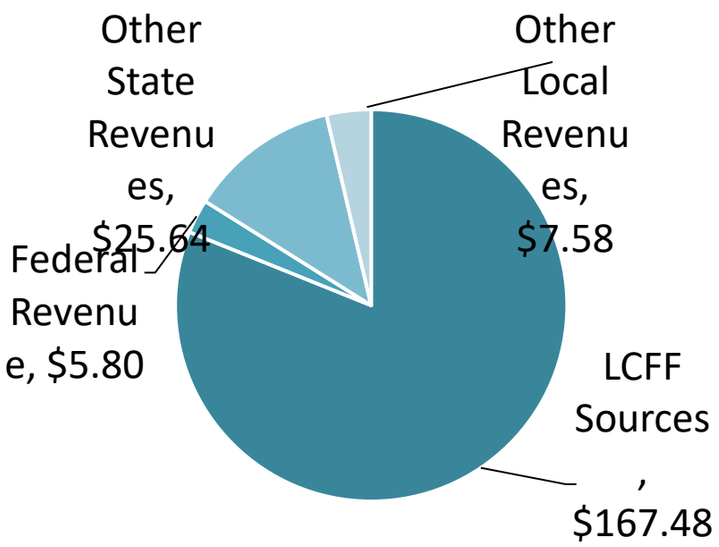
	2025-2026	2026-2027	2027-2028
Revenue	$217,934,658	$215,882,313	$220,571,242
Expenses	$232,591,741	$226,924,455	$227,441,512
Transfers Out	$2,120,000	$2,173,000	$2,226,000
Excess/(Deficit)	-$16,777,083	-$13,215,142	-$9,096,270
Beginning Fund Balance	$48,586,013	$31,808,930	$18,593,788
Ending Fund Balance	**$31,808,930**	**$18,593,788**	**$9,497,517**
Fund Balance Breakdown (Unrestricted Only)			
Vacation Liability	$300,000	$300,000	$300,000
Reserve for Economic Uncertainties (3%)	$6,914,152	$6,742,544	$6,756,465
Unassigned/Unappropriated	$19,837,461	$11,540,513	$2,410,332

- **Difference between Fund Balance & True Cash Balance**
- **Possibility of Interfund Borrowing**

Fiscal Stabilization Plan

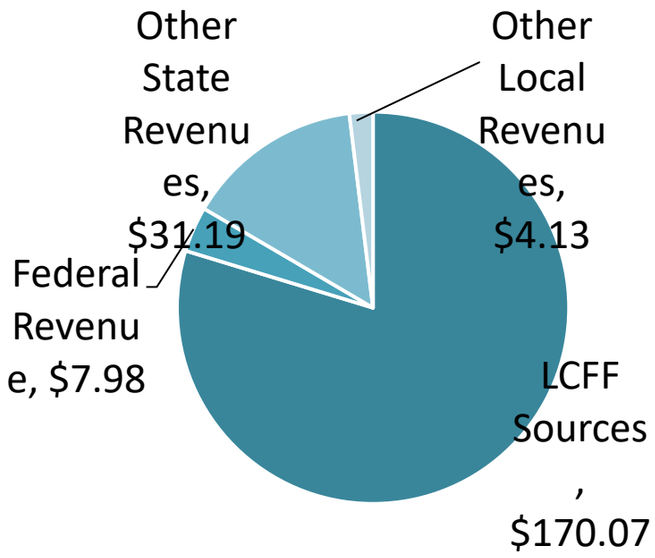
	2026-27	2027-28	2028-29	2029-30
Certificated				
A. Classroom Teacher Reductions				
• **Teacher Single Subject – 5.6 FTE in 26-27**	$603,993			
• **Teacher Multiple Subject – 5.0 FTE in 26-27**	$539,279			
• **Eliminate Elementary PE – 5.0 FTE in 27-28**		$539,279		
CSEA				
A. Eliminate Elementary PE Aides in 27-28		$293,297		
Placeholder	$1,000,000	$2,500,000	$2,500,000	$2,500,000
Total (for the Fiscal Year)	**$2,143,272**	**$3,332,576**	**$2,500,000**	**$2,500,000**

Revenues (in millions)



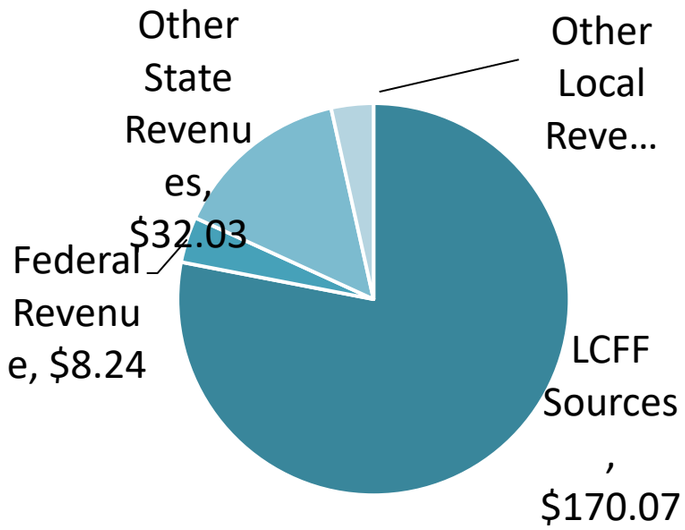
$206.5M

Unaudited Actuals 2024-2025



$213.4

Adopted Budget 2025-2026



$217.9

First Interim 2025-2026

Revenue Drivers

LCFF COLA

	2025-2026	2026-2027	2027-2028
Adopted Budget	2.30%	3.02%	3.42%
1st Interim	2.30%	3.02%	3.42%

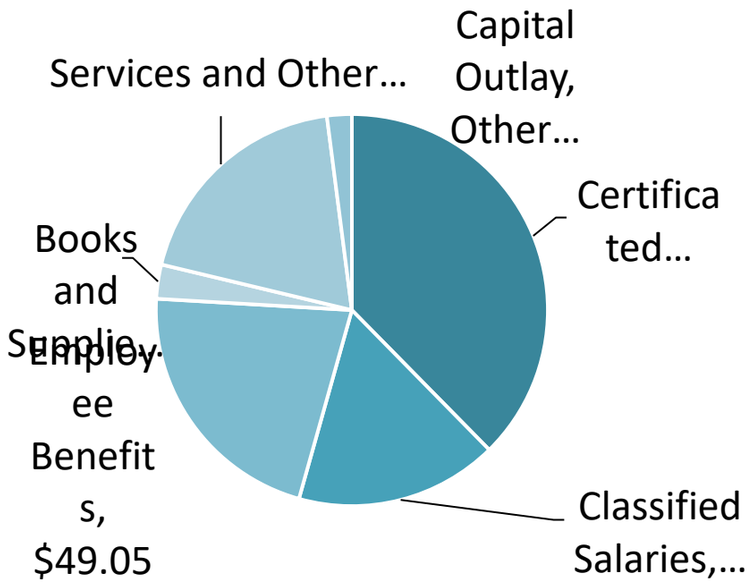
LCFF Base Grant

Grade Span	K-3	4-6	7-8	9-12
Per Student	$10,256	$10,411	$10,719	$12,423

Projected Average Daily Attendance

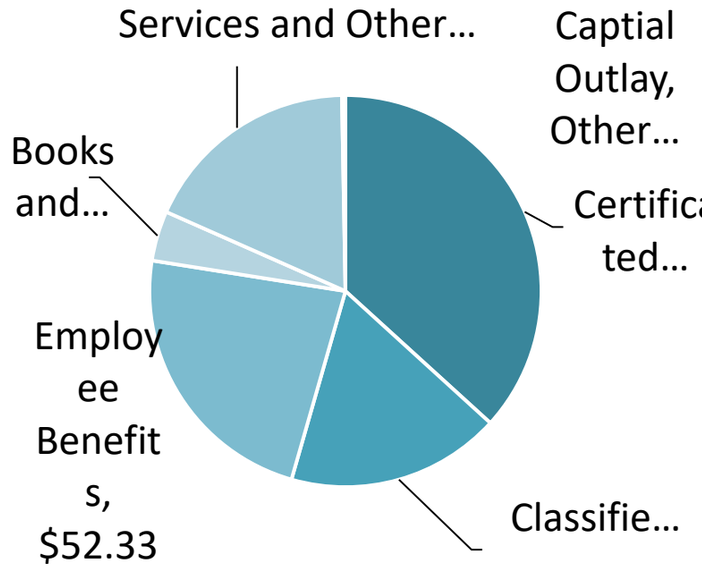
2024-2025	2025-2026	2026-2027
13,322	13,189	13,057

Expenditures (in millions)



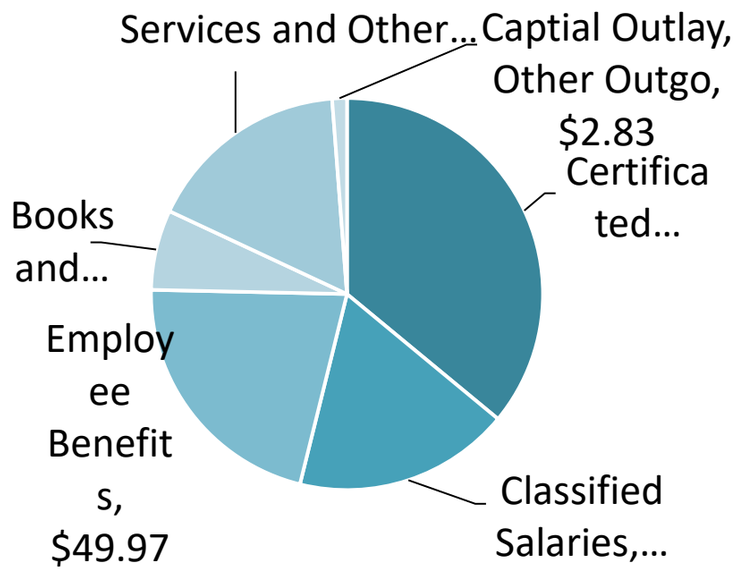
$227.4

Unaudited Actuals 2024-2025



$227.0

Adopted Budget 2025-2026



$232.6

First Interim 2025-2026

Expenditure Drivers

PERS and STRS Changes

	2025-2026	2026-2027	2027-2028
PERS-Adopted Budget	26.81%	26.90%	27.80%
PERS-First Interim	26.81%	26.40%	26.90%
STRS	19.10%	19.10%	19.10%

Miscellaneous Assumptions

	2025-2026	2026-2027	2027-2028
Unemployment Insurance Rate	0.05%	0.05%	0.05%
Health Insurance % Increase	4.00%	4.00%	4.00%
Step & Column Increases	1.12%	1.12%	1.12%
California CPI	3.42%	2.98%	2.77%

Expenditure Differences

- **Certificated Salaries**
  - Extra Hourly from Discretionary Budgets (often placed originally in the 4000s) moved at this time of year
  - Step & Column changes (new personnel, new credentials, etc.)
- **Classified Salaries**
  - Increased BIA FTE but subsequently reduced contractor costs
  - Step & Column changes (new personnel, new credentials, etc.)
- **Benefits**
  - H&W changes based on employees (budget is based on max health benefits) and mid year 6% H&W increase
  - Vacancies accounted for
- **Books, Supplies, and Services**
  - Carryover funds being allocated (not allocated at Budget Adoption due to timing of year end close)
  - Expenditures to match new gifts and donations revenue
  - Reduced contractor budgets to account for increase in BIA FTE
- **Capital Outlay**
  - Non-bond capital ($5,000 or more per unit)
    - Ex. New Sound System
- **Other Outgo**
  - Increase in Debt Service Interest (will be taking to bond committee to try alleviate the general fund)
    - Energy saving program, BAI written in 2015 to come from the bond
    - Related to solar panels, LED lighting, master clocks/PA systems, etc.
  - Increase in Tuition costs

Areas for Collaboration

Alleviating the General Fund through Carryover Funds

- Ex. Worked with SPED/Health Services to attribute carryover Medi-Cal funds (in the 4000s) to be attributed to nurses this year, alleviating ~$850K from the General Fund for 1 year

Identifying Duplicative Purchasing in the Software Realm

- Ex. Eliminating a one-off software when a suite offers it or others do similar enough functionality
- Ex. Determining software that may need less licenses
  - Creating shorter master list and capturing economies of scale

Creating ADA re-capture opportunities through ELOP funds

- Ex. Creating after/out of school opportunities to spend down ELOP funds and also increase in ADA (resulting in more revenue)

Position 'audits' for SPED contractor staff to ensure overstaffing isn't prevalent

- Ex. May require scheduling collaboration to ensure contractors, FTEs, and transportation are all aligned to student needs but optimized

Departmental Presentations (Internally and to the new Budget Advisory Committee)

- Ex. Departments present on their FTEs and their year-over-year spending in non-personnel

Questions?


M+
8
9
4
5
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1
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AC
=
-1456.77
-665.20
-140.00
-2611.05
158.50
2214.00
-80.00
-133.25
-578.40
2722.17
11026.82
10448.42
10360.92
10067.92
60.07



Thank you!

Feel free to reach out to us if you have any questions.

Phone Number
818-729-4450

Email Address
mariamabdelhamid@burbankusd.org

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Ratification of Memorandum of Understanding Between the Burbank Unified School District and the California School Employees Association Regarding Diversity, Equity, and Inclusion (DEI) Leads at Sites

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Background
The California School Employees Association (CSEA) and the Burbank Unified School District have reached an agreement for compensation for DEI Leads at sites. The Memorandum of Understanding covers the duties of a DEI Lead to align with DEI goals. DEI Leaders will work and facilitate with site administrators to meet measurable goals. They are required to lead monthly meetings, and present monthly reports of progress of their sites.

Discussion/Issues
This Memorandum of Understanding discusses the needs for DEI Leads at sites, and the need to compensate them for continuous support of teacher and staff in implementing DEI goals.

Fiscal Impact
The fiscal impact for the negotiated Memorandum of Understanding will be the number of DEI Leads x $1,676.00 out of (010.0-01500.0-00000-21400-1930-7422040).

Recommendation
Human Resources Services, recommends that the Board of Education ratify the Memorandum of Understanding between the Burbank Unified School District and the California School Employees Association Regarding DEI Leads at Sites, as presented.

MEMORANDUM OF UNDERSTANDING
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
DEI LEADS
November 12, 2025

The Burbank Unified School District (District) and the California School Employees Association (Association) jointly known as the Parties (Parties) enter into this Memorandum of Understanding (MOU) regarding a stipend as it pertains to the implementation of need for DEI Leads at each school site for the 2025-2026 school year.

The provisions of this MOU shall be in addition to the compensation already outlined in the Collective Bargaining Agreement.

1. DEI Lead:
   The Site leads will be tasked in facilitating. (with site ad min. direction) the work based on the site DEI goals.
   - The DEI leads will meet regularly with site administration to coordinate the work.
   - Each school site should have measurable DEI goals.
   - The leads are required to meet monthly with the district staff/consultants to plan the work to complete the DEI goals.
   - DEI leads will be required to present/lead a portion of the monthly full staff meeting to move the work forward.
   - DEI leads will present a report of progress in site goals at the end of the school year and information on the DEI plan for the following year.

The Parties understand the need for DEI leaders at each school site to assist in helping each school develop DEI goals and implement those goals with the staff. The leads will be selected by the school site, will facilitate site conversations and will work with the DEI consultant for trainings. Each lead will be compensated at $1,676 per semester of the school year and the stipend may be prorated if the lead is unable to serve in this capacity all year or the site determines to split the assignment.

For CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

For the DISTRICT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Ratification of Memorandum of Understanding Between the Burbank Unified School District and the Burbank Teacher's Association Regarding Diversity, Equity and Inclusion (DEI) Lead Teacher Compensation at Sites

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Background
The Burbank Teacher's Association and the Burbank Unified School District have reached an agreement for compensation for DEI Lead Teacher at sites.

This Memorandum of Understanding covers the duties of a DEI Lead Teacher to align with DEI goals. DEI Leaders will work and facilitate with the site administrators to meet measurable goals. They are required to lead monthly meetings, and present monthly reports of progress of their sites. On top of compensation outlined in the Collective Bargaining Agreement (CBA), the DEI Teacher will be compensated based on being a DEI Lead Teacher.

Discussion/Issues
This Memorandum of Understanding discusses the needs for DEI Lead Teachers at sites, and the need to compensate them for continuous support of teachers and facilitation of conversations and trainings along with the DEI consultant.

Fiscal Impact
The fiscal impact for the negotiated Memorandum of Understanding amount would be $1676.00 per DEI Lead Teacher out of (01.0-01500.0-00000-21400-1930-7422040) LCAP funds.

Recommendation
Human Resources Services, recommends that the Board of Education ratify the Memorandum of Understanding between the Burbank Teacher's Association and the Burbank Unified School District regarding DEI Lead Teachers, as presented.

MEMORANDUM OF UNDERSTANDING
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
BURBANK TEACHERS ASSOCIATION
DEI LEAD TEACHERS
November 20, 2025

The Burbank Unified School District (District) and the Burbank Teachers Association (Association) jointly known as the Parties (Parties) enter into this Memorandum of Understanding (MOU) regarding a stipend as it pertains to the implementation of DEI Lead teachers at each school site for the 2025-2026 school year.

The provisions of this MOU shall be in addition to the compensation already outlined in the Collective Bargaining Agreement.

1. DEI Lead Teacher:

   The Site leads will be tasked in facilitating (with site admin. direction) the work based on the site DEI goals.
   - The DEI leads will meet regularly with site administration to coordinate the work.
   - Each school site should have measurable DEI goals.
   - The leads are required to meet monthly with the district staff/consultants to plan the work to complete the DEI goals.
   - DEI leads will be required to present/lead a portion of the monthly full staff meeting to move the work forward.
   - DEI leads will present a report of progress in site goals at the end of the school year and information on the DEI plan for the following year.

The Parties understand the need for teacher leaders at each school site to assist in helping each school develop DEI goals and implement those goals with the staff. The leads will be selected by the school site, will facilitate site conversations and will work with the DEI consultant for trainings. Each lead will be compensated at $1,676 per semester of the school year and the stipend may be prorated if the lead is unable to serve in this capacity all year.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Ratification of Early Separation Notification Incentive for any Permanent Burbank Teacher's Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2025-2026 School Year

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Background
The Burbank Unified School District (BUSD) will offer an Early Separation Notification Incentive for any permanent Burbank Teacher's Association (BTA) member who submits a notification of retiring or separating before January 19, 2026 with an end date ending with their contractual year of service.

Discussion/Issues
The District shall provide a onetime incentive of $1,000.00 to permanent BTA members who submit a separation agreement prior to January 19, 2026. The unit member must submit an irrevocable resignation effective at the end of the 2025-2026 contractual school year to Human Resources with original signature on the District's official resignation form. Permanent BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive. The incentive is intended for the 2025-2026 Fiscal year and shall not be viewed as precedent setting, or be applied towards any future retirement incentives.

Fiscal Impact
The financial implications to these incentives are $1,000.00 x the number of employees that submit their separation form prior to January 19, 2026 not to exceed $40,000.00.

Recommendation
Human Resources Services, recommends that the Board of Education ratify the Early Separation Notification Incentive for Permanent BTA Members who submit an irrevocable resignation effective at the end of the 2025-2026 school year, to receive a $1,000.00 incentive, as presented.

MEMORANDUM OF
UNDERSTANDING BETWEEN
BURBANK UNIFIED SCHOOL
DISTRICT AND
BURBANK TEACHERS
ASSOCIATION EARLY SEPARATION
NOTIFICATION INCENTIVE
November 20, 2025

1) The Burbank Unified School District (District) shall offer a onetime incentive of $1,000.00 to permanent BTA members who submit a separation agreement prior to January 19, 2026.
2) The unit member must submit an irrevocable resignation effective the end of the 2025-2026 school year to Human Resources with original signature on the District's official separation form.
3) BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive.
4) The incentive is intended for the 2025-2026 Fiscal year and shall not be viewed as precedent setting, nor be applied towards future retirement incentives.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Approval of Variable Waiver Requests- Certificated Staff

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Background
Since July 1994, the California Commission on Teacher Credentialing (CTCC) has had the authority to issue waiver documents that have to do with educator preparation and credentialing, and with the ability of employers to employ or assign persons who are not appropriately credentialed for their assignment. The California Commission on Teacher Credentialing has identified Special Education as an area which has a shortage of both credentialed teachers and students in teacher preparation programs and, therefore, special education is a specialty area which receives many requests for waivers of credential requirements.

Discussion/Issues
At present, the Burbank Unified School District (BUSD) seeks to employ three (3) Speech Pathologists for the 2025-2026 school year, who have not completed credential requirements to be fully authorized in Speech and Language Pathology. Other assignment options have been considered; however, the waiver of credential requirements is our legal recourse at the time for the following individuals:

Leslie Rosales-Kim	Speech Language Pathology	Special Education
Malaya Jackson	Speech Language Pathology	Special Education
Samantha Bush	Speech Language Pathology	Special Education

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education approve the Variable Waiver Requests for Certificated Staff for the school year 2025-2026, as presented.

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
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services with Hess and Associates, Inc.

Background:

The District currently utilizes the Electronic Time and Attendance in the Cloud (ETAC) system developed by Hess and Associates, Inc. as its primary time and attendance reporting platform. ETAC replaced the prior Helios Software and provides an integrated, cloud-based solution that interfaces directly with the Los Angeles County Office of Education's (LACOE) Business Enhancement System Transformation (BEST) platform.

In addition to ETAC, the District also utilizes the Part-Time Tracking (PPT) module, which enables more accurate monitoring and reporting of part-time sick balance tracking as a condition of the Healthy Workplace Healthy Family ACT of 2014 (AB1522). Both programs are essential to maintaining compliance and efficiency with the District's payroll and human resources operations.

Discussion/Issues:

Under this agreement, Hess and Associates, Inc. will provide ongoing maintenance, technical support, and program enhancements for both ETAC and PPT for a five year term effective July 1, 2025 through June 30, 2030.

Services include:

- Maintenance of software, system security and access controls
- Ongoing user and administrative support
- Minor modifications and system updates
- One annual "Train the Trainers" session
- Optional training sessions for Payroll, Approvers, and Timekeepers upon request

Work performed in excess of twenty (20) hours per month will be billed at the hourly rate specified in the agreement. Optional enhancements or module additions will be quoted separately upon request, on a fixed price basis and approved by the District.

Fiscal Impact:

The total cost is as follows:

- $16,500 annual fee for ETAC support and maintenance
- $7,750 annual fee for Part-Time Tracking (PPT) support and maintenance

Total cost annually (excluding optional fees) $24,250, 01.0-00000.0-00000-77000-5800-0000000, payable on July 1 of each fiscal year.

Any work performed beyond 20 hours per month will be billed at $200 per hour and invoiced quarterly. Optional training sessions are available at $200 per two hour session.

Recommendation:

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Hess and Associates, Inc. to supply maintenance and support for Electronic Time and Attendance Reporting in the Cloud (ETAC) and Part-Time Tracking (PPT), effective July 1, 2025 through June 30, 2030, $24,250 annually, not to exceed $121,250, (01.0-00000.0-00000-77000-5800-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

HESS AND ASSOCIATES, INC.
17853 Santiago Blvd., #107-506
Villa Park, California 92861

AGREEMENT
FOR
ELECRONIC TIME AND ATTENDANCE REPORTING in the CLOUD (ETAC)
MAINTENANCE AND SUPPORT

THIS AGREEMENT for ELECTRONIC TIME REPORTING IN THE CLOUD (ETAC) is made between Hess and Associates, Inc. (Contractor), located at 17853 Santiago Blvd., #107-506, Villa Park, California 9286l and the

Burbank Unified School District (BUSD) located at 1900 West Olive Ave., Burbank, California 91506.

1. SCOPE

Contractor agrees to supply maintenance and support at BUSD software necessary for district wide ELECTRONIC TIME AND ATTENDANCE REPORTING IN THE CLOUD (ETAC).

Contractor agrees to provide professional, technical, expert and maintenance services at BUSD as necessary and requested not to exceed 20 hours per month. Requested time in excess of hours per month listed above shall be agreed upon prior to work being started.

Contractor agrees to provide: user security; access for daily entry of electronic time reporting; BUSD approval process; validations; incrementing and decrementing identified leaves (such as vacation and illness); soft copy of HRS time report entry.

2. TERM

ETAC Usage, Support and Maintenance for 5 years effective from July 1, 2025 until June 30, 2030.

3. CONTRACTOR SERVICES AND COST

a. Usage, Support and Maintenance Costs, includes Ongoing Maintenance and Support in the following areas:

- Software
- Security
- BUSD Contacts Support
- Minor Modifications
- $125 per hour consultant/staff assistance over 20 hours per month

Contractor is requesting an annual fee of $16,500 on July 1 of each Fiscal Year 2025/26, 2026/27, 2027/28, 2028/29, and 2029/30. Work performed by Contractor in excess of 20 hours per month shall be at an additional cost of $200 per hour.

b. Any additional hourly costs will be billed quarterly during the fiscal expense was occurred. Includes One Annual Train the Trainers Training Session.

c. Additional Services Requests:

- Payroll $200 per training session (2 hours up to 3 employees)
- Approvers $200 per training session (2 hours up to 3 employees)
- Timekeepers $200 per training session (2 hours up to 6 employees)
- $200 per hour consultant/staff assistance (upon user request)

- Additional hourly costs will be billed quarterly
- Enhancement Options at an extra fee with fixed price estimate
- Additional Module Options at an extra fee with a fixed price estimate

4. USE OF DATA

Contractor agrees to take all reasonable steps to maintain adequate security and confidentiality of BUSD data. Use of BUSD data is limited to the intent of Electronic Time and Attendance in the Cloud (ETAC) at BUSD. BUSD data will be used only to support ETAC and PTT and will not be shared with any other agency, business or person other than Contractor or Contractor's employees unless permission is granted by BUSD.

BUSD agrees to take all reasonable steps to maintain adequate security and confidentiality of Contractor programs and services. Use of Contractor programs, services and agreements related ETAC and PTT shall be used by BUSD only and will not be shared with any other district, school, agency, business or person other than BUSD employees unless permission is granted by Contractor.

5. Hold Harmless

Contractor will defend and hold the BUSD harmless from any claim or action against BUSD for (a) infringement by the Software or Services and (b) gross negligence or intentional misuse by Contractor of any data of BUSD's employees or other employee information received by it under the Agreement.

BUSD will defend and hold harmless the Contractor from any claim or action relating to (a) the content or accuracy of any employee records or other employee information that BUSD provides or approves, (b) any delay in the verification or the transmittal to the Contractor of employee data and (c) any unauthorized use or misuse of the Software or Services.

6. OWNERSHIP

BUSD shall be the owner of the employee data, subject to the right of Hess and Associates, Inc. in ETAC and deliver such information hereunder, and the Contractor shall be the owner of the Software, Services and intellectual property rights therein. The Contractor shall also be the owner of any comments, suggestions, and ideas BUSD submits or offers to the Contractor in connection with their use of the Software and Services. BUSD will not reverse engineer, decompile, or create derivative works of any of the Contractor's Software or Service offerings. All uses of the Contractor trademarks, logos, trade names and service marks shall insure solely to the benefit of the Contractor. Except as specifically licensed in this Agreement, BUSD shall not have any other rights with respect to the Software or Services or any constituent parts thereof.

7. TERMINATION OR CHANGE OF AGREEMENT

This Agreement is effective July 1, 2025 until June 30, 2030 and may be terminated by either BUSD or Contractor with a 90-day written advance notice. The Agreement may be changed at any time with written consent of both BUSD and Contractor.

Burbank Unified School District	Hess and Associates, Inc.
By Mariam Abdelhamid	By: Mary Pawasarat
Name Mariam Abdelhamid	Name: Mary Pawasarat
Title Assistant Superintendent of Business	Title: Director Education Services
Date 11/24/2025	Date: March 17, 2025

Hess and Associates, Inc.
7853 Santiago Blvd., #107-306
Villa Park, CA 92861

September 11, 2025

TO: Tiffany Maxwell, Supervisor Payroll
Burbank Unified School District (BUSD)
1900 West Olive Avenue
Burbank, California 91506

FROM: Mary Pawasarat
Hess & Associates, Inc. (HAI)

SUBJECT: Electronic Time and Attendance Reporting (ETAC) and PTT

INVOICE NUMBER: BUSD ETAC 1202526

ETAC billing invoice for maintenance, service and support for district wide Electronic Time and Attendance in the Cloud reporting ETAC and Part-Time Tracking PTT from July 1, 2025 through June 30, 2026.

Amount Due for ETAC $16,750,00
Amount Due for PTT $ 7,500.00

Total amount Due $24,250.00

Thank you and as always it has been Hess and Associates, Inc. staff's pleasure to work with you and staff in providing the ETAC and PTT product maintenance and support.

Remit to: Hess & Associates, Inc.
17853 Santiago Blvd., #107-506
Villa Park, CA 92861

Terms: Payable in U.S. Dollars



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 Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Revised District's Five-Year Strategic Arts Plan 2025-2030

Background:

2025 marks 20 years since Burbank Unified's first Arts for All Strategic Plan adoption. Burbank Unified was one of five districts to join the Los Angeles County The LA Arts Commission (now known as Department of Ats & Culture) countywide Arts for All initiative, becoming one of the first districts to engage in countywide arts planning. As such, the District pledged to improve student access to sequential, standards-based visual and performing arts education in grades Kindergarten through grade 12.

In 2004, the district convened its first Community Arts Team (CAT), a committee of stakeholders including teachers, administrators, community business and non-profit organizations, and parents to identify strengths, obstacles, and strategic goals to ensure all students have access to arts education. BUSD has since convened 3 additional CAT committee meeting and ratified updated plan goals in 2012-13, 2016-17, and 2024-25 school years.

Key outcomes from previous BUSD Arts for All Strategic Plan implementation included:

- Adoption of Board Policy 6142 – Arts Education
- Re-establishment of the Elementary Music Program (Grades 2–5)
- Creation of a dedicated District Visual & Performing Arts Coordinator (TOSA) position to oversee implementation of the BUSD Arts for All Strategic Plan
- The establishment of an independent 501c3 to provide supplemental funding for BUSD Arts for All Strategic Plan implementation
- Increased the number of credentialed arts teachers from 21 to 53
- Standards-based arts curricula developed and implemented in visual arts, dance, theatre, vocal and instrumental music, and media arts
- K-12 Professional development in arts integration
- Expansion of digital arts/media arts/animation pathways in secondary schools
- Improved instructional materials, equipment, and facilities
- Stronger community and foundation partnerships
- Institutionalization of arts across all grade levels (TK-12) with equity focus
- Restored District funding for instrument repair and replacement

Burbank Unified's sustained efforts have resulted in recognition from the National Endowment for the Arts, several California Department of Education (CDE) Exemplary Arts distinctions for all BUSD elementary and secondary schools, two Golden Bell Awards from the California School Board Association (*Arts, Media, & Entertainment Pathway – 2022; English Language Development Theatre Arts Integration Program -2021*), and grant funding totaling more than $3.6 million from the LA Department of Arts and Culture, The Burbank Arts for All Foundation (now Burbank Arts & Education Foundation), The Chuck Lorre Family Foundation, County Supervisor Barger, Viacom, and two CDE contracts that made it possible for the state to relocate its Arts, Media, & Entertainment Institute from San Diego to Burbank.

Burbank Unified's twenty-year Arts for All journey reflects a steadfast commitment to every student's right to a high-quality arts education. With strong leadership, robust community support, and dedicated Prop 28 funding, BUSD continues to serve as a regional model for arts equity, creativity, and excellence.

Included in this report is a draft of the Burbank Unified Arts for All Plan outlining goals for 2025-2030.

Discussion and Issues:

In 2024-2025, the Burbank Unified School District convened a fourth Community Arts Team to review goals outlined in the 2012-2022 Arts for All Plan, identify emerging needs, and revise and/or develop new goals that reflect progress and address continued work to be done to improve and sustain student access to a sequential, standards-based visual, media, and performing arts education for all Burbank Unified students.

The District has experienced several changes since the last Plan ratification in 2017. Changes in District and school administrators, increased Career Technical Education funding for our region's high growth AME industries, the merging of BAFA and BEF to form BAEF, and Prop 28 arts funding for schools have impacted goals and needs at every level.

The 2024-2025 CAT has drafted new and updated goals in the 2025-2030 BUSD Arts for All Strategic Plan to address these changes in seven Focus Areas:

The 2025 CAT completed revisions in May 2025 to the following Focus Areas:

1. Standards-Based Curriculum, Student Assessment & Professional Development
2. Program Evaluation; Program Administration
3. Scheduling and Personnel
4. Partnerships and Collaboration
5. Facilities, Instructional Materials, Supplies, Equipment, and Technology
6. Funding
7. Communication and Advocacy

District-Wide Goals for 2022-2024

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.

Fiscal Impact:

Burbank Unified schools receive an average of $1,987,990.00 per year in Prop 28 funds and an average $175,000.00 per year in grant funding as a result of maintaining the BUSD Arts for All Strategic Plan. General Fund expenditures, including staffing (*$5,172,320*), instrument repair and replacement *($20,000*), and visual arts materials and supplies ($*12,600*), total $5,204,920 annually.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the revised District's Five-Year Arts for All Strategic Plan, effective November 2025 through June 2030, as presented.

BUSD Arts for All Strategic Plan Update 2025–2030



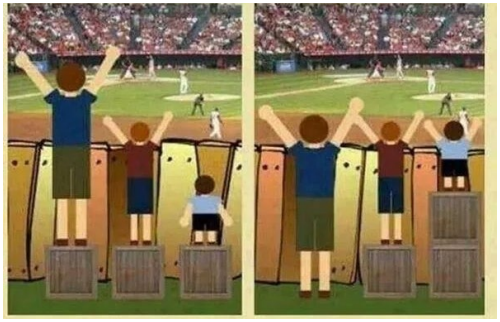
Board of Education Presentation

December 11, 2025

Background

- 20-year history of BUSD Arts for All implementation
- One of five original LA County Arts for All districts
- Four Community Arts Teams convened since 2004
- 2024–25 CAT updated plan to address new needs & Prop 28 era

Lessons Learned 2005-2025



Equal is not always equitable – focus on access

Eliminating Programs costs more than it saves

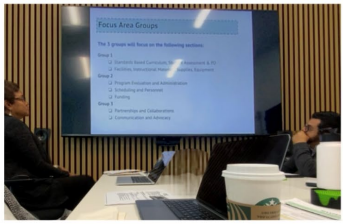
Strategic means ensuring **Sequential** and **Sustainable** – new programs should be planned with funding that can be sustained for at least 3-5 years

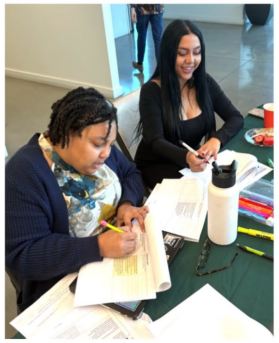
Maintenance and repair is not an ‘extra’ – it is stewardship of an investment of public funds.

BUSD Community Arts Team





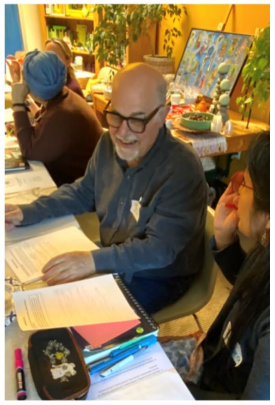


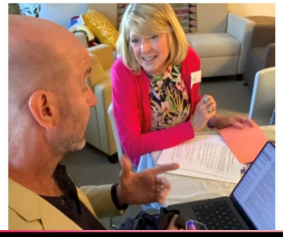


39 Members representing
15 Stakeholder Groups

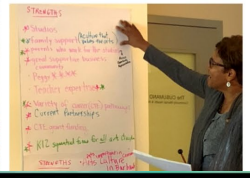
Business Partners
Parents
Non-Profit Partners
Elementary Teachers
Middle School Teachers
High School Teachers
VAPAM Teachers
CTE Teachers

Administrators
Curriculum Specialists
City of Burbank
Burbank Cultural Arts Commission
Special Education Teachers
Teaching Artists
LA Department of Arts & Culture







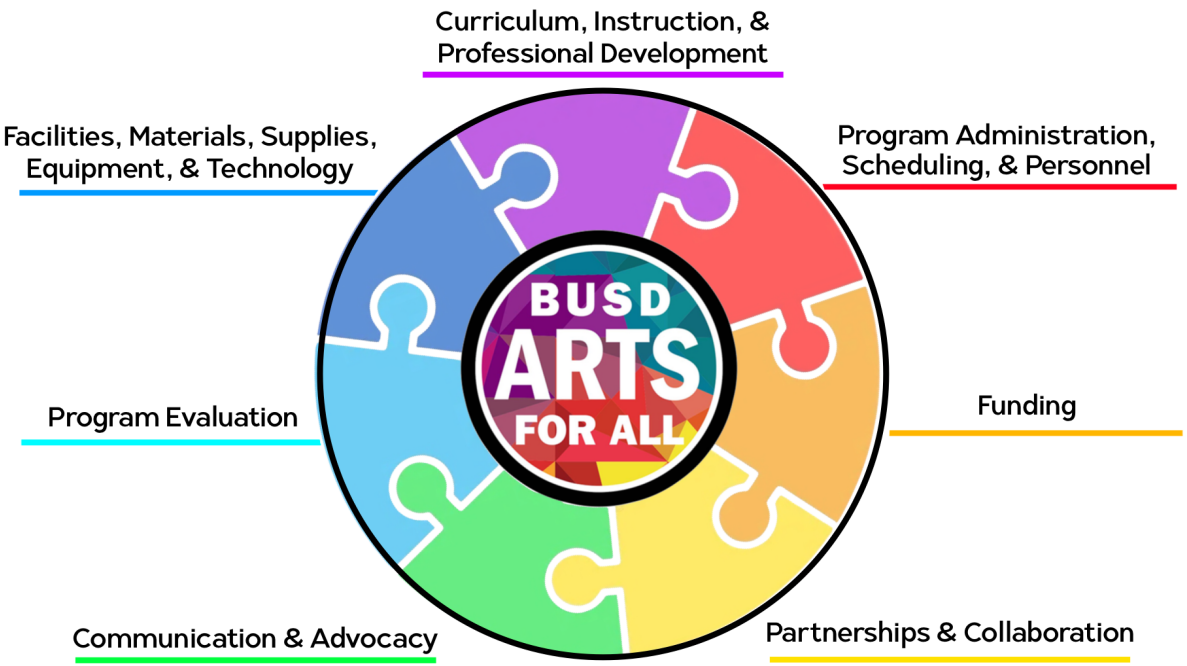




Mission & Vision

Every student in the Burbank Unified School District will have access to a high-quality,
standards based sequential arts education programming TK-12.

Overview of Focus Areas



Focus Area 1: Curriculum, Assessment & Professional Development

- Sequential TK–12 VAPA programs
- Weekly instruction in all arts for elementary students
- CTE pathways in Visual, Performing, & Media Arts
- Annual curriculum alignment and assessment

Focus Area 2: Program Evaluation

- Annual District Arts Education Survey
- Data-driven progress measurement
- CAT collaboration for evaluation model

Focus Area 3: Scheduling & Personnel

- Hiring arts credentialed staff
- Artist-in-residency programs
- Alternative scheduling (0/7th period, dual enrollment)
- Full-time auditorium managers

Focus Area 4: Partnerships

- Community arts partners aligned with District goals
- Work-Based Learning & mentor programs
- Parent/student arts education programs
- Offsite trips and cultural arts access

Focus Area 5: Facilities & Equipment

- Dedicated arts rooms at all sites
- Standard materials/equipment lists
- Auditorium strategic plans
- Creative technology upgrades

Focus Area 6: Funding

- Continue LCAP funding commitments
- Strategic use of Prop 28 funding
- Grants, fundraising, alumni support
- Transportation resources for access to free and low cost arts programming

Focus Area 7: Communication & Advocacy

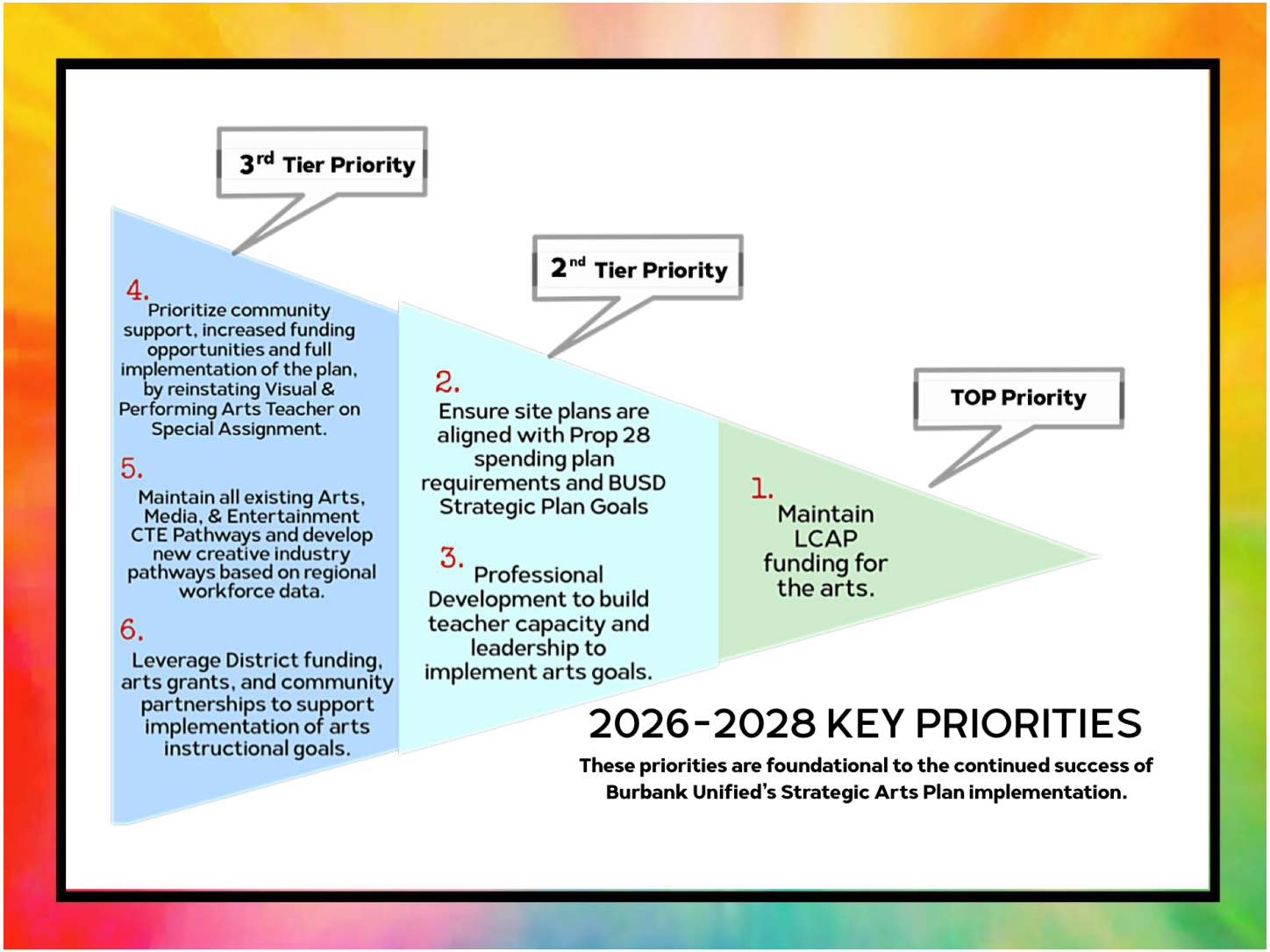
- Districtwide VAPA website & calendar
- High-visibility K–12 arts events
- Improved internal communication
- Community advocacy and media engagement

Criteria for setting working goals:

- ✓ Student Outcomes
- ✓ Overarching District Goals
- ✓ Ed Code
- ✓ Identified need/gaps
- ✓ Sustainability
- ✓ Sequential feeder programs
- ✓ Feasibility/ Opportunities (available funding, staffIng, partners, grants,)

Elements that Impact Implementation Decisions

- ✓ State Standards
- ✓ Ed Code
- ✓ Facilities
- ✓ Master scheduling
- ✓ Minimum Class Size Requirements
- ✓ Staffing
- ✓ UC approved classes
- ✓ Acquisition & maintenance of equipment and consumable materials
- ✓ Qualified staffing
- ✓ Student interest


3rd Tier Priority
2nd Tier Priority
TOP Priority
4. Prioritize community support, increased funding opportunities and full implementation of the plan, by reinstating Visual & Performing Arts Teacher on Special Assignment.
5. Maintain all existing Arts, Media, & Entertainment CTE Pathways and develop new creative industry pathways based on regional workforce data.
6. Leverage District funding, arts grants, and community partnerships to support implementation of arts instructional goals.
2. Ensure site plans are aligned with Prop 28 spending plan requirements and BUSD Strategic Plan Goals
3. Professional Development to build teacher capacity and leadership to implement arts goals.
1. Maintain LCAP funding for the arts.
2026-2028 KEY PRIORITIES
These priorities are foundational to the continued success of Burbank Unified's Strategic Arts Plan implementation.

Recommended Next Steps



Questions

EXAMPLES OF VAPA TOSA
IMPACT ON STUDENT PROGRAMMING

DC Comics Online Graphic Novel Program*	Digital Media CTE Advisory Board	Disney XD Program
Distance Learning Tutorials for Transferred Music Teachers*	American Federation of Musicians Local 47 Summer Mentor Program	Congressman Adam Schiff Congressional Art Competition
Secondary Instrument Inventory*	Young Storytellers Edison (Burbank Business Partners funding)	ELD Secondary Theatre Arts Integration Artist in Residencies
Secondary Instrument Repair & Replacement*	Young Storytellers Disney (Disney Studios Funding)	SEED Artist in Residencies
Warner Bros. Entertainment Externship Planning*	Young Storytellers McKinley (Disney Studios Funding	BUSD 3 Year Arts Priority Plan
NAMM Study The True Cost of Musicians Education*	Young Storytellers Foundation (Disney Studios Funding)	Visual and Performing Arts Board Study
Scale Up*	Young Storytellers Stevenson (Disney Studios Funding)	Woodbury Initial Credit Summer School
Assisting CTE Credential Applicants*	Young Storytellers Jordan (Disney Studios funding)	Congressional App Challenge
Elementary General Music	Young Storytellers JBHS (Disney Studios funding)	FACTS Artist in Residencies
Middle School Digital Media	Young Storytellers Providencia (WB Funding)	Nickelodeon Let's Draw at Washington
ELD Middle School Theatre Arts Integration Pilot	BUSD K-5 Theatre Curriculum	Nickelodeon Mentor Program at BHS
Elementary Artist in Residency	BUSD K-5 Music Music Curriculum	Emerson Chalk Day
JBHS Drama and Musical Theatre	BUSD K-5 Dance Curriculum	Wallace Professional Development Grant
Providencia JK-5 General & Instrumental	BUSD K-5 Visual Arts Curriculum	Nickelodeon Computer Donation Program
Washington JK-5 General & Instrumental	BUSD K-5 Visual Arts PD	Airport Tower Banner Contest
Day on The Job (Overton Moore Properties)	BUSD K-5 Theatre PD	Airport Academy
YST Day of Story (Burbank Business Partners funding)	BUSD K-5 Music Music PD	BUSD Digital Media Internships
Woodbury Portfolio Development Series	BUSD K-5 Dance PD	Muse Expo
Animation Expo	CTE Credential Application Support	Stage Craft Theatre Tech Dedicated Co
Digital Media Pathways	K12 Instrument Inventory - Charms	CTE Animation Dual Enrollment at JBHS
Burbank Towncenter Mural Installation	Museum Of Contemporary Art "Arts SMART" PD	Skirball MultiCultural Series
BUSD CTE Digital Media Internships	Downtown Burbank Arts Festival BUSD/BAFA Block	School Arts Survey Data Collection
Getty Arts & Language Arts PD All Elementary Schools	Nickelodeon partnership with BHS, Muir, & Washington	California Community College Foundation Paid Internships
Crayola Dreammakers Workshops	Prisma Color Workshops	Nickelodeon Mural Project
ETMLA Music Educator PD	Kristy Yamaguchi Visit	Joy2Learn
ETMLA Administrator PD	Music Center Anchor Works PD	Joy2Learn PD with Hector Elizondo

PARTIAL LIST OF PARTNERSHIPS GENERATED BY VAPA TOSA POSITION

1817 Studios	City of Burbank Economic Development	LA County Supervisor Katherine Barger
Indian Arts Center of California	Claudine's Artisan Kitchen	Leadership Burbank
1817 Studios	Congressman Adam Schliff's Office	Lionsgate
5D Spectrum	Colony Theatre	Macys
A-List Construction	Costco	Museum of Contemporary Art
Alex in Wonderland	Craig Murray Productions/ mOcean	Museum of Latin American Art
American Federation of Musicians Local 47	Create California	Music Center
ASD Designs	Creative Talent Network	Music Junction
Asian Pacific Museum	David Prather	My Blue Sky
Assemblywoman Laura Friedman	DC Comics	MyBurbank.com
Autry Museum	Disney Feature Animation	Nickeldoean Live Action
Bang Zoom Studios	Disney Studios	Nickelodeon
Bertrand's Music	Disney XD	Overton Moore Properties
Beth Sussman	Downtown Burbank	Poquito Mas
Burbank Art Association	DreamWorks	Providence St Josephs
Burbank Audiology	DreamWorks/ GCC	Provost Entertainment
Burbank Chamber of Commerce	Education Through Music LA	Randall Williams
Burbank Creative Arts Center	F Stop Productions	Skirball Museum
Burbank Cultural Arts Commission	Garri Dance	Smashcut Creative
Burbank Leader	Getty Center	The Chuck Lorre Family Foundation
Burbank Music Academy	Glendale Community College	UBS Financial Services
Burbank School of Ballet	Grammy Foundation	VHI Save the Music Foundation
California Community College Foundation	Grammy Museum	VOLT LITES
California Arts Alliance	Inventive Lighting	Warner Bro's. Entertainment
CCSESA	KCET	West Coast Artists
California Pizza Kitchen	Brad Korb Realtors	Western Costumes
Cartoon Network	LA County Arts Museum	William Loya
Center Theatre Group	LA Arts Ed	Woodbury University
City of Burbank Parks and Rec/ Creative Arts Center	LA County Arts Commission	Young Story Tellers Foundation

EXAMPLES OF ARTS TOSA PROGRAM IMPACT

	Partial List of Recognitions / Honors	Role of VAPA TOSA
2020	CDE Exemplary Arts School Award – Miller Elementary	Compiled data and wrote application
2020	CDE Exemplary Arts School Award – Providencia Elementary	Compiled data and wrote application
2018	CDE Exemplary Arts School Award- Disney Elementary	Compiled data and wrote application
2020	CDE Exemplary Arts School Award- Washington Elementary	Compiled data and wrote application
2020	CDE Exemplary Arts School Award – McKinley Elementary	Compiled data and wrote application
2016	CDE Exemplary Arts School Award – McKinley Elementary	Compiled data and wrote application
2016	CDE Exemplary Arts School Award – Providencia Elementary	Compiled data and wrote application
2014	CDE Exemplary Arts School Award – Miller Elementary	Compiled data and wrote application
2014	CDE Exemplary Arts School Award – Stevenson	Assisted with data collection and writing application
2017	CDE Exemplary Arts School Award- Luther Middle School	Compiled data and wrote application
2017	CDE Exemplary Arts School Award – Burbank High School	Compiled data and wrote application
2017	CDE Exemplary Arts School Award- Jordan Middle School	Compiled data and wrote application
2017	Gold Ribbon Award – Burbank High School	Wrote and submitted application
2017	Selected Dual Enrollment CTE Animation for Student Animated Shorts aired on Disney XD channel	Primary contact, coordinated visits, wrote and submitted contracts, supervised students
2015	Selected District for National Endowment for the Arts, Chair Jane Chu Site Visit – "Model of Collective Impact on Providing Arts Education for ALL Students"	Coordinated visit, assembled BUSD team representation, community business partners, non profit partners, selected and scheduled classroom visits, conducted follow up with NEA and LA County Arts Commission
2019-2020	Selected as one of 11 Districts in US to participate in the NAMM Foundation "True Cost of Musicians Education" Research Project	Coordinated all data collection and reporting, scheduled interviews, served as District lead
2015	National Association of Music Merchandisers (NAMM) Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2016	NAMM Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2017	NAMM Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2018	NAMM Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2019	NAMM Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2020	NAMM Best Communities for Music Education	Wrote and submitted application on behalf of BUSD
2018	Featured District in California State Superintendent Association	Wrote and submitted application on behalf of BUSD
2016-2018	California Community College Foundation Paid Internships pilot	First contact, coordinated program, oversaw budget, recruited business partners and interns
2019	Featured District in CCSESA Counties on the Move	Wrote published article

Burbank Unified School District
Arts for All Plan
2025-2030

Oscar Macias, Interim Superintendent

Board of Education

Armond Aghakhanian, President
Abby Pontzer Kamkar, Vice-President
Emily Weisberg, Clerk
Kelsey Olson, Member
Laurette Cano, Member

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Burbank Unified School District
Instructional Services
ARTS FOR ALL STRATEGIC PLAN 2025-2030

EXECUTIVE SUMMARY

Background:

2025 marks 20 years since Burbank Unified's first Arts for All Strategic Plan adoption. Burbank Unified was one of five districts to join the Los Angeles County The LA Arts Commission (now known as Department of Arts & Culture) countywide Arts for All initiative becoming one of the first districts to engage in countywide arts planning. As such, the District pledged to improve student access to sequential, standards based visual and performing arts education in grades Kindergarten through grade 12.

In 2004 the district convened its first Community Arts Team (CAT), a committee of stakeholders including teachers, administrators, community business and non-profit organizations, and parents to identify strengths, obstacles, and strategic goals to ensure all students have access to arts education. BUSD has since convened 3 additional CAT committees and ratified updated plan goals in 2012-13, 2016-17, and 2024-25 school years.

Key outcomes from previous BUSD Arts for All Strategic Plan implementation included:

- Adoption of Board Policy 6142 – Arts Education
- Re-establishment of the Elementary Music Program (Grades 2–5)
- Creation of a dedicated District Visual & Performing Arts Coordinator (TOSA) position to oversee implementation of the BUSD Arts for All Strategic Plan
- The establishment of an independent 501c3 to provide supplemental funding for BUSD Arts for All Strategic Plan implementation
- Increased the number of credentialed arts teachers from 21 to 53
- Standards-based arts curricula developed and implemented in visual arts, dance, theatre, vocal and instrumental music, and media arts
- K-12 Professional development in arts integration
- Expansion of digital arts / media arts / animation pathways in secondary schools
- Improved instructional materials, equipment, and facilities
- Stronger community and foundation partnerships
- Institutionalization of arts across all grade levels (PK-12) with equity focus
- Restored District funding for instrument repair and replacement

Burbank Unified's sustained efforts have resulted in recognition from the National Endowment for the Arts, several California Department of Education (CDE) Exemplary Arts distinctions for all BUSD elementary and secondary schools, two Golden Bell Awards from the California School Board Association (*Arts, Media, & Entertainment Pathway – 2022; English Language Development Theatre Arts Integration Program -2021*), and grant funding totaling more than

$3.6 million from the LA Department of Arts and Culture, The Burbank Arts for All Foundation (now Burbank Arts & Education Foundation), The Chuck Lorre Family Foundation, County Supervisor, Katheryn Barger, Viacom, and two CDE contracts that made it possible for the state to relocate its Arts, Media, & Entertainment Institute from San Diego to Burbank.

Burbank Unified's twenty-year Arts for All journey reflects a steadfast commitment to every student's right to a high-quality arts education. With strong leadership, robust community support, and dedicated Prop 28 funding, BUSD continues to serve as a regional model for arts equity, creativity, and excellence.

In 2024-2025, the Burbank Unified School District convened a fourth Community Arts Team to review goals outlined in the 2012-2022 Arts for All Plan, identify emerging needs, and revise and/or develop new goals that reflect progress and address continued work to be done to improve and sustain student access to a sequential, standards-based visual, media, and performing arts education for all Burbank Unified students.

The District has experienced several changes since the last Plan ratification in 2017. Changes in District and school administrators, increased Career Technical Education funding for our region's high growth AME industries, the merging of BAFA and BEF to form BAEF, and Prop 28 arts funding for schools have impacted goals and needs at every level

The 2024-2025 CAT has drafted new and updated goals in the 2025-2030 BUSD Arts for All Strategic Plan to address these changes in 7 Focus Areas:

The 2025 CAT completed revisions in May 2025 to the following seven Focus Areas:

1. Standards Based Curriculum, Student Assessment & Professional Development
2. Program Evaluation; Program Administration
3. Scheduling and Personnel
4. Partnerships and Collaboration
5. Facilities, Instructional Materials, Supplies, Equipment and Technology
6. Funding
7. Communication and Advocacy

Mission Statement

Every student in the Burbank Unified School District will have access to a high-quality, standards based sequential arts education programming TK-12.

Vision

Over the next 5 years as a result of our actions we will see:

- Build and sustain a culture that values arts education and is recognized for excellence.
- All K-12 students will have access to sequential, standards-based art education that includes authentic discrete and integrated learning experiences.
- Established visual, performing, and media arts College and Career Readiness Pathways.
- Scheduling that supports and improves student access to arts instruction before, during, and after school.
- Well maintained state-of-the-art facilities, materials, and equipment that provide creative spaces and resources for all arts programing.
- Robust annual funding dedicated to arts programs for every school site and discipline.
- Effective communication, collaboration, and outreach with community partners at district, school site, and course levels.
- Ongoing professional development and additional staffing to support and provide arts education.

Goals and Objectives At-A-Glance

Focus Area 1: Standards Based Curriculum, Student Assessment & Professional Development

1.1 Maintain and update the District Strategic Arts Plan and prioritize District-wide sequential and comprehensive VAPA instructional programs in grades TK–12 to ensure access for ALL students.
1.2 Develop and update annually District-aligned school site strategic plans.
1.3 Include arts goals in all School Site Single Plans for Student Achievement (SPSA) and recommend sites to develop District-aligned Site Arts Plans.
1.4 Provide weekly instruction in dance, theatre, music, visual arts, and digital media to all elementary and Special Education Early Development (SEED) program students.
1.5 Provide instruction in dance, theatre, music, visual arts, and digital media for all secondary, including Foothill Area Community Transition Services (FACTS) and Magnolia Park students, through elective courses/pathway courses, and artist-in-residency programs.
1.6 Establish CTE pathways in visual, performing, and media arts in grades 6–12.
1.7 Provide District Professional Development in discrete and integrated arts instruction for JK–12 teachers and administrators.
1.8 Ensure District TK–12 arts curriculum is aligned and standards-based.
1.9 Assess student progress towards achieving grade-level and course standards JK–12.

Focus Area 2: Program Evaluation

2 .1 Develop a District arts education survey that provides data that can be used to measure progress annually.

Focus Area 3: Program Administration, Scheduling, & Personnel

3.1 Hire additional staff as needed to implement comprehensive TK–12 arts education in all arts disciplines.
3.2 Continue artist residencies to ensure every TK–12 student has access to weekly instruction in dance, theatre, music, visual, or media arts.
3.3 Allow for secondary sites to adopt alternative scheduling, such as a 0/7th VAPA period outside of the regular school day (pending required contract negotiations).
3.4 Hire full-time auditorium managers and CTE-credentialed teachers for John Burroughs and Burbank High Schools.
3.5 Provide support for the facilities department to maintain and improve instructional and performance spaces in all schools.
3.6 Provide additional support (staff, consultants, volunteers) for the District Arts & CTE Director and the VAPA TOSA.

Focus Area 4: Partnerships & Collaboration

4.1 Strategically engage community partners to support district and school site Arts for All goals, ensuring student access to arts instruction through donations, time, money, and other resources.
4.2 Develop arts-focused Work-Based Learning (WBL) and Mentor Programs for students and teachers in all high schools.
4.3 Provide parent and student arts programs to support student achievement in the arts.
4.4 Increase student access to offsite learning experiences such as museums, workplaces, and performances.

4.5 Maintain district protocols for requesting, receiving, and acknowledging in-kind and monetary donations.
4.6 Provide and maintain resources and support for school-community partnership development.
4.7 Engage elected officials to support arts education.

Focus Area 5: Facilities, Instructional Materials, Supplies, Equipment, & Technology

5.1 Provide and maintain all school sites with sufficient facilities used for visual, culinary, media, and performing arts instruction.
5.2 Provide and maintain all school sites with sufficient instructional materials and supplies used for visual, culinary, media, and performing arts instruction.
5.3 Provide and maintain all school sites with sufficient equipment used for visual, culinary, media, and performing arts instruction.
5.4 Provide and maintain all school sites with sufficient technology used for visual, culinary, media, and performing arts instruction.

Focus Area 6: Funding

6.1 Designate BUSD funds to support Arts for All programs district wide.
6.2 Work with site principals and secondary VAPA teachers to utilize Prop 28 Arts & Music in Schools (AMS) funding strategically to achieve site arts plan goals.
6.3 Identify and secure potential sources of funding outside the BUSD budget.
6.4 Seek supporting grant funds for professional arts programs and performances.
6.5 Support school sites in developing parent and community fundraising strategies for expenditures that fall outside of Prop 28 parameters.
6.6 Identify resources to provide transportation for off-site cultural arts experiences.

Focus Area 7: Communication & Advocacy

7.1 Optimize technology to communicate the BUSD Arts for All message.
7.2 Provide opportunities for communication between elementary, middle, and high schools to ensure sequential instruction.
7.3 Improve internal communications between school sites, facilities, and technology departments.
7.4 Develop high-visibility events to promote and support the arts.
7.5 Identify and utilize additional community venues for arts displays.
7.6 Provide in-person and written reports to the school board, partners, and community.
7.7 Communicate BUSD Arts for All progress and needs to boost support for arts education.

Focus Area 1: Standards Based Curriculum, Student Assessment & Professional Development

Goal: Provide equal access to a sequential, standards based, and comprehensive arts education for all Burbank Unified School District (BUSD) students TK-12.

Success Indicator: Sequential standards-based arts instruction is offered for all students at all grade levels.

DISTRICT ACTION		IMPLEMENTATION TASKS	PROGRESS TO DATE
1.1. Maintain and update District Strategic Arts Plan and prioritize District-wide sequential & comprehensive VAPA instructional programs in grades TK-12 to ensure access for ALL students.	**a.**	Convene District Community Arts Team for annual review of progress, funding, and challenges.	
	b.	Complete comprehensive review, revisions, updates to District-wide Strategic Arts Plan every 5 years.	
1.2 Develop and update annually, District aligned school site strategic plans.	**a.**	Convene site Community Arts Team. Include all stakeholders (Teachers, administrators, counselors, parents, business partners, arts providers, students, funders)	
	b.	Write Site Arts Plan that aligns with BUSD Arts Plan with goals, addresses specific school needs, outlines strategies for sustainability of arts programing, and use of Arts & Music Funding (aka Prop 28) .	
1.3. Include arts goals in all School Site Single Plans for Student Achievement (SPSA) and recommend sites to develop District aligned Site Arts Plans.	**a.**	Principal consult with District Arts & CTE Administrator to develop arts-specific goals in the Single Plan for Student Achievement.	
	b.	Develop arts integration goals for supporting all students, including special populations (English Language Learners, Special Education).	
	c.	Collect data that shows student access to arts instruction in all areas of VAPA annually (enrollment, master schedules).	
	d.	Site principals and staff annually review arts instructional plans and programs to address gaps in student access and strategies for closing gaps.	

1.4. Provide weekly instruction in dance, theatre, music, visual arts, and digital media to all elementary and Special Education Early Development (SEED) program students.	**a.**	Provide integrated curriculum in theatre, dance, visual arts, media arts, and music.	
	b.	TK–5 classroom teachers provide discrete and integrated instruction in dance, theatre, music, visual, and media arts.	
	c.	Provide teaching artist workshop series in grades TK-5.	
	d.	Include Visual and Performing Arts (VAPA) standards-based dance instruction in the District PE program of instruction.	
	e.	Increase elementary music instructional minutes at every school serving TK–5 students.	
	f.	Create elementary instrumental programs at each elementary school.	
	g.	Align elementary school instrumental programs with feeder middle school instrumental programs to ensure sequential learning (as funding allows).	
	h.	Site principals will align supplemental VAPA programs with the District-adopted Arts for All Plan.	
	i.	Provide Special Education and English Language Development programs with artist-in-residency programs to ensure access to arts instruction.	
1.5. Provide instruction in dance, theatre, music, visual arts, and digital media for all secondary, including Foothill Area Community Transition Services (FACTS) and Magnolia Park students, through elective courses/ pathway courses, and artist in residency programs.	**a.**	Align VAPA middle school courses with high school Career Technical Education (CTE) pathways to ensure foundational instruction and learning.	
	b.	Align course titles and curriculum across middle and high schools to ensure clear pathway sequencing.	
	c.	Include Dance in the elementary and middle schools as an option or unit in PE K–8.	

	d.	Continue English Language Development (ELD)/Special Ed./Intervention Teacher professional development in arts integration.	
	e.	Provide Artist-in-Residencies for ELD and Special Education classes.	
	f.	Ensure secondary Arts, Media, & Entertainment (AME) CTE courses are taught by AME CTE credentialed teachers.	
	g.	Provide training in arts advisement and the importance of arts education to all secondary counselors to ensure students and parents are informed regarding graduation requirements, college admissions for VAPA programs, and the role of arts education in preparing students for careers in creative industries.	
	h.	Add dance, drama, orchestra, and StageCraft/Theatre Tech instruction to all middle schools through electives, College and Career Pathways, and compatible subject courses (i.e. Dance can be offered through Physical Education).	
	i.	Add orchestra instruction to every secondary school.	
1.6. Establish CTE pathways in visual, performing, and media arts in grades 6-12.	**a.**	Review VAPAM arts courses, course descriptions, curriculum, and sequence based on state annually to ensure alignment with state VAPA and CTE Model Standards.	
	b.	Develop articulation agreements with local Community Colleges for all qualifying high school VAPA pathways.	
	c.	Maintain all existing Arts, Media, & Entertainment CTE Pathways and develop new creative industry pathways based on regional workforce data.	

	d.	Work with Community College partners to provide after school dual enrollment opportunities in VAPA courses that meet graduation requirements, A-G requirements and provide college credit that supplements BUSD arts programs.	
1.7. Provide District Professional Development in discrete and integrated arts instruction for JK-12 teachers and administrators.	**a.**	Include arts integration TK-5 professional development, including digital literacy, in the annual Instructional Services professional development plans.	
	b.	Develop a site arts survey focused on specific site needs in professional development, assessments, curriculum, funding, materials, equipment, technology, and space	
	c.	Use school site survey data (see 2.1) to determine annual professional development needs and offerings for TK-12 teachers and administrators	
	d.	Create an annual District Arts Professional Development Plan (See Focus Area 7)	
	e.	Secure funding for district-wide and site-based arts professional development (see focus area 2.2)	
	f.	Provide training for principals in observing and evaluating the arts	
1.8. Ensure District TK-12 arts curriculum is aligned and standards based.	**a.**	Secondary VAPA teachers meet annually with the District Arts Coordinator	
	b.	Provide release time for JK-12 teachers to review and collaborate on curriculum and program alignment	
	c.	Inform administrators on course and curriculum change recommendations	
	d.	Apply for UC a-g requirement approval for all new arts courses	
1.9. Assess student progress towards achieving grade level and course standards JK-12.	**a.**	Develop performance and rubric-based assessment tools in JK-12 visual, culinary, performing, and media arts	

	b.	Provide professional development in the use of art assessment tools	
	c.	Upload assessment tools to the District Arts for All webpage	
	d.	Align secondary arts course assessments District-wide	
	e.	Align student assessment with progress reports	

Focus Area 2: Program Evaluation

Goal: Conduct program evaluations on an ongoing basis to ensure a quality arts education for all.

Success Indicator: Evaluations are in place for all arts education programs and conducted on a regular basis.

2.1 Develop a District arts education survey that provides data that can be used to measure progress annually.	**a.**	Research successful models that measure progress towards achieving improved student access to arts education districtwide	
	b.	Engage Community Arts Team (*see Focus Area 1:a)* in determining measures that will be used for district wide arts programming evaluation tool.	

Focus Area 3: Program Administration, Scheduling, & Personnel

Goal: Develop flexible, student-centered scheduling that increases access to arts learning both in-school, after-school, and through virtual and community-based opportunities.
Success Indicator: School schedules create more equitable access to the arts for all students during the school day.

DISTRICT ACTION		IMPLEMENTATION TASKS	PROGRESS TO DATE
3.1. Hire additional staff as needed to implement comprehensive TK-12 arts education in all arts disciplines.	**a.**	Provide information, resources, and training principals, Board Members, parents, and secondary counselors for VAPA advisement. Restore the VAPA TOSA position	
	b.	Provide information, resources, and training principals, Board Members, parents, and secondary counselors for VAPA advisement.	
	c.	Hire additional Music Credentialed teachers to provide weekly general music instruction to all students in grades TK-5.	
	d.	Hire middle school PE credentialed teachers with expertise in dance (pending California Dance Credential) for grades 6-8	
	e.	Hire credentialed middle school teachers for Huerta Middle school with expertise in theatre arts and maintain Muir and Luther drama electives.	
3.2 Continue artist in residencies to ensure every TK-12 student has access to weekly instruction in dance, theatre, music, visual, or media arts.	**a.**	Match artist in residency programs to identified site gaps as needed as determined staff annual survey, and number of students with prerequisite skills enrolled in secondary arts programs from feeder schools	

	b.	Collaboration between site principal and District Arts & CTE Director to determine if gaps can be bridged with professional development or an artist in residence program	
	c.	Provide information that communicates District funded arts education programming vs. supplemental programming and post on BUSD website	
3.3. Allow for secondary sites to adopt alternative scheduling, 0/7th VAPA period outside of the regular school day (pending required contract negotiations).	**a.**	Identify scheduling issues that impede student access to arts education, including prerequisite requirements, courses offered only once a day, students having to choose between arts and AP, intervention, or other classes, and the availability of qualified teachers	
	b.	Collaborate with local community colleges and universities to provide dual enrollment courses	
	c.	Establish a protocol for sites to follow when considering alternative scheduling, including union contract considerations, dual enrollment, and partner-sponsored programs	
3.4. Hire full-time auditorium manager/CTE Credentialed teachers for John Burroughs and Burbank High Schools.	**a.**	Expand current CTE Stage and Technical Theatre teacher positions to full-time positions that include auditorium management, as funding allows	
	b.	Define the role and responsibilities of the auditorium manager, including Stage and Technical Theatre course instruction, oversight of space and event scheduling, and inventory and maintenance of equipment	

3.5. Support for facilities department to maintain and improve instructional and performance spaces in all schools.	**a.**	Include auditorium, stage, and arts instructional spaces to routine custodial cleaning schedule (elementary – weekly stage cleaning; secondary daily stage cleaning and room sweep).	
3.6. Provide additional support (staff, consultants, volunteers) for District Arts & CTE Director and VAPA TOSA.	**a.**	Establish an intern program with high school pathways and universities	
	b.	Encourage LA ARTS ED to provide funding for paid interns	
	c.	Identify and enlist community partner volunteers to assist with special projects	
	d.	Provide funding for hired consultants to assist with achieving district goals	
	e.	Provide additional BUSD Arts clerical support	

Focus Area 4: Partnerships & Collaboration

Goal: Expand, strengthen, and sustain partnerships with local, regional, and industry arts organizations, creating opportunities to collaborate, and student college and career pathways, mentorships, internships, and real-world experiences.

Success Indicator: Community arts and business partners are actively engaged in District's arts education program

DISTRICT ACTION	IMPLEMENTATION TASKS		PROGRESS TO DATE
4.1. Strategically engage community partners to support district and school site Arts for All goals to ensure student access to arts instruction (donations, time, money, and other resources).	**a.**	Build and expand community partnerships; identify organizations with goals aligned to BUSD strategic arts plan goals	
	b.	Arts & CTE admin and/or VAPA Teacher on Special Assignment (TOSA) meet quarterly with partner organizations to continue communication and collaboration on achieving BUSD Arts Plan goals	
	c.	Match partners to site needs based on the School Arts Survey, staff survey, gap analysis, Site Plans, Single Site Plans	
	d.	Invite community partners to visit sites, arts programs, performances, and events	
	e.	District and site administrators, Arts & CTE admin, and/ or VAPA TOSA, and teachers regularly attend networking opportunities—such as conferences, the Chamber of Commerce, Leadership Burbank, Kiwanis, Rotary, PTA, BAEF, Burbank Cultural Arts Commission—to share arts goals and invite patronage	
	f.	Continue quarterly meetings of the BUSD Pathways Advisory Board and invite new potential partners	

	g.	Encourage school arts program engagement with Parent Teacher Association (PTA), fundraising groups, Arts for LA, and additional business and community activities	
	h.	Include District Arts & CTE admin and/or TOSA attend Fundraising meetings and annual trainings to ensure understanding and accurate communication of fundraising guidelines	
4.2. Develop arts focused Work Based Learning (WBL) and Mentor Programs for students and teachers in all high schools.	**a.**	Identify local creative arts businesses where employees require arts and innovation skills	
	b.	Develop informational materials that explain BUSD Arts Plan goals, needs, and benefits to local businesses who support implementation	
	c.	Match schools with business partners who serve populations in their neighborhood	
	d.	Work with community partners to design Work Based Learning opportunities for students, including guest speakers, site visits, practical assistance, skills and curriculum advisory, mentorships, externships for staff, and internships for students	
	e.	Include advanced arts students in CTE internship courses	
4.3. Provide parent and student arts programs to support student achievement in the arts.	**a.**	Work with local colleges and consultants to provide college and career information and foundational courses needed in grades 8–12	
	b.	Inform and encourage counselors, students, and parents to attend local National Association for College Counseling (NACC) Visual and Performing Arts college fairs	

	c.	Invite regional creative arts industry partners, post-secondary universities, and colleges to participate in the annual BUSD CTE College and Career Fair	
	d.	Include links to arts organization opportunities—such as museums, colleges, and community events—on the District Arts for All webpage	
4.4. Increase student access to offsite learning (museums, workplace, performances, etc.).	**a.**	Continue to share arts partner events and opportunities with schools, teachers, and students	
	b.	Provide transportation for schools to send students to offsite learning events	
	c.	Develop a "transportation tips" resource page for schools that wish to send students to free cultural arts opportunities, including information on Metro, public transportation, Target grants, free buses from museums, and District requirements for utilizing alternatives to paid buses	
	d.	Provide guidelines for acceptable forms of transportation and links to required insurance forms on District Arts for All landing page.	
4.5. Maintain District Protocols for requesting, receiving, and acknowledging in kind and monetary donations.	**a.**	Work with Business Services, Technology, and Facilities departments to create a list of accepted and non-compatible equipment donations	
	b.	Establish a protocol for receiving equipment donations from local business partners	
	c.	Develop and implement systems for public acknowledgement of gifts to District Arts for All programs, including Board presentations, Board recognition of gifts, media, and public	

		presentations or speaking engagements	
4.6. Provide and maintain resources and support for schools-community partnership development.	**a.**	Establish BUSD Arts for All Resource web page on the BUSD website	
	b.	Include a list of regional arts organization partners on the BUSD Arts for All webpage	
	c.	Provide annual workshops for site administrators and teachers focused on developing and sustaining site and program partnerships	
4.7. Engage elected officials to support arts education.	**a.**	Communicate the impact of arts education on the local economy and culture in Burbank	
	b.	Invite elected officials to District and school arts events	
	c.	Include Burbank council members and city staff to serve on BUSD arts advisory committees	

Focus Area 5: Facilities, Instructional Materials, Supplies, Equipment, & Technology

Goal: Ensure industry relevant equipment, technology, facilities, resources, and required infrastructure are well-maintained.

Success Indicator: Adequate technology, instruction materials, and equipment are in place to support the District's arts education programs

DISTRICT ACTION		IMPLEMENTATION TASKS	PROGRESS TO DATE
5.1. Provide and maintain all school sites with sufficient facilities used for visual, culinary, media, and performing arts instruction.	**a.**	Assess current status	
	b.	Identify current repairs and upgrade needs	
	c.	Include auditoriums in bond efforts and Arts & Music in Schools (Prop 28) plans	
	d.	Develop individual site auditorium strategic plans with a team of site administrators, facilities leads, community partners, and performing arts teachers	
	e.	Identify needs that can be supported by the district and those that will require outside support	
	f.	Secure dedicated music room and visual arts rooms at each elementary school	
5.2. Provide and maintain all school sites with sufficient instructional materials and supplies used for visual, culinary, media, and performing arts instruction.	**a.**	Assess current status	
	b.	Identify current repairs and upgrades	
	c.	Create and maintain site inventory of needs for materials and supplies, including needed repairs, replacements, and improvements	
	d.	Create standard materials and supply list for each elementary site, each secondary arts course, and all auditoriums	
	e.	Identify needs that can be supported by the district and	

		those that will require outside support	
	f.	Create budget and priority lists in each auditorium plan	
5.3. Provide and maintain all school sites with sufficient equipment used for visual, culinary, media, and performing arts instruction.	**a.**	Assess current status	
	b.	Identify current repairs and upgrades	
	c.	Create and maintain site inventory of needs for equipment, including needed repairs, replacements, and improvements	
	d.	Continue and maintain annual inventory of secondary instruments	
	e.	Inventory instruments at elementary sites	
	f.	Inventory and note condition of all site kilns to estimate and budget for projected maintenance and replacement needs	
	g.	Inventory and note condition of all site culinary arts major appliances (ovens, stoves, refrigerators, etc.) to estimate and budget for projected maintenance and replacement needs	
	h.	Maintain an annual instrument repair and replacement budget	
	i.	Develop a strategic plan for improving, increasing, and maintaining musical instruments for all secondary school instrumental programs	
	j.	Provide elementary instruments that are aligned with feeder school programs, such as elementary strings for schools feeding into orchestra programs and band instruments for schools feeding into band programs	

5.4. Provide and maintain all school sites with sufficient technology used for visual, culinary, media, and performing arts instruction.	**a.**	Assess current status	
	b.	Identify current repairs and upgrades	
	c.	Create and maintain site inventory of needs for technology, including needed repairs, replacements, and improvements	
	d.	Manage and monitor state arts and technology funding	
	e.	Designate a Technology Department CTE/Arts lead to assist with communicating specific creative arts technology needs	
	f.	Establish a protocol—such as review of electrical capacity and consultation with site and district tech support—for selecting technology (computers, tablets, printers, etc.) for use in arts classrooms	
	g.	Actively replace and recycle technology in coordination with the district-adopted Technology Plan	
	h.	Continue to provide Wi-Fi and internet access to all schools	
	i.	Identify needs that can be supported by the district and those that will require outside support	

Focus Area 6: Funding

Goal: Secure Robust, Ongoing, Financial Support

Success Indicator: Adequate funding is provided and sustained over time through diverse revenue sources.

DISTRICT ACTION		IMPLEMENTATION TASKS	PROGRESS TO DATE
6.1. Designate BUSD funds to support Arts for All Programs District-wide.	**a.**	Committed LCAP funding for each of the TK-12 arts programs (visual arts, music, theater, dance, media, and culinary arts) to ensure equity and access to all students	
	b.	Maintain the 20% Film LA Account for District Arts for All use to support student access, professional development, and provide matching funds for Advancement Grant and other district and site grants (BAEF).	
	c.	Secure funding for all elementary schools to provide weekly general music instruction for JK-5 grade students	
	d.	Provide consistent annual funds to school sites for equipment, supplies, materials, and maintenance	
	e.	Create and share district protocol for setting budget priorities	
	f.	Develop an annual BUSD Arts action plan that includes a timeline and funding resources	
	g.	Provide annual district funding to achieve the Arts for All action plan	
	h.	Maintain and increase funding toward Local Control Accountability Plan (LCAP) arts goals for increasing student access to arts education	

	i.	Seek funding to support artist in residency programs for SEEDS, FACTS, and Magnolia Park student arts instruction	
6.2. Work with site principals and secondary VAPA teachers to utilize Prop 28 Arts & Music in Schools (AMS) funding strategically to achieve site arts plan goals.	**a.**	Support schools in developing a 3-year spending plan that aligns each Prop 28 allocation with site arts plan priority goals.	
	b.	Leverage 20% site Prop 28 discretionary arts funds as match for BAEF and other grant opportunities.	
	c.	Encourage pooled Prop 28 funds for like needs at elementary and secondary schools (ie. elementary music teachers; classified arts instructors; professional development)	
	d.	Encourage site principals to utilize Prop 28 funds to improve student access to arts education by offering programing outside of the regular school day- especially for secondary ELD students who do not have access through electives.	
6.3. Identify and secure potential sources of funding outside the BUSD budget.	**a.**	Continue to communicate BUSD fundraising efforts with community non-profit partners and coordinate / collaborate on fundraising campaigns	
	b.	Secure corporate and foundation grants to supplement District and community arts funding	
	c.	Encourage program alumni to support current programs	
	d.	Investigate parcel tax	
	e.	Create an annual patron program to increase financial contributions to arts programs	

	f.	Research partnering with the City of Burbank to explore possible transportation options (ie. Got Wheels)	
6.4. Seek supporting grant funds for professional arts programs and performances.	**a.**	Apply for LA ARTS ED matching fund programs, new program support (professional development and collaboration), resource support (materials and equipment), and guest teaching artists.	
	b.	Establish and maintain a BUSD budget to be used for LA ARTS ED matching fund grants	
	c.	Subscribe to grant database websites	
6.5. Support School sites in developing parent/ community fundraising strategies for expenditures that fall outside of Prop 28 parameters.	**a.**	Provide support to school sites in developing budgets for site arts plans	
	b.	Increase community investment in site arts programs by including all stakeholders in the planning process	
	c.	Identify collaborative fundraising opportunities in alignment with the Arts for All Plan	
6.6. Identify resources to provide transportation for off site cultural arts experiences.	**a.**	As funding allows, dedicate BUSD resources to support transportation	
	b.	Annual district budget provided to each school site	
	c.	Include guidelines and resources for securing transportation that is low or no cost to increase opportunities for students.	

Focus Area 7: Communication & Advocacy

Goal: Expand visibility and recognition of the impact and excellence achieved through arts education in all BUSD schools.

Success Indicator: Wider recognition by parents, students, and community members as evidenced by increased attendance, participation and fundraising, festival growth, and survey tools.

DISTRICT ACTION		IMPLEMENTATION TASKS	PROGRESS TO DATE
7.1. Optimize technology to communicate BUSD Arts for All message.	**a.**	Create a main district webpage that is easily accessible, provides academic resources, communicates with teachers and community members, and clearly conveys BUSD Arts for All vision and goals	
	b.	Create a districtwide master calendar of visual and performing arts events (as funding allows for VAPA TOSA to maintain)	
	c.	Utilize the district website to link and post district and site VAPA information	
	d.	Develop a social media presence to further communicate BUSD's Arts goals and art activities happening across the district and in the community	
	e.	Utilize the Burbank Cultural Arts website and calendar to increase communication with the community (www.burbankarts.com)	
7.2. Provide opportunities for communication between elementary, middle, and high school to ensure sequential instruction.	**a.**	Communicate annual Arts for All Action Plan goals with district administration, school sites, and community groups	
	b.	Provide opportunities for feeder school programs to participate in site visits, workshops, and collaborative performances	

	c.	Develop an articulation model for vertical alignment of arts instructional programs from elementary to middle school and middle school to high school	
	d.	Hold annual TK-12 VAPA articulation meetings	
7.3. Improve internal communications between school sites, facilities, and technology departments.	**a.**	Encourage Facilities and Technology departments to develop an online tracking system to monitor site requests	
	b.	Enable easy identification of progress with work orders	
	c.	Establish an emergency facilities protocol	
7.4. Develop high visibility events to promote and support the arts.	**a.**	Develop a K-12 annual community festival for the Performing Arts, as funding allows	
	b.	Promote an "Arts for All Day" for grades K-12	
	c.	Maintain BUSD VAPA student presence Board meetings and public events	
	d.	Provide support for annual participation in the Downtown Burbank Arts Festival	
7.5. Identify and utilize more community venues for arts displays.	**a.**	Secure additional exhibit space in locations throughout the community (airports, libraries, malls, restaurants, pop-up exhibits, and lobbies)	
	b.	Feature student work on Channel 6 and during Board Meeting breaks	
	c.	Promote VAPA events on the Burbank Cultural Arts Commission, Downtown Burbank, and Visit Burbank websites to connect with local venues (www.burbankarts.com, dtnbur.com, visitburbank.com)	
7.6. Provide in-person and written reports to school board, partners, community	**a.**	Document school arts events, activities, and programs through video and photography	

	b.	Coordinate school presentations at Board Meetings	
	c.	Establish and maintain a BUSD Arts contact list with postal and email addresses	
	d.	Utilize partnerships with media to report progress, present student work, and broadcast school and districtwide arts events, activities, and programs	
7.7. Communicate BUSD Arts for All progress and needs to boost support for arts education.	**a.**	Continue to articulate current BUSD arts education needs to LACAC, BAEF, and other community support organizations	
	b.	Share testimonials from students, parents, teachers, administrators, and community members through a variety of media outlets	
	c.	Syndicate messaging about District-wide and site-specific needs and accomplishments with PTA, LA ARTS ED, BAEF, the City of Burbank, Burbank Cultural Arts Commission, and other support organizations.	
	d.	Arts & CTE Director and VAPA TOSA communicate identified needs and progress through presentations to the BUSD School Board, local businesses, and service organizations	

Appendix A: BUSD Board Policy 6142 – Arts Education

Burbank USD | BP 6142.6 Instruction

Visual And Performing Arts Education

The Board of Education believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall provide opportunities for creation, performance, and appreciation of the arts.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board supports the following elements, among others, in developing and implementing the district's arts education in district schools:

1. Standards-based arts curriculum, scheduling and assessment
2. Qualified teachers in the arts
3. Professional development for classroom and art teachers consistent with California's Visual and Performing Arts content standards
4. Standards-based instructional materials and equipment
5. Facilities appropriate to achieve educational/instructional standards
6. Opportunities to showcase student learning and student work
7. Integration of and access to professional artists, cultural organization and other community arts resources
8. Provision for ongoing review, program evaluation, and development of the district's arts education program.

The Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state standards for each of these disciplines.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline

4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts
5. Connections, relationships, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers.
(cf. 6141 - Curriculum Development and Evaluation)

The Board shall adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation, which may incorporate a variety of media and technologies.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6161.3 - Toxic Art Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6020 - Parent Involvement)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall regularly evaluate the implementation of arts education at each grade level and report to the Board regarding its effectiveness in enabling students to meet academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

The Board also supports the need to provide funding for high quality, standards-based K-12 arts education in an equitable manner, consistent with the principle that arts education is an integral part of the core curriculum and consistent with the adopted "Arts for All" plan.

Legal Reference:

EDUCATION CODE

8950-8957 California summer school of the arts

32060-32066 Toxic art supplies

35330-35332 Field trips

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51225.3 Graduation requirements

58800-58805 Specialized secondary programs

60200-60210 Instructional materials, elementary schools

60400-60411 Instructional materials, high schools

99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Visual and Performing Arts Framework for California Public Schools:

Kindergarten through Grade Twelve, 2004

Visual and Performing Arts Content Standards, January 2001

Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001

WEB SITES:
CSBA: http://www.csba.org
Arts Education Partnership: http://aep-arts.org
California Alliance for Arts Education: http://www.artsed411.org
California Arts Council: http://www.cac.ca.gov
California Art Education Association: http://www.caea-arteducation.org
California Dance Education Association: http://www.cdeadance.org
California Department of Education, Visual and Performing Arts: http://www.cde.ca.gov/ci/vp
California Educational Theatre Association: http://www.cetoweb.org
California Music Educators Association: http://www.calmusiced.com
The California Arts Project: http://csmp.ucop.edu/tcap

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: January 15, 2015 Burbank, California

APPENDIX B: BUSD Elementary Music Program Implementation Priorities

BUSD Elementary Music Priorities

As available funding permits, BUSD and sites who elect to use Prop 28 or donated funds for supplemental elementary music programs will implement and maintain instruction based on the following priorities listed below sequentially.

Sequence	Priority
1	Weekly sequential, standards-based general music instruction for grades 2-5
2	Weekly sequential, standards-based general music instruction for grades TK-1
3	Instrumental music instruction aligned with middle school feeder program for grade 5
4	Instrumental music instruction aligned with middle school feeder program for grade 4
5	Instrumental music instruction aligned with middle school feeder program for grade 3

APPENDIX C: Arts for All Strategic Plan Glossary of Terms

A-G requirements: The A-G / College Entrance Requirements are a sequence of high school courses that students must complete (with a grade of C or better) to be minimally eligible for admission to the University of California (UC) and California State University (CSU).

Advanced Placement (AP): is a program in the United States and Canada, created by the College Board, which offers college-level curricula and examinations to high school students. American colleges and universities often grant placement and course credit to students who obtain high scores on the examinations.

Arts for All: Established by the Los Angeles County Board of Supervisors, *Arts for All* is the dynamic, county-wide collaboration working to create vibrant classrooms, schools, communities and economies through the restoration of all arts disciplines into the core curriculum for each of our 1.6 million public K-12 students.

Burbank Arts & Education Foundation (BAEF): is a non-profit arts and education foundation that supports the Burbank Unified School District (BUSD) by providing supplemental funding towards successful implementation of education goals.

Classified Arts Instructor: an hourly district employee who assists credentialed teachers in providing arts instruction to students.

Community Arts Team: A formally gathered committee of community partners, district directors, administrators, certificated teachers, and parents tasked with developing and reviewing the Burbank Unified School Districts Arts for All Plan.

Career Technical Education (CTE): A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

Discretionary Arts Funding: funding specifically earmarked for arts education, but districts can also use for activities, such as professional development or curriculum and assessment development in the arts.

Dual Enrollment: enables high school students to take community college courses while still in high school earning credit toward both high school diploma and college degree simultaneously.

English Language Development (ELD): is a systematic instructional model designed to develop the English language proficiency of English language learners (i.e., students who speak English as a second language). ELD instruction emphasizes the development of all four language domains: reading, writing, listening, and speaking.

Local Control Accountability Plan (LCAP): The LCAP is a critical part of the new Local Control Funding Formula (LCFF). Each school district must engage parents, educators, employees and the community to establish these plans. The plans will describe the school

district's overall vision for students, annual goals and specific actions the district will take to achieve the vision and goals.

Pathways: Career Technical Education term for a sequence of two or more sequential courses that prepare students for regional high growth industries, college, and careers.

Parcel Tax: a form of property tax assessed at a rate based on the characteristics of a *parcel*—or unit of property—rather than a rate based on the assessed value of the property, which is the standard method of levying property taxes. Parcel tax revenues can be used for any type of spending, including construction costs, employee salaries, school funding, and other projects or spending needs.

Parent Teachers Association (PTA): comprises millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools.

Prop 28: California voters approved Proposition 28- *The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act* in November 2022. The measure required the state to establish a new, ongoing program supporting arts instruction in schools beginning in 2023–24. provides annual funding for arts education programs (approximately $800 million to $1 billion annually). Prop 28- AMS is in addition to the Prop 98 education funding guarantee and is part of California Education Code. Funding is allocated using an equity formula, including average daily attendance with additional funding going to economically disadvantaged students (i.e., students qualifying for a Free or reduced-price lunch). Schools must use 80% of their annual 3-year allocation towards staffing that increases student access to an arts education.

Single Plan for Student Achievement: A plan of action to improve student academic performance by coordinating all educational services and resources.

Title I: part of the Elementary and Secondary Education Act, as amended (ESEA) provides Federal financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Transitional Kindergarten: Is an educational opportunity for children who turn five between Sept. 2 and Dec. 2.

Teacher on Special Assignment (TOSA): is a term used to describe a licensed teacher who has been assigned to perform duties other than classroom instruction.

Visual and Performing Arts (VAPA): refers to the disciplines of visual arts, dance, drama/theatre, music and media arts.

Work-Based Learning: is a work-based learning course of study that offers internships and employment combined with instruction in critical workplace skills.



THANK YOU!

2025 Burbank Unified Community Arts Team

Erin Barrows	City of Burbank	Chris Lawrence	Muir MS Instrumental Music
James Bentley	BHS Photography	Lydia Lee	Muir MS Vocal Music
Laurie Bleik	Burbank Family Service Agency	Ira Lippman	Volt Lites
Eric Blinder	Muir MS Visual Arts	Maggie McEldowney	Warner Bros. Discovery
Brett Carroll	BHS Vocal Music	Beth Meberg	JBHS Drama
Annie Cavanaugh	BHS Instrumental Music/ Parent	Ryanne Meschkat	JBHS Film & TV Production
Kara Clark	JBHS Photography	Monica Pa Moye	Burbank Cultural Arts Commission/ Parent
Jeannette Elliott	Monterey HS Visual Arts	Chelsea Pashen	Washington ES, SpEd
David Espana	JBHS Instrumental Music	Cindy Pease	Burbank Cultural Arts Commission
Debbie Farmer	Curriculum Specialist (Retired)	Jonelle Pickett	BHS Animation
Vicki Fenton	Nickelodeon	Emily Pierce	JBHS Dance
Barbara Filichia	Elementary Music Teacher	Rebecca Platner	BHS Visual Arts/ Art History
Amy Fuhr	Huerta MS, Digital Media	Jared Powell	JBHS Animation
Patrick Garney	Production Executive/Parent	Tiffany Reckley	Education Through Music LA
Luke Gattuso	Luther MS Digital Media	Tony Redman	Luther MS Vocal Music
Donovan Glover	BHS Drama	Anne Reinking	Elementary Music Teacher
Dr. Franklin Gómez	Education Through Music LA	Carson Smith	Nickelodeon
Emilio Gonzalez	Huerta MS Instrumental Music	Kris Smith	City of Burbank
Rush Hamden	BHS Visual Arts	Casey Solow	Huerta MS, Vocal Music
Leah Harrison	Burbank Cultural Arts Commission	Ian Tam	Elementary Music Teacher
Joel Hernandez	Luther MS Instrumental Music	Jose Vasquez	BHS Stage Craft
De Ivett	5D Spectrum	Dena Williams	Luther MS Visual Arts
Stephen C. James	Muir MS Drama	Amy Winn	BHS Film & TV Production
Brendan Jennings	JBHS Vocal Music	Laura Wynne	Burbank Music Academy
Victoria Lanier	Education Through Music LA/ Parent	Debora Zecena-Rubio	Disney Dual Immersion
Louisa Sharamatyan	Burbank Music Center	Narine Grigor	Burbank Music Center

Facilitator	Kimberleigh Aarn	LA Arts Ed Collective
Co-Facilitator	Peggy Flynn	Director, Arts & CTE

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Board of Education Signature Page

Approval of the Burbank Unified School District's
Arts for All Plan

2025-2030

Board of Education Members	Signature	Date
Dr. Armond Aghakhanian President Board of Education		
Abby Pontzer Kamkar Vice-President Board of Education		
Dr. Emily Weisberg Clerk Board of Education		
Kelsey Olson Member Board of Education		
Laurette Cano Member Board of Education		

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Approval of First Amendment to the Current Employee Agreement with the Assistant Superintendent of Educational Services

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Background
The Board of Education of the Burbank Unified School District maintains contracted employment agreements for Assistant Superintendents in an effort to provide continuity and stability in district leadership. The employment contract for the Assistant Superintendent of Educational Services was ratified on August 21, 2025 which had an end date of December 31, 2025. The District wishes to amend this agreement extend the contract through until June 30, 2026.

Discussion/Issues
On August 21, 2025, the Burbank Unified School District appointed the Assistant Superintendent of Instructional Services, Dr. Oscar Macias, as Interim Superintendent.

Due to Dr. Oscar Macias acting as the Superintendent, this leaves the position of Assistant Superintendent of Instructional Services vacant. The District extended Dr. Peter Knapik, Assistant Superintendent of Educational Services contract by 6 months to assist with this vacancy.

An Amendment to the employee contract is being presented to extend employment for Dr. Peter Knapik, Assistant Superintendent of Education Services. The amendment to the contract will have an effective date as July 1, 2025 to June 30, 2026, unless terminated earlier as provided by the terms of the contract as required by law.

Fiscal Impact
The annual base salary will be $222,528.00.

Recommendation
Human Resources Services recommends that the Board of Education approve the First Amendment to the Current Employee Agreement with the Assistant Superintendent of Educational Services, effective July 1, 2025 through June 30, 2026, as presented.

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
DR. PETER KNAPIK

I. RECITALS

A. The Burbank Unified School District ("District") and Dr. Peter Knapik ("Knapik"") entered into an employment agreement, dated July 1, 2025 ("Agreement"); and

B. Pursuant to the Agreement, Knapik was employed to serve in the position of Assistant Superintendent of Educational Services for the period from July 1, 2025, to December 31, 2025; and

C. The District and Knapik desire to extend the term of the Agreement; and

J. The District and Knapik hereby mutually desire to amend the Agreement as provided herein.

II. AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The recitals set forth above are true.

2. The term of the Agreement under Section 1 is extended to June 30, 2026.

3. Except as set forth above, all other terms and conditions of the Agreement shall remain in full force and effect.

This First Amendment is effective December 12, 2025.

EMPLOYEE

Dated: _____

_____
Dr. Peter Knapik

BURBANK UNIFIED SCHOOL DISTRICT

Dated: _____

_____
Dr. Oscar Macias
Interim Superintendent

CONTRACT OF EMPLOYMEN1
July 1, 2025 to December 31, 2025

BURBANK UNIFIED SCHOOL DISTRICT

AND

PETER KNAPIK, Ed.D

This Contract of Employment is entered into by and between the BURBANK. UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and PETER KNAPIK, Ed.D (hereinafter referred to as "Assistant Superintendent of Educational Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Educational Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Educational Services is employed by the Board as a certificated management employee for a term commencing July 1, 2025, and ending to December 31, 2025. The parties agree that the position of Assistant Superintendent of Educational Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Educational Services does not acquire permanent status in the position. The term of this employment is for six (6) months but is subject to review and renewal by Board action. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this Contract can be exercised without obligating the District to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Assistant Superintendent of Educational Services shall be paid an annual base salary in accordance with the Assistant Superintendent Salary Schedule attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the certificated salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the Term of this Contract, Assistant Superintendent of Educational Services shall be placed on Step 3 of the Salary Schedule. Unless the parties agree otherwise in writing, the Assistant Superintendent of Educational Services shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Educational Services from time to time during the term

of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Educational Services is a certificated management employee of the District and is in charge of the Educational Services department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Educational Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Educational Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Educational Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Educational Services shall conduct himself with due regard to the public conventions and morals. The Assistant Superintendent of Educational Services shall not, either while rendering such services to the District, or in his private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Educational Services shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Educational Services agrees to devote his full time and efforts to the position of Assistant Superintendent of Educational Services for the District. The Assistant Superintendent of Educational Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Educational Services shall be required to work a positive work year of a minimum of 220 workdays excluding holidays required by applicable law and such other holidays designated by the Board, prorated for any Term that is less than a year. The Assistant Superintendent of Educational Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year, prorated for any Term that is less than a year, that must be used each fiscal year or portion thereof, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year or prorated Term will be paid out to the Assistant Superintendent of Educational Services on or before June 30th or the expiration of any prorated Term. The Assistant Superintendent of Educational Services' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Educational Services shall be entitled to twelve (12) days of sick leave per year, prorated for any Term that is less than a year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Educational Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of masters and doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Educational Services remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), he may elect at his option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65 or any continuous five-year period after the date of retirement.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Educational Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Educational Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Educational Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Educational Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Educational Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Educational Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Educational Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Educational Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Educational Services employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Educational Services each month his/her then current salary for the remainder of this Contract, but not to exceed six (6) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Educational Services shall continue to receive the fringe benefits to which she he was previously entitled for the remainder of this Contract, but not to exceed six (6) months, or until the Assistant Superintendent of Educational Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Educational Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Educational Services. The Assistant Superintendent of Educational Services may then request (in writing) a conference with the Board. If a conference is granted by the

Board the Assistant Superintendent of Educational Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated because of the continuing disability of the Assistant Superintendent of Educational Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Educational Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Educational Services and the Assistant Superintendent of Educational Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Educational Services. Any termination by the Assistant Superintendent of Educational Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: Peter Knapik 9/3/25
Peter Knapik, Ed. D., Assistant Superintendent, Educational Services Date

By: Oscar Macias 9/2/25
Oscar Macias, Ed. D., Acting Superintendent Date

By: 8/21/25
Dr. Armond Aghakhanian, President of the Board of Education Date

Date: August 21, 2025

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Notice of Completion, Best Contracting Services, 2425-022 Summer Roofing Project, Ralph Waldo Emerson Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 15, 2025. There were fourteen (14) contractors in total, four (4) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Emerson Elementary Summer Roof Repair received were as follows:

Best Contracting Services	$1,555,370.00
Chapman Coast Roof	$2,195,549.00
Commercial Roofing Systems	$2,016,751.00
Letner Roofing	$2,447,500.00

Discussion/Issues:
In 2025, the District selected Ralph Waldo Emerson Elementary School as part of the Summer 24/25 Roofing project. Ralph Waldo Emerson Elementary School has nine (9) roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to Best Contracting Services for the 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School.

On November 6, 2025, the Board of Education approved deductive change order No.1 to return the unused allowance as well as credit the unused amount that was originally calculated in the approved bid, to replace the damaged deck. In the original scope, 30 square feet was estimated to be replaced but the contractor ended up only replacing 5 squares. This change order accurately reflects the expended amount as the project is substantially complete as of September 2, 2025.

Fiscal Impact:
$1,482,870 (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School, PO# 25003596, not to exceed $1,482,870 (210-00000-0-91008-85000-6230-203-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Notice of Completion, Best Contracting Services, 2425-022 Summer Roofing Project, Burbank High School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were ten (10) contractors in total, seven (7) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$4,932,000.00
AME Builders.	$3,836,700.00
Best Contracting Services	$3,173,805.00
Chapman Coast Roof	$4,711,247.00
Commercial Roofing Systems	$3,730,955.00
Courtney	$4,321,000.00
Letner Roofing	$7,732,000.00

Discussion/Issues:
In 2025, the District selected Burbank High School as part of the Summer 24/25 Roofing project. Burbank High School has six (6) buildings with roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to Best Contracting Services for the 2425-022 Summer Roofing Project at Burbank High School.

On November 6, 2025, the Board of Education approved deductive change order No.1 to return the unused allowance as the project is substantially complete as of September 24, 2025.

Fiscal Impact:
$3,049,920.57 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Burbank High School, PO# 25003574, not to exceed

$3,049,920.57 (21.0-00000-0-91008-85000-6230-431-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, 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:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Deductive Change Order No.1, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, Monterey High School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were twelve (12) contractors in total, eight (8) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$728,500.00
AME Builders.	$787,800.00
Best Contracting Services	$708,394.00
Chapman Coast Roof	$914,881.00
Commercial Roofing Systems	$990,742.00
Courtney	$835,370.00
Letner Roofing	$1,316,500.00
R&R Roofing &Waterproofing Inc.	$702,388.00

Discussion/Issues:
In 2025, the District selected Monterey High School as part of the Summer 24/25 Roofing project. Monterey High School has four (4) roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to R&R Roofing &Waterproofing Inc., for the 2425-022 Summer Roofing Project at Monterey High School.

Financial Impact:
$685,888 Bid Amount (Bond Fund)
$10,300.99 decrease for a revised total of $6,199.01 Allowance (Bond Fund)
$692,087.01 Revised Grand Total (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and R&R Roofing &Waterproofing Inc., for the 2425-022 Summer Roofing Project at Monterey High School, not to exceed $692,087.01 (21.0-00000-0-91008-85000-6230-530-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original allowance approved for this project was for an additional $16,500 for any unforeseen circumstances to complete the project. The $10,300.99 decrease, bringing the not to exceed to $692,087.01, is to return the unused allowance as the project is substantially completed as of October 16, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at Monterey High School	**Date:**	11/6/2025
Site:	Monterey High School	**Change Order #:**	1
Contract Date:	3/13/2025	**Bid #:**	
Contractor:	R & R Roofing & Waterproofing, Inc.	**PO #:**	25003630
DSA Application #:	N.A.	**Board Date:**	12/11/2025

THE CONTRACT IS CHANGED AS FOLLOWS:	
No Cost time extension date from August 8, 2025 to October 16, 2025, as Substantial Completion.	
Return of unused allowance	$ (10,300.99)
Total:	**$ (10,300.99)**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 702,388.00	Original Contract Completion Date:	08/08/25
Total Prior Change Orders:	$ -	New Completion Date:	10/16/25
Contract Sum Prior to this CO:	$ 702,388.00	% for this Change Order	-1%
Amount of this Change Order:	$ (10,300.99)	% Total Cumulative Change Orders	-1%
Revised Contract Amount:	$ 692,087.01		

*SIGNATURES ON PAGE 2

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at Monterey High School	**Date:**	11/6/2025
Site:	Monterey High School	**Change Order #:**	1

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.

Raul Jasso R&R Roofing & Waterproofing Inc.	Raul Jasso (Nov 17, 2025 16:52:50 PST) Signature	Nov 17, 2025 Date
Tony DeMartinis Garland Company	Anthony DeMartinis Signature	Nov 17, 2025 Date
Robin Rickman Project Manager	Robin Rickman Signature	Nov 18, 2025 Date
Mariam Abdelhamid Asst. Supv. Bus. Serv.	 Signature	 Date

BURBANK UNIFIED SCHOOL DISTRICT

ALLOWANCE PROPOSAL AUTHORIZATION

School Name:	Monterey HS
Project Name:	Summer Roofing Projects
To Project Manager	Robin Rickman
From: *Contractor*	R&R Roofers

Initiation Date:	10/27/2025
Allowance Authorization No.:	1
Project Number:	25003630
Bid Number:	

Description of Item(s) to be charged to Contract Allowance is as follows:

COP#01 - Furnish and Install new downspout at the MPR / Administration Office	$ 6,199.01
Total	$ 6,199.01

A. Original Contract Allowance	$	16,500.00
B. Net Allowance Disbursements previously authorized	$	-
C. Charges to Contract Allowance as a result of this authorization	$	6,199.01
D. Current Contract Allowance Balance including this authorization	$	10,300.99

Raul Jasso (Nov 6, 2025 09:29:33 PST)		
Contractor	Raul Jasso	Nov 6, 2025
Anthony DeMartinis	Name (Printed)	Date
Architect	Tony DeMartinis	Nov 6, 2025
Robin Rickman	Name (Printed)	Date
Project Manager	Robin Rickman	Nov 6, 2025
Mariam Abdelhamid	Name (Printed)	Date
Mariam Abdelhamid (Nov 17, 2025 10:07:26 PST)	Mariam Abdelhamid	Nov 17, 2025
	Name (Printed)	Date

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, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Additive Change Order No.1, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, George Washington Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were fifteen (15) contractors in total, five (5) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

Best Contracting Services	$1,585,141.00
Chapman Coast Roof	$2,111,949.00
Commercial Roofing Systems	$1,616,783.00
Letner Roofing	$2,946,500.00
R&R Roofing &Waterproofing Inc.	$1,423,380.00

Discussion/Issues:
In 2025, the District selected George Washington Elementary School as part of the Summer 24/25 Roofing project. George Washington Elementary has seven (7) buildings with roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 6, 2025, the Board of Education approved the contract to R&R Roofing & Waterproofing Inc., for the 2425-022 Summer Roofing Project at George Washington Elementary School.

Financial Impact:
$6,711.88 increase for a revised total of $1,383,591.88 Bid Amount (Bond Fund)
$46,500 Allowance (Bond Fund)
$1,430,091.88 Grand Total (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and R& R Roofing & Waterproofing Inc. for the 2425-022 Summer Roofing Project at George Washington Elementary School, not to exceed $1,430,091.88

(21.0-00000-0-91008-85000-6230-216-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The $6,711.88 increase, bringing the not to exceed to $1,430,091.88, is to add the following that was not included in the original bid:

- COP#1 –Overtime at the Child Care Center due to no state permit approval for the temporarily relocation of this facility.
- COP#2 –Replace 4" Zurn Roof Assembly
- COP#3 –Replace an HVC Platform
- COP#4 –Replace Wood Facia and Plywood deck per Unit Price
- COP#5 –Provide credit for Base Bid CDX plywood not used.

This change order accurately reflects the expended amount as the project is substantially completed as of September 2, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at George Washington Elementary School	**Date:**	11/17/2025
Site:	George Washington Elementary School	**Change Order #:**	1
Contract Date:	3/14/2025	**Bid #:**	
Contractor:	R&R Roofing & Waterproofing, Inc.	**PO #:**	25003657
DSA Application #:	N.A.	**Board Date:**	**12/11/2025**

THE CONTRACT IS CHANGED AS FOLLOWS:	
No Cost time extension date from August 8, 2025 to September 2, 2025 as Substantial Completion.	
Contract Allowance was $46,500.00. Work performed was $53,211.88. Equates to an Addition to the Contract of $6,711.88 as shown on Allowance #01	$ 6,711.88
Total:	**$ 6,711.88**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 1,423,380.00	Original Contract Completion Date:	08/08/25
Total Prior Change Orders:	$ -	New Completion Date:	09/02/25
Contract Sum Prior to this CO:	$ 1,423,380.00	% for this Change Order	0%
Amount of this Change Order:	$ 6,711.88	% Total Cumulative Change Orders	0%
Revised Contract Amount:	$ 1,430,091.88		

*SIGNATURES ON PAGE 2

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at George Washington Elementary School	**Date:**	11/17/2025
Site:	George Washington Elementary School	**Change Order #:**	1

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.

Raul Jasso	Raul Jasso (Nov 17, 2025 16:51:51 PST)	Nov 17, 2025
R&R Roofing & Waterproofing, Inc	Signature	Date
Tony DeMartinis	Anthony DeMartinis	Nov 17, 2025
Garland Company	Signature	Date
Robin Rickman	Robin Rickman	Nov 18, 2025
Project Manager	Signature	Date
Mariam Abdelhamid		
Asst. Supv, Bus. Serv.	Signature	Date

BURBANK UNIFIED SCHOOL DISTRICT

ALLOWANCE PROPOSAL AUTHORIZATION

School Name:	Washington ES
Project Name:	Summer Roofing Projects
To Project Manager	Robin Rickman
From: *Contractor*	R&R Roofers

Initiation Date:	10/27/2025
Allowance Authorization No.:	1
Project Number:	25003596
Bid Number:	

Description of Item(s) to be charged to Contract Allowance is as follows:

COP#01 Working Overtime at Child Care Center, due to State Permit not receive	$ 14,067.93
COP#2 - Replace 4" Zurn Roof Assembly	$ 5,157.96
COP#3 - Replace an HVAC Platform to meet code compliance	$ 5,461.75
COP#4 - Replace Wood Facia and Plywood Deck per Unit prices	$ 36,642.00
COP#5 - Provide credit for Base Bid CDX Plywood not used	$ (8,117.76)
Total	$ 53,211.88

A. Original Contract Allowance	$ 46,500.00
B. Net Allowance Disbursements previously authorized	$ -
C. Charges to Contract Allowance as a result of this authorization	$ 53,211.88
D. Current Contract Allowance Balance including this authorization	$ (6,711.88)

Raul Jasso (Nov 6, 2025 09:20:30 PST)	Raul Jasso	Nov 6, 2025
Contractor	Name (Printed)	Date
Anthony DiMartinis	Tony Demartinis	Nov 6, 2025
Architect	Name (Printed)	Date
Robin Rickman	Robin Rickman	Nov 17, 2025
Project Manager	Name (Printed)	Date
Mariam Abdelhamid (Nov 17, 2025 10:06:56 PST)	Mariam Abdelhamid	Nov 17, 2025
	Name (Printed)	Date

BURBANK UNIFIED SCHOOL DISTRICT

ALLOWANCE PROPOSAL AUTHORIZATION

School Name:	Washington ES
Project Name:	Summer Roofing Projects
To Project Manager	Robin Rickman
From: *Contractor*	R&R Roofers

Initiation Date:	10/27/2025
Allowance Authorization No.:	1
Project Number:	25003596
Bid Number:	

Description of Item(s) to be charged to Contract Allowance is as follows:

COP#01 Working Overtime at Child Care Center, due to State Permit not receive	$ 14,067.93
COP#2 - Replace 4" Zurn Roof Assembly	$ 5,157.96
COP#3 - Replace an HVAC Platform to meet code compliance	$ 5,461.75
COP#4 - Replace Wood Facia and Plywood Deck per Unit prices	$ 36,642.00
COP#5 - Provide credit for Base Bid CDX Plywood not used	$ (8,117.76)
Total	$ 53,211.88

A. Original Contract Allowance	$ 46,500.00
B. Net Allowance Disbursements previously authorized	$ -
C. Charges to Contract Allowance as a result of this authorization	$ 53,211.88
D. Current Contract Allowance Balance including this authorization	$ (6,711.88)

Raul Jasso (Nov 6, 2025 09:20:30 PST)	Raul Jasso	Nov 6, 2025
Contractor	Name (Printed)	Date
Anthony DiMartinis	Tony Demartinis	Nov 6, 2025
Architect	Name (Printed)	Date
Robin Rickman	Robin Rickman	Nov 17, 2025
Project Manager	Name (Printed)	Date
Mariam Abdelhamid (Nov 17, 2025 10:06:56 PST)	Mariam Abdelhamid	Nov 17, 2025
	Name (Printed)	Date

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, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Notice of Completion, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, George Washington Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were fifteen (15) contractors in total, five (5) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

Best Contracting Services	$1,585,141.00
Chapman Coast Roof	$2,111,949.00
Commercial Roofing Systems	$1,616,783.00
Letner Roofing	$2,946,500.00
R&R Roofing &Waterproofing Inc.	$1,423,380.00

Discussion/Issues:
In 2025, the District selected George Washington Elementary School as part of the Summer 24/25 Roofing project. George Washington Elementary has seven (7) buildings with roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 6, 2025, the Board of Education approved the contract to R&R Roofing & Waterproofing Inc., for the 2425-022 Summer Roofing Project at George Washington Elementary School.

On December 11, 2025, the Board of Education approved additive change order No.1 to add the following that was not included in the original bid:

- COP#1 –Overtime at the Child Care Center due to no state permit approval for the temporarily relocation of this facility.
- COP#2 –Replace 4" Zurn Roof Assembly
- COP#3 –Replace an HVC Platform
- COP#4 –Replace Wood Facia and Plywood deck per Unit Price
- COP#5 –Provide credit for Base Bid CDX plywood not used.

This change order accurately reflects the expended amount as the project is substantially completed as of September 2, 2025.

Financial Impact:
$1,430,091.88 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at George Washington Elementary School, PO# 25003657, not to exceed $1,430,091.88 (21.0-00000-0-91008-85000-6230-216-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, 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:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Notice of Completion, R&R Roofing &Waterproofing Inc., 2425-022 Summer Roofing Project, Monterey High School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were twelve (12) contractors in total, eight (8) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$728,500.00
AME Builders.	$787,800.00
Best Contracting Services	$708,394.00
Chapman Coast Roof	$914,881.00
Commercial Roofing Systems	$990,742.00
Courtney	$835,370.00
Letner Roofing	$1,316,500.00
R&R Roofing &Waterproofing Inc.	$702,388.00

Discussion/Issues:
In 2025, the District selected Monterey High School as part of the Summer 24/25 Roofing project. Monterey High School has four (4) roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to R&R Roofing &Waterproofing Inc., for the 2425-022 Summer Roofing Project at Monterey High School.

On December 11, 2025, the Board of Education approved deductive change order No.1 to return the unused allowance as the project is substantially completed as of October 16, 2025.

Financial Impact:
$692,087.01 (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education accept the following as completed: 2425-022 Summer Roofing Project at Monterey High School, PO# 25003630, not to exceed $692,087.01 (21.0-00000-0-91008-85000-6230-530-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, 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:	Robin Rickman, Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Burbank Adult School (Mingay) (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for eleven (11) roofs at Burbank Adult School (Mingay) for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$6,385 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Burbank Adult School (Mingay), effective December 12, 2025 through December 11, 2026, not to exceed $6,385 (21.0-00000-0-91008-85000-6282-533-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
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La Mirada, California 90638
p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25235.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOF AT:
Burbank Adult School – All color-coded roofs (excl. Red colored roofs – NIC)
3811 Allan Avenue
Burbank, CA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (24 hours x $115.00/hour).....$2,760.00
CAC/CSST/Lead inspection per day/shift rate (3 days)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $2,700.00
Anticipated Asbestos Sample Cost (up to 180 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $6,385.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

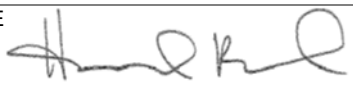
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Walt Disney Elementary School (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for six (6) roofs at Walt Disney Elementary School for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$3,890 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Walt Disney Elementary School, effective December 12, 2025 through December 11, 2026, not to exceed $3,890 (21.0-00000-0-91008-85000-6282-201-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
Suite 100
La Mirada, California 90638
p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25236.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOFS AT:
Walt Disney Elementary School (partial) – Buildings 3, 6-7, 8, 11-14, & T (Red colored roofs NIC)
1220 W. Orange Grove Avenue
Burbank, CA 91506

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (16 hours x $115.00/hour).....$1,840.00
CAC/CSST/Lead inspection per day/shift rate (2 days)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $1,125.00
Anticipated Asbestos Sample Cost (up to 75 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $3,890.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Theodore Roosevelt Elementary School (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for three (3) roofs at Theodore Roosevelt Elementary School for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$2,520 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Theodore Roosevelt Elementary School, effective December 12, 2025 through December 11, 2026, not to exceed $2,520 (21.0-00000-0-91008-85000-6282-214-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
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p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25239.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOFS AT:
Theodore Roosevelt Elementary School (partial) – Buildings 5 South, 7 & 8 (Red colored roofs NIC)
850 N. Cordova Street
Burbank, CA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (8 hours x $115.00/hour) $920.00
CAC/CSST/Lead inspection per day/shift rate (1 day)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $675.00
Anticipated Asbestos Sample Cost (up to 45 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $2,520.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

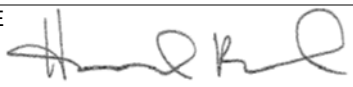
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, District Service Center (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for one (1) roof at the District Service Center for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$2,745 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at District Service Center, effective December 12, 2025 through December 11, 2026, not to exceed $2,745 (21.0-00000-0-91008-85000-6282-752-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
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La Mirada, California 90638
p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25240.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOF AT:
Burbank USD Service Center– All color-coded roofs (excl. Red colored roofs – NIC)
510 S. Shelton Street
Burbank, CA 91506

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (8 hours x $115.00/hour) $920.00
CAC/CSST/Lead inspection per day/shift rate (1 day)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $900.00
Anticipated Asbestos Sample Cost (up to 60 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $2,745.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

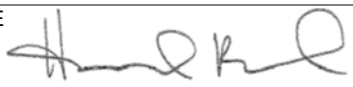
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Dolores Huerta Middle School (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for nine (9) roofs at Dolores Huerta Middle School for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$7,980 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Dolores Huerta Middle School, effective December 12, 2025 through December 11, 2026, not to exceed $7,980 (21.0-00000-0-91008-85000-6282-321-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
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f: 714.523.9810

November 17, 2025 CQ25234.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOF AT:
Dolores Huerta Middle School – All color-coded roofs (excl. Red colored roofs – NIC)
420 Mariposa Street
Burbank, CA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (32 hours x $115.00/hour).....$3,680.00
CAC/CSST/Lead inspection per day/shift rate (4 days)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $3,375.00
Anticipated Asbestos Sample Cost (up to 225 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $7,980.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

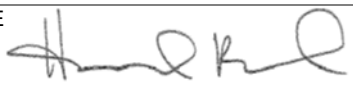
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Bret Harte Elementary School (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for four (4) roofs at Bret Harte Elementary School for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$3,665 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Bret Harte Elementary School, effective December 12, 2025 through December 11, 2026, not to exceed $3,665 (21.0-00000-0-91008-85000-6282-205-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
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p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25237.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOF AT:
Bret Harte Elementary School - All color-coded roofs (excl. Red colored roofs – NIC)
3200 W. Jeffries Avenue
Burbank, CA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (16 hours x $115.00/hour).....$1,840.00
CAC/CSST/Lead inspection per day/shift rate (2 days)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $900.00
Anticipated Asbestos Sample Cost (up to 60 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $3,665.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

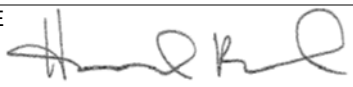
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection, District-Wide Roofing Project, Providencia Elementary School (Measure ABC Bond Fund)

Background:
In preparation for the installation of the new roofing, it is necessary to inspect the buildings' existing roof prior to restoration or replacement for asbestos and lead. Encorp will provide inspection services for nine (9) roofs at Providencia Elementary School for the second phase of the Measure ABC Bond District-Wide Roofing Project.

Discussion/Issues:
The District received a proposal from Encorp on November 17, 2025, to provide the following asbestos and lead inspection services:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$7,305 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Encorp for Asbestos and Lead Inspections for the Roofing Project at Providencia Elementary School, effective December 12, 2025 through December 11, 2026, not to exceed $7,305 (21.0-00000-0-91008-85000-6282-213-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Avenue
Suite 100
La Mirada, California 90638
p: 714.523.9811
f: 714.523.9810

November 17, 2025 CQ25238.B01

Robin Rickman
Project Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR THE ROOF AT:
Providencia Elementary School – All color-coded roofs (excl. Red colored roofs – NIC)
1919 N. Ontario Street
Burbank, CA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified in the PDF drawings titled 'Burbank USD-Summer 2026 Project Maps for Environmental Services' provided by the client. ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible roof materials in the listed buildings (excluding the red colored roofs). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for the planned roof renovation/demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (32 hours x $115.00/hour).....$3,680.00
CAC/CSST/Lead inspection per day/shift rate (4 days)
PLM Bulk Asbestos Sample Analysis per sample: (3-5 day TAT) $2,700.00
Anticipated Asbestos Sample Cost (up to 180 analysis - $15.00 each thereafter)
XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.
Sr. Project Manager: Reports/CAC (3 Hours X $125.00) $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST: $7,305.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

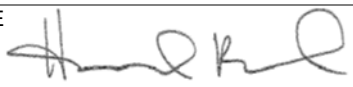
Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Howard Baba	
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
10/30/2025	
DATE 	DATE
SIGNATURE	SIGNATURE

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:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Memorandum of Understanding between Daybreak Medical PC and the Burbank Unified School District from December 12, 2025, through June 30, 2028

Background:

The Memorandum of Understanding (MOU) between Burbank Unified School District (BUSD) and Daybreak Medical PC outlines a formal agreement for Daybreak to provide mental health counseling services to BUSD students through an online platform. Located in San Francisco, California, Daybreak Medical PC is recognized as a qualified and experienced provider of counseling services and agrees to deliver these supports as described in the attached Statement of Work. The MOU specifies that services will begin upon the signing of the agreement and will continue until June 30, 2028, ensuring a multi-year partnership aimed at expanding access to student mental health care.

Under the terms of this agreement, Daybreak Medical PC will act as an independent contractor, maintaining full control over how services are performed. This means the Provider is not considered an employee, partner, or agent of BUSD, and the district will not be responsible for payroll taxes, benefits, or other employment-related obligations. Daybreak Medical PC is solely responsible for its staff's compensation and compliance with all applicable tax and labor laws. Both parties retain the right to engage with other organizations for similar services, ensuring that the relationship remains non-exclusive and flexible.

The MOU specifies that the online counseling platform and its counselors are not intended for medical emergencies, prescriptions, or in-person clinical diagnoses. Additionally, the Provider will not issue official documentation for court-ordered therapy or emotional support animal certification. The services are provided "as is," without any express or implied warranties, and BUSD agrees to release the Provider from liability related to the use of its platform or counseling services. While Daybreak will make commercially reasonable efforts to ensure accessibility and reliability, the district acknowledges that technical interruptions or access issues may occur.

Regarding payment, the MOU establishes that no fees will be charged to Burbank Unified School District. Instead, Daybreak Medical PC will bill therapy sessions through students' and families' health insurance providers, including private plans, Medicaid, and other third-party payers. Any out-of-pocket expenses—such as co-pays, deductibles, or co-insurance—will be the responsibility of the student's parent or caregiver, not the district. This structure allows BUSD to offer essential mental health support to students at no direct cost to the school system, strengthening its ability to promote student well-being while maintaining financial sustainability.

District-Wide Goals 2022-23:

1. Students will be career/college ready via high-quality instruction.
2. Students will be physically, emotionally, and mentally healthy

Discussion/Issues:

Services will be provided to students in grades TK-12. School administrators and secondary counselors will provide referrals to the Daybreak Medical PC. All referrals will have parental approval. Sessions will be offered in schools or other district facilities. The MOU calls for the Daybreak Medical PC to provide trained and qualified mental health professionals that by counseling services. Data will be culled in an anonymous fashion for program monitoring and evaluation. The IRC will provide attendance data and communicate any concerns to District staff. Confidentiality of students and families will be maintained by the IRC staff.

Fiscal Impact:

The services provided by this organization are at no cost to the school district and are funded through a grant that has been secured by the IRC.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between the Daybreak Medical PC and the Burbank Unified School District from December 12, 2025, through June 30, 2028, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is made and entered into on _____ ("Effective Date") by Burbank Unified School District (hereinafter referred to as "Entity") and Daybreak Medical PC (hereinafter referred to as "Provider.")

PROVIDER.

Daybreak Medical PC Provider	415-992-6155 Telephone Number
447 Sutter Street, Ste 405 Street Address	650-360-6913 Fax Number
San Francisco CA 94108 City, State, Zip code	partnerships@daybreakhealth.com E-mail Address
86-3772055 Tax Identification or Social Security Number	

A. Entity desires to engage Provider services as more particularly described on "Statement of Work" which is attached hereto and incorporated herein by this reference ("Services").

B. Provider has the necessary qualifications by reason of training, experience, preparation and organization, and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this MOU.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **CONDITIONS**. Provider will have no obligation to provide services until Entity returns a signed copy of this MOU.

2. **NATURE OF RELATIONSHIP**. The parties agree the relationship created by this MOU is that of an independent contractor. In performing all of the Services, Provider shall be, and at all times is, acting and performing as an independent contractor with Entity, and not as a partner, coventurer, agent, or employee of Entity, and nothing contained herein shall be construed to be inconsistent with this relationship or status.

Provider is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of Entity or to bind the Entity in any manner. Except for any materials, procedures, or subject matter agreed upon between Provider and Entity, Provider shall have complete control over the manner and method of performing the Services.

Provider understands and agrees to independent contractor status. Provider understands and agrees that the filing and acceptance of this MOU creates a rebuttable presumption and that the Provider, officers, agents, employees, or subcontractors of Provider are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance, Health Insurance, Pension Plans, or any other benefits normally offered or conveyed to Entity employees. Provider will be responsible for payment of all Provider employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this MOU.

3. **NON-EXCLUSIVITY.**

   a. During the term of this MOU Provider may, independent of Provider's relationship with the Entity, without breaching this MOU or any duty owed to the Entity, act in any capacity, and may render services for any other entity.

   b. During the term of this MOU the Entity may, independent of its relationship with the Provider, without breaching this MOU or any duty owed to the Provider contract with other individuals and entities to render the same or similar services to the Entity.

4. **SERVICES**. Provider shall provide Entity with the services, which are described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. Entity acknowledges that neither the online platform through which counseling shall be provided (the "Platform") nor counselors employed by Provider to provide the Services ("Counselors") provide or facilitate any assistance in medical emergencies, recommendations or information regarding drugs or medical treatment, nor will the Counselors provide a clinical diagnosis requiring an in-person evaluation (and the Platform is not intended for such use). Moreover, neither Provider nor Counselors will provide official documentation or approvals for court-ordered counseling or emotional service dog certification. The Platform and Counselor services are provided "as is" without any express or implied warranties, including without limitation, warranties of merchantability or fitness for a particular purpose, and Entity hereby releases Provider from any claim of any nature resulting from use of the Platform or the Counselors' services, including, without limitation, any act, omission, opinion, response, advice, suggestion, information and/or service of any Counselor and/or any other content or information accessible through the Platform. Provider will use commercially reasonable efforts to ensure the Platform's reliability and accessibility, however Entity acknowledges that Provider cannot guarantee that such access will be uninterrupted or that it will be accessible or error-free at all times. The terms in this Statement of Work apply only to this Statement of Work and prevail over all other conflicting or different terms and conditions set forth in the MOU.

5. **TIME OF PERFORMANCE**. The term of this MOU shall commence on the Effective Date and end on _6/30/2028_____ ("Term"). All work and services contracted under the terms of this MOU shall be undertaken and completed in such sequence as to assure their full completion in accordance with the terms and conditions set forth in this MOU.

6. **PAYMENT AND EXPENSES**. No fees will be charged to Entity. Provider will bill therapy appointments through the student's and family's insurance. Daybreak Medical PC shall have the right to bill third parties, including private, commercial insurance plans, and Medicaid, for services rendered to Entity students. Except to the extent inconsistent with federal or state law, Daybreak Medical PC shall have the right to bill and collect fees for Services from health plans, government agencies, and third-party payers.

   To the extent that there are patient out-of-pocket expenses required by the patient's health insurance plan, those costs will be the responsibility of the patient. Parents/caregivers, and not the Entity or Provider, are responsible for any co-insurance, deductibles, and/or co-pay in accordance with the terms of their relationship with the patient's health insurance plan.

7. **ASSIGNMENT AND SUBCONTRACTORS**. Provider shall not assign, sublet, or transfer this MOU or any rights under or interest in this MOU without the prior written consent of the Entity, which may be withheld by the Entity in its sole and absolute discretion for any reason. Nothing contained herein shall prevent Provider from employing independent associates, subcontractors, and sub-consultants as Provider may deem appropriate to assist in the performance of services herein, subject to the prior written approval of the Entity. Any attempted assignment, sublease, or transfer in violation of this MOU shall be null and void, and of no force and effect. Any attempted assignment, sublet, or transfer in violation of this MOU shall be grounds for the Entity, in its sole discretion, to terminate the MOU

8. **TERMINATION OR AMENDMENT**. This MOU may be terminated or amended in writing at any time by mutual written consent of all of the parties to this MOU, and may be terminated by either party for any reason by giving the other party 60 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished or unfinished projects, documents, data, studies, and reports prepared by the Provider under this MOU shall, at the option of the Entity, become Entity property. The parties to this MOU shall be excused from performance thereunder during the time and to the extent they are prevented from obtaining, delivering, or performing due to act(s) of God. Satisfactory evidence thereof to the other party is required, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

9. **NOTICE**. Any notices required or permitted to be given under this MOU shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns, and may be given by:

   a. Personal delivery;

   b. Overnight commercial courier;

   c. Certified or registered prepaid U.S. mail, return receipt requested; or

   d. Electronic mail or electronic facsimile transmission; provided that if given electronically, an additional copy shall also be delivered by a, b, or c, above.

   If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3rd) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the Entity and the Provider as follows:

Burbank Unified School District Entity	Daybreak Medical PA Provider
Attn: Dr. Oscar Macias	Attn: Alex Alvarado
1900 W. Olive Ave Street	447 Sutter Street, Suite 405 Street
Burbank CA 91506	San Francisco, CA 94108

10. **COMPLIANCE WITH LAWS**. Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this MOU, including, but not limited to minimum wages laws and/or prohibitions against discrimination.

    Provider, officers, agents, employees and/or subcontractors of Provider shall secure and maintain in force for the full term of this MOU, at Provider's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of all the Services, materials, or supplies necessary for completion of the Services described.

11. **CONFIDENTIALITY OF STUDENT INFORMATION.**

Provider agrees that all student records or personally identifiable information contained in student records that may be obtained in the course of providing services to the Entity under this MOU/Agreement shall be subject to the confidentiality and disclosure provisions set forth in the Family Educational Rights Privacy Act (FERPA) and set forth in the Health Insurance Portability and Accountability Act (HIPAA). All student information shall be considered privileged and confidential. Provider shall not forward to any person, other than the parent or the Entity, any student record or personally identifiable information without the written consent of the Entity.

12. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, Entity, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

13. **INDEMNIFICATION**. To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless Entity, its governing board, officers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses,, including but not limited to, legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, customers or subcontractors of Provider, whether such act or omission is authorized by this MOU or not.

Provider also agrees to pay for any and all damage to the real and personal property of the Entity, or loss or theft of such property, or damage to the Property done or caused by such persons. Entity assumes no responsibility whatsoever for any property placed on Entity premises by Provider, Provider's agents, employees, participants, vendors, customers or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the Entity. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the Entity or any of its governing board, officers, agents, employees and/or volunteers.

Provider's indemnification obligations and liability only extend to claims asserted against Entity by third parties and are conditioned upon Entity promptly notifying Provider of such claim, giving Provider sole control of the defense and any settlement of such claim, and, at Provider's request and expense, reasonably cooperating with such claim. Under no circumstances will Provider be liable to the extent any claim arises from the negligence or willful misconduct of Entity. Provider's maximum liability hereunder shall not exceed the aggregate amounts paid to Provider by Entity during the term of the MOU.

14. **DISPUTE RESOLUTION.** Any controversy or claim arising out of or relating to this MOU, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof, provided however, that each party will have a right to seek injunctive or other equitable relief in a court of law. The prevailing party will be entitled to receive from the nonprevailing party all costs, damages and expenses, including reasonable attorneys' fees, incurred by the prevailing party in connection with that action or proceeding, whether or not the controversy is reduced to judgment or award. The prevailing party will be that party who may be fairly said by the arbitrator(s) to have prevailed on the major disputed issues. Entity hereby consents to the arbitration in the State of California in the county of San Francisco.

15. **ATTORNEY FEES.** In the event of any action or proceeding to interpret or enforce the terms of this MOU, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding

16. **NATURE OF MOU.** This MOU constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understandings or representations or MOUs other than those contained herein. This MOU represents the entire MOU between the parties hereto with respect to the subject matter hereof and supersedes any and all other MOUs and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This MOU may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

17. **BINDING EFFECT**. This MOU shall ensure to the benefit and shall be binding upon all of the parties to this MOU, and their respective successors in interest or assigns.

18. **WAIVER.** No claim or right arising out of a breach of this MOU can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.

19. **SEVERABILITY.** It is intended that each paragraph of this MOU shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this MOU is unaffected.

20. **PARAGRAPH HEADINGS.** The headings of paragraphs hereof are inserted only for the purpose of convenient reference. Such headings shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this MOU or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.

21. **AUTHORITY.** Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this MOU. Each party warrants that the individuals who have signed this MOU have the legal power, right, and authority to make this MOU and to bind each respective party.

22. **COUNTERPART EXECUTION: ELECTRONIC DELIVERY.** This MOU may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this MOU may be delivered by PDF email or electronic facsimile transmission, and shall have the same legal effect as an "ink-signed" original.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above.

Burbank Unified School District	Daybreak Medical PC
Entity	Provider
	Alex Alvarado
Name	Name
	Chief Executive Officer
Title	Title
Signature	Signature
Date Signed	Date Signed

Subject: CYBHI Fee Schedule Program - Affiliated Provider Designation and Acknowledgement

To: Department of Health Care Services
Office of Strategic Partnerships - School-based Services Branch
1501 Capitol Avenue, MS 4650
Sacramento, CA 95814
Email to: DHCS.SBS@dhcs.ca.gov

From: _____
Name

_____
Title
Burbank Unified School District
District

The Burbank Unified School District (referenced herein as "LEA" or "IHE") hereby
District Name
designates **Daybreak Health** as an affiliated provider of the local education agency (LEA)/ institution of higher education (IHE) for the purposes of participating in the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule program. As an affiliated provider of the LEA/IHE, **Daybreak Health** (referenced herein as "Affiliated Provider") furnishes services to students enrolled in the district. However, LEA/IHE has not entered into a contractual agreement with Affiliated Provider whereby LEA/IHE reimburses the provider for outpatient mental health and/or substance use disorder services furnished to students and/or their families.

The Department of Health Care Services (DHCS) defines "affiliated providers or practitioners" to include any community-based provider, clinic, county entity, individual licensed behavioral health practitioner, or other qualified provider to which the LEA/IHE **refers students for services but does not have a formal agreement** or financial relationship.

LEA/IHE and Affiliated Provider acknowledge that Affiliated Provider must complete all pre-requisite onboarding activities before they can be approved by DHCS for participation in the CYBHI program and obtain reimbursement for CYBHI covered services. As a condition of participation in the CYBHI Fee Schedule program, Affiliated Provider must:

- Be a Medi-Cal enrolled provider through DHCS' Provider Application and Validation for Enrollment (PAVE) portal, which is a web-based provider application for enrollment to participate in the Medi-Cal Fee-for Service program. Any provider that applies to participate in the CYBHI Fee Schedule program must be actively enrolled, in good status, as a Medi-Cal provider.
- Submit to DHCS a CYBHI Fee Schedule program Provider Participation Agreement (PPA). By entering into this agreement, the provider agrees to abide by all CYBHI Fee Schedule program requirements, including oversight and monitoring by DHCS and/or the delegated state's third-party administrator (TPA).
- Execute a Data-Use Agreement with the TPA.
- Create Provider Connect and Availity accounts.

- Submit to the TPA a provider roster file (or Standard Provider Information– SPI roster) listing all individual practitioners providing behavioral health services to students enrolled in the district for which the provider will seek reimbursement. The TPA will use these data to screen and credential providers, as described above.
- Submit student health insurance data for any district-enrolled students to whom they furnish CYBHI covered services and submit claims for reimbursement. These students must be linked to LEA/IHE in some manner to ensure we can track students served by LEA.
- Submit claims, in accordance with all state and federal laws and regulations.

As a Medi-Cal enrolled provider, which is a condition of participation, Affiliated Provider must comply with its Medi-Cal Provider Agreement, as well as all applicable state and federal laws and regulations pertaining to the Medi-Cal program and participation as a provider in the Medi-Cal program. The criteria for enrollment as a provider in the Medi-Cal program are described in state law (see Title 22 of the California Code of Regulations (CCR) and Section 14043 of the Welfare and Institutions Code); as well as federal regulations (see Title 42 Code of Federal Regulations, Part 455, Subpart E.) Furthermore, the state's TPA will also conduct oversight and monitoring of all CYBHI Fee Schedule providers, including Affiliated Provider, pursuant to its contract with DHCS.

LEA/IHE must, in writing, notify DHCS if it, at any time, decides to terminate its affiliation with Affiliated Provider or and/or withdraw its designation of Affiliated Provider. Upon such notification, DHCS will terminate Affiliated Provider's participation in the CYBHI Fee Schedule program for services provided to LEA's enrolled students.

LEA/IHE and Affiliated Provider acknowledge their assent to the above terms of this Affiliated Provider Designation Letter and Acknowledgment by their signatures below.

Burbank Unified School District	Daybreak Medical PC
LEA	Provider
	Alex Alvarado
Name	Name
Signature	Signature
Date	Date

STATEMENT OF WORK AND FEES

Daybreak will provide the following counseling intervention services to support student mental health at no cost to the District:

Program Support:

- Daybreak account manager (AM) and/or customer success manager (CSM) to provide training for District's designated referral staff, as well as ongoing customer support to ensure seamless launch, implementation, and utilization of the program across all schools
- HIPAA/FERPA compliant web-based School Staff Dashboard to refer students/families to Daybreak for services and track the status of all sessions
- Care navigation services for students/families during the care journey, from consent completion to scheduling
- Reports on program utilization and outcomes
- Digital materials for district partnership promotion to include flyers, social media copy, and newsletter content in English and Spanish

Program Services:

- Based on need and clinical best practice, students and families may receive up to 24 1:1 Teletherapy or Elementary Family Teletherapy sessions through Zoom, available Monday through Saturday, 8 AM - 8 PM
    - Services will be billed to the student's private health insurance plan or Medicaid
        - Cost to families:
            - Families with Medicaid in-network: no cost
            - Families with private insurance in-network: Standard copay and/or co-insurance
            - A sliding fee scale pay option is available to uninsured families, those who do not provide insurance information, or those who do not wish to use their insurance for care
- Daybreak's Family Engagement Program, which includes mental health educational materials to share with families through newsletters, the District website, etc.

District shall do the following to ensure successful program adoption and build awareness of Daybreak resources:

- Implement Daybreak services districtwide.
- Designate at least one referring staff member per campus.
- Introduce the Daybreak CSM as the point of contact for training and continued support via email to all campus referring staff.
- Distribute the Care Request link and Daybreak's family engagement and education materials monthly via ParentSquare or a similar communication tool.

FEES TO DISTRICT: There is no cost to the District for services provided during the MOU period.

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:	December 11, 2025
SUBJECT:	Second Reading and Approval of Proposed Revisions to Board Policy 0410 Nondiscrimination in District Programs and Activities

Background:

The Board of Education is firmly committed to ensuring equal opportunity for all individuals in district programs, services, and activities. This policy applies to all district actions, including those by the Board and Superintendent, and prohibits any form of unlawful discrimination. Protected categories include, but are not limited to, race, color, ancestry, nationality, immigration status, religion, age, disability, sex, gender identity, sexual orientation, and veteran status. The district is also responsible for ensuring that personally identifiable information collected through educational programs is used solely for legitimate program purposes and not for creating discriminatory databases or registries.

District programs, materials, and activities must remain free from discriminatory practices, including in the selection of textbooks, instructional materials, or library resources. The Board may not reject educational resources simply because they include studies of the roles or contributions of protected individuals or groups unless doing so would violate state law. Furthermore, the district prohibits the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames, with specific reference to outdated Native American terms. The Superintendent is required to conduct annual reviews of district programs to identify and eliminate any discriminatory practices or barriers, reporting findings and actions to the Board.

The Superintendent or designee must also ensure that all individuals are informed of the district's nondiscrimination policies and complaint procedures through annual notifications, website postings, and translated materials when necessary. The district guarantees access for individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) by providing necessary accommodations such as interpreters, assistive technologies, and accessible digital content. A designated ADA coordinator is responsible for addressing accommodation requests and investigating complaints related to accessibility and discrimination. Through these measures, the district reaffirms its commitment to maintaining an inclusive, equitable, and legally compliant educational environment for all students, staff, and community members.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation is to set the expectations for nondiscrimination which shall be applied to all aspects of the school district. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy 0410 Nondiscrimination in District Programs and Activities, as presented.

Policy 0410: Nondiscrimination In District Programs And Activities Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Reviewed Date: 06/27/2018

The Board of Education is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, **religious creed, parental,** marital, **and family** status, **medical condition**, pregnancy, **false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions**, ~~physical or mental~~ disability, sex, sexual orientation, **sex stereotypes**, gender, gender identity, gender expression, or genetic information; **and veteran or military status,** a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. **(Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)**

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on **the categories identified above.** ~~race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.~~

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. **The Superintendent or designee** ~~He/she~~ shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures**, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees**.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to **Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications** ~~Education Code 48980~~ and, as applicable, in announcements, bulletins,

catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

~~In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)~~

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. **(Education Code 48985; 20 USC 6312)**

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

~~The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services.~~

Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent of Educational Services
~~Director of Secondary Education~~
1900 W. Olive Avenue
Burbank, CA 91506
(818) 729-4482 ~~4451~~
peterknapik@burbankusd.org
~~johnparamo@burbankusd.org~~

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:	December 11, 2025
SUBJECT:	Second Reading and Approval of Proposed Revisions to Board Policy and Administrative Regulation 4030 Nondiscrimination in Employment

Background:

The Board of Education is committed to maintaining a safe and inclusive workplace where all employees— including job applicants, interns, volunteers, and contractors—are guaranteed equal employment opportunities and protection from discrimination, harassment, and retaliation. The district's policy ensures that no individual is denied employment rights or subjected to intimidation or reprisal for asserting those rights. This commitment extends to every aspect of employment, from hiring and compensation to working conditions and training opportunities.

Discrimination and harassment are strictly prohibited based on any actual or perceived protected characteristic, including race, ethnicity, religion, age, gender, sexual orientation, disability, veteran status, immigration status, marital or family status, pregnancy, or reproductive health decisions. The district also forbids discrimination based on off-duty cannabis use or the presence of nonpsychoactive cannabis metabolites in drug tests, as long as employees remain compliant with workplace drug-free policies. Additionally, the district may not inquire into an employee's immigration status unless required by federal law.

The policy defines unlawful employment practices broadly, prohibiting not only overt discrimination but also unwelcome conduct—verbal, physical, or visual—that creates a hostile or offensive work environment. It also bans specific actions such as failure to accommodate disabilities or religious beliefs, requiring unnecessary medical inquiries, or compelling employees to disclose private reproductive health information. Retaliation against individuals who file complaints, assist in investigations, or request accommodations is likewise forbidden, and employees cannot be forced to sign agreements waiving their rights to report or discuss workplace misconduct.

The district mandates prompt investigation of all complaints of discrimination, harassment, or retaliation, following established administrative procedures, including Title IX processes for sexual harassment cases. Supervisors must report incidents immediately, and the Superintendent or designee is responsible for reinforcing compliance through training, communication, and policy review. Any employee found to have engaged in prohibited conduct may face disciplinary action, including termination. The district also

upholds record-keeping requirements, ensuring that personnel and complaint records are preserved for at least four years or longer when required by law.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation is to set the expectations for nondiscrimination in employment which shall be applied to all aspects of the school district. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy and Administrative Regulation 4030 Nondiscrimination in Employment, as presented.

Policy 4030: Nondiscrimination In Employment Status: ADOPTED

Original Adopted Date: 06/06/2019 | Last Revised Date: 10/06/2022 | Last Reviewed Date: 10/06/2022

The Board of Education is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy **and accompanying administrative regulation**, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis **of one, or a combination of two or more, protected characteristics which include, but may not be limited to,** of the employee's actual or perceived race **or ethnicity**, color, **ethnic group identification, nationality,** ancestry, national origin, **immigration status**, age, **religion,** religious creed, **parental,** marital, **and family** status, pregnancy, **false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions,** ~~physical or mental~~ disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, **sex stereotypes,** gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

In addition, unless otherwise provided for in law, the district may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment

2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

    a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status, **or sexual orientation**

    b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

    c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

    d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided

to the employee

e. **Requiring an employee to disclose information relating to the employee's reproductive health decision-making**

f. **Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district**

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Regulation 4030: Nondiscrimination In Employment Status: ADOPTED

Original Adopted Date: 06/06/2019 | Last Revised Date: 02/04/2021 | Last Reviewed Date: 02/04/2021

~~All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.~~

All complaints alleging discrimination in employment, as defined in the accompanying Board policy, shall be investigated and resolved in accordance with procedures specified in this administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of **Educational Services** ~~Human Resources~~
Burbank Unified School District
1900 W Olive Avenue,
Burbank, CA 91506
(818) 729- **4482** ~~4410~~
peterknapik@burbankusd.org
~~sarahniemann@burbankusd.org~~

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date **California Civil Rights Department (CRD)** ~~California Department of Fair Employment and Housing (DFEH)~~ posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (**Education Code 234.1**; 5 CCR 4960; 34 CFR 100.6, **106.8** ~~106.9~~)

    a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

    b. Posting them in all district schools and offices, including staff lounges and other prominent locations

    c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)

    a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return

    b. Sending a copy via email with an acknowledgment return form

    c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies

    d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation

session

e. Any other way that ensures employees receive and understand the policy

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

   The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors, and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment **covered by this administrative regulation and accompanying Board policy** shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

   The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

   A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

   The ~~written~~ complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

   The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties with due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

   If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

   The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

   A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)

2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

An employee may also file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the PUMP Act and/or EEOC for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2)

Additionally, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960013703 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the parent of Special Education student 960013703 concerning services and/or school placement, a formal settlement agreement was offered on November 12, 20025 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $16,625.40

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960013703, total not to exceed $16,625.40, (01.0-65000.0-50010-36000-5813-7440000), November 12, 2025 through August 19, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Amended Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to amend the Final Settlement Agreement for Special Education student 960027861 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the parent of Special Education student 960027861 concerning services and/or school placement, a formal settlement agreement was offered on November 5, 20025 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $35,000

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education student 960027861, total not to exceed $24,024, (01.0-65000.0-50010-36000-5813-7440000), November 6, 2025 through November 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was December 12, 2024 for a total not to exceed $35,000. This amendment changes the name of the agency student will receive services. There is no change in total fiscal impact.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

October 16, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano
Kelsey Olson

MEMBERS ABSENT:
Emily Weisberg

Also present were Oscar Macias, Interim Superintendent and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

Meeting called to order at 5:00 p.m.

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

Meeting adjourned to Closed Session at 5:01 p.m.

3) CLOSED SESSION

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

Agency Negotiator: Oscar Macias, Interim Superintendent Employee Organization: California School Employees Association (CSEA) Chapter 674

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

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

President Aghakhanian invites Roberta Reynolds to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Interim Superintendent, Dr. Oscar Macias, would like to pull item 14j from Consent Agenda.

Vice President Pontzer Kamkar would like to have 13a and 13b moved to Superintendent's Comments.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar would like a discussion item on the next Agenda about a Budget Advisory/Oversight Committee. Also, would like to schedule a Board Goals Retreat, preferably before the end of the year.

8) OATH OF OFFICE

8.a) Administration of the Oath of Office for Incoming Board of Education Member

Oscar Macias, Interim Superintendent will introduce Armond Aghakhanian, President, Board of Education, who will administer the Oath of Office to incoming Board of Education Member, upon their provisional appointment to the Board for a term effective immediately and expiring on December 10, 2026.

President Aghakhanian administers the Oath of Office to new Board member, Kelsey Olson.

Board members take turns welcoming newly appointed Board of Education Member, Kelsey Olson.

Board of Education member Kelsey Olson speaks regarding her new role as Board of Education Member.

9) PRESENTATIONS / RECOGNITIONS

9.a) Presentation of the Clerks' Cup

Armond Aghakhanian, President of the Board of Education and Kimberley Clark, City Clerk presented the winner of the Clerks' Cup competition, as presented.

President Aghakhanian invites, Kimberley Clark, City Clerk, to present the Clerk's Cup to the winner, John Burroughs High School.

10) REPORTS FROM THE BOARD AND STAFF

10.a) Student Representatives

Natalie Garibyan, Burbank High School and Haily Hoang, John Burroughs High School, report on activities at their respective schools.

Hayk Smbatyan was absent.

10.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, reports on association business.

Sarah Schwartz, BTA President, welcomes new Trustee, Kelsey Olson. She shares ideas from BTA such as hiring a Superintendent who has experience working with community partners and following through with a hotline for whistle blowers. She asks for an update on the current internal investigation. She speaks about bond funds and how they can be utilized and asks that they partner with BTA to find solutions about climbing healthcare prices. Lastly, mentions that she wishes to work together.

10.c) Reports from the Superintendent

Oscar Macias, Interim Superintendent, reports on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, invites Julie Markussen, who presents Resolution 11, proclaiming November as BUSD's National Native American Heritage Month.

Interim Superintendent, Dr. Oscar Macias, invites Diana Abasta from the Burbank Human Relations Council, who presents Resolution 12, proclaiming the week of October 19-25 as United Against Hate Week.

Interim Superintendent, Dr. Oscar Macias, speaks regarding the oversight with SFOC. No actions were taken and mentions District is committed to full compliance moving forward. All meeting materials and documents will be posted on the District's website.

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 Schlossmann, community member, speaks about the doors being locked during the previous meeting at the District office and that it is a violation of the Brown Act. He says the reason we are in this situation goes back to Matt Hill and when he cut the salary of his previous assistant and her leaving BUSD. Encourages Ms. Olson to speak up as she has a 20% voice. Lastly asks to make better judgments and stop wasting money.

Jeff Vander Borght, Burbank resident, thanks Dr. Macias for confirming the reimbursement of Mr. Cantwell's salary back to the General fund. He speaks on the overpayment of previous

Superintendent Dr. Britz and the systematic internal issues. Lastly, mentions that he takes pride in our teachers and students and wants this District to succeed.

Jan Hacker, Burbank resident and teacher at John Burroughs, speaks regarding findings from community members. She mentions that teachers have low morale and is asking for fiscal solvency and accountability.

Max Meserve, BUSD student, speaks regarding AI. He urges District to install a Google Chrome browser extension that blocks the AI feature. Asks why ChatGPT is blocked and not Google AI.

Larry Applebaum, mentions Dr. Macias answered his questions regarding the SFOC oversight. He asks for him to go above and beyond to be transparent. He addresses the football lights at Burbank High School. Of the eight lights, only one is functioning.

Jerry Mullady, retired BUSD teacher, speaks regarding the disbursements of expenses. Asks why a vendor who was not authorized was approved. Suggests more questions should be asked in the future.

11.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, responds to public comment.

Interim Superintendent, Dr. Oscar Macias, thanks all the speakers for coming and sharing concerns and offering feedback. Mentions that Mr. Maxwell reached out to him and the issue with Burbank High lights are being addressed. Thanks Max and Ms. Hacker for coming to speak. He reflects on Mr. Vander Borght's insight.

11.c) Board Members' Responses

Board Members will respond to public comment.

Member Olson thanks speakers for coming and sharing. She thanks Max and would like to discuss AI further. Thanks Ms. Hacker for her powerful words and her insights on the morale of the team.

Member Cano addresses Mr. Vander Borght and clarifies the fiscal issues are going back and that's something they are looking into. She tells Ms. Hacker that she understands how they are feeling and sees all the good that is happening at BUSD. She addresses Max in regards to AI, and shares her experience as a teacher with it. Assures Mr. Applebaum the issue with the lights will be addressed.

Vice President Ponzter Kamkar thanks speakers for their comments. Asks Dr. Macias for an email when the lights at Burbank High have been fixed. She mentions that part of governing is asking her questions in private and in public. She addresses Mr. Vander Borght and appreciates his feedback. She gives a brief update on the Sobel Group investigation and the reason for the delay and mentions she will continue to keep the community updated. Lastly, she thanks Max for coming back and shares her thoughts on AI.

President Aghakhanian thanks Mr. Vander Borght for his continuous support. Assures community that they are addressing concerns and is interested in having a citizen’s oversight

committee. Mentions that there will be systematic changes. He speaks on AI and would like to continue having conversations about these issues. Clarifies with Dr. Macias about a report back on the Burbank High lighting issues.

12) REPORTS TO THE BOARD

12.a) Report on 2025 School Satisfaction Survey

Peter Knapik, Assistant Superintendent of Educational Services and Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on 2025 School Satisfaction Survey, as presented.

School Satisfaction Survey 10 16 25.pdf (OF 30,968)

12.b) Report on Instructional Services Goals

Oscar Macias, Interim Superintendent and Julie Markussen, Director of Secondary Education and Diversity , Equity and Inclusion; and Rebecca Harris, Director of Elementary Education and Diversity , Equity and Inclusion will report to the Board of Education on Instructional Services goals, as presented.

BUSD_Instructional_Goals_2025_2026.pdf (OF 30,969)

12.c) Report on Adult School Programs and Enrollment

Juan Noguera, Director of Adult Education, will report to the Board of Education on 2025 School Satisfaction Survey, as presented.

State of Burbank Adult School -Board Meeting oct 16.pdf (OF 30,970)

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Adoption of Resolution 11 -Proclaiming November as Burbank Unified School District's National Native American Heritage Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 11 Proclaiming the month of November 2025, as Burbank Unified School District s National Native American Heritage Month, as presented.

Resolution 11 Native American Heritage Month 10 16 25.pdf (OF 30,971)

It was moved by Abigail Pontzer Kamkar, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.b) Adoption of Resolution 12 - Proclaiming the Week of October 19-25 as United Against Hate Week

Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 12, Proclaiming the Week of October 19-25 as United Against Hate Week, as presented.

Resolution 12 -United Against Hate.pdf (OF 30,972)

It was moved by Abigail Pontzer Kamkar, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.c) Approval of Minimum Wage Increase to $16.90 per Hour

Human Resources Services, recommends that the Board of Education approve the Minimum Wage Increase to $16.90 per hour, as mandated by the state of California, effective January 1, 2026, as presented.

Approval of Minimum Wage Increase to $16.90 per Hour.pdf (OF 30,973)

It was moved by Abigail Pontzer Kamkar, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d) Approval of Agreement for Professional Services, LunchAssist (Cafeteria Fund)

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LunchAssist to provide its software and services effective October 17, 2025 through October 16, 2026, not to exceed $25,995 (13.0-53100.0-00000-37000-5850-7490000), and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.

LunchAssist Agreement 101625.pdf (OF 30,974)

It was moved by Abigail Pontzer Kamkar, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) CONSENT AGENDA

14.a) Approval of Minutes

Minutes 7.10.25 UNOFFICIAL AM.pdf (OF 30,975)

14.b) Approval of Minutes

Minutes 7.24.25 UNOFFICIAL AM.pdf PULLED

14.c) 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 September 22, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 30,976)

14.d) Approval of Williams Settlement Quarterly Report on Uniform Complaints 2025-2026

Peter Knapik, Assistant Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2025-2026, Report Summary No. 1, July 1 through September 30, 2025, as presented.

Uniform Complaints Williams 10 16 25.pdf (OF 30,977)

14.e) Approval of Personnel Report Number 25-26-07

Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-07, covering Certificated and Classified personnel, and consisting of Pages 1 to 8 inclusive, as presented.

Personnel_Report_25-26-07.pdf (OF 30,978)

14.f) 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 101625.pdf (OF 30,979)

14.g) Amended Master Contract for Nonpublic, Nonsectarian School/Agency for (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Master Contract for special education students, to be provided by Uinta Academy, effective July 1, 2025 through June 30, 2026 (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, 2025 through June 30, 2026, was approved by the Board of Education June 18, 2025.

SPED Master Contract_Amendment.pdf (OF 30,980)

14.h) Approval of Agreement with JAMF Software for JAMF Training Courses (General Fund)

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School

District and JAMF Software, for JAMF training courses, not to exceed $18,000 (01.0-00000.0-00000-77000-5220-7730000), (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_ Agreement_JAMF Training Courses_101625.pdf (OF 30,981)

14.i) Approval of Additive Change Order No.3, 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.3 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,492.720.24 (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 $88,080.37 increase, bringing the not to exceed to $3,492,720.24, is to add the following scope that was not included in the original bid specifications but is needed to provide safety needs for students and faculty: 1. 19r2 -Provide sandblasting of the acid room. The chlorine room used a solvent cleaning and is acceptable for painting. 2. COP#37- Furnish and install the fire alarm cabling and two horns, damaged by the demo contract 3. COP#2r -The high-performance painting specifications was not included in bid set, which is 4. used for all metal components. 5. COP#36r1 - The team changing room doors require visual panes for safety of students. Furnish and install new doors with vision panel and hardware. 6. COP#40 - Furnish & install new pedestrian gate, side panels and hardware. 7. COP#43 - Furnish & install new gate and lock, and wall partition to secure transformer within the team changing room from student access.

ADD CO3_Hart_BHS Pool_Capital Outlay.pdf (OF 30,982)

14.j) Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

Approval of Board Policy & Admin Regulations 3580 101625.pdf PULLED

14b is pulled until next meeting.

It was moved by Abigail Pontzer Kamkar, and seconded by Laurette Cano, that the Board of Education approve *item 14a, as presented.* The motion carried. AYES: Aghakhanian, Pontzer Kamkar and Cano. ABSTAINS: Olson.

It was moved by Kelsey Olson, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve *items 14c through 14i, as presented.* The motion carried. AYES: Aghakhanian, Pontzer Kamkar, Cano and Olson.
Items 14b and 14j were pulled.

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

Meeting adjourned at 10:42 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

12/11/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25002346	HART DESIGN BUILD, INC.	C/O 3: INCREASE BY $88,080.37; BOARD APPROVED 10/16/25; C/O 2: INCREASE BY $45,859.20; BOARD APPROVED 9/18/25; CARRYOVER PO; 2425-003; AQUATIC CENTER MODERNIZATION AT BURBANK HIGH; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 11/21/24	FACILITIES SERVICES	400	$2,208,707.48
25004735	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/3/25	ROOSEVELT ELEMENTARY	010	$5,100.00
26000216	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $2,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$3,000.00
26000479	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $7,500.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$15,000.00
26000577	GOLD STAR FOODS	C/O 1: REDUCE BY $1,408.00; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS; CTE - UNRESTRICTED FUNDS	INSTRUCTIONAL SERVICES	010	$750.00
26000578	HANDY MARKET	C/O 1: INCREASE BY $700.00; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS; CTE - UNRESTRICTED FUNDS	INSTRUCTIONAL SERVICES	010	$1,968.00
26000579	MACIAS, SANDRA	C/O 1: INCREASE BY $708.00; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS; CTE - UNRESTRICTED FUNDS	INSTRUCTIONAL SERVICES	010	$3,540.00
26001113	PROFESSIONAL TURF SPECIALTIES, INC.	C/O 1: INCREASE BY $600,00; BHS BASEBALL FIELD MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$15,500.00
26001190	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$4,000.00
26001204	JPMORGAN CHASE BANK	C/O 1: INCREASE BY $594.00; SPED TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,038.97
26001411	SULLIVAN, CYRITA	REIMBURSEMENT TO TEACHER FOR CONFERENCE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$323.23
26001429	AMERGIS HEALTHCARE STAFFING, INC.	CONSULTANT AGREEMENT; HEALTHCARE STAFFING SERVICE; BOARD APPROVED 9/18/25	Student Services	010	$180,000.00
26001433	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $790.00; 2025-26 BLANKET ORDER; SUPPLIES AND MATERIALS	INSTRUCTIONAL SERVICES	010	$990.00
26001435	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$224.21
26001436	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$463.37
26001439	JPMORGAN CHASE BANK	BOOKS; GIFT FUNDS	DISNEY ELEMENTARY	010	$62.94

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001440	GLOBAL LEASE GROUP, INC.	VEHICLE LEASE FOR WORKABILITY PROGRAM; SPED-IDEA FUNDS; BOARD APPROVED 8/21/25	FISCAL SERVICES	010	$7,762.00
26001441	BRAIN AND SENSORY SUPPORT CO.	COURSE REGISTRATION FOR SPED EMPLOYEES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$2,745.00
26001442	ELITE SANITATION INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,704.20
26001443	LAKESHORE CURRICULUM MATERIAL	PLAYGROUND EQUIPMENT; MEDI-CAL FUNDS	HORACE MANN CENTER	010	$1,999.49
26001444	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$4,260.19
26001445	SHAZARIAN, ARPINE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$21.12
26001446	RIGGS, DEBORAH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$148.50
26001447	PRINTERSAURUS REX, INC.	C/O 1: INCREASE BY $17.39; CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$697.64
26001448	JPMORGAN CHASE BANK	HOTEL AND AIRFARE FOR SPED AUTHORIZED TRAVEL; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,198.34
26001449	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; ALEX THEATER; PTA FUNDS	WASHINGTON ELEMENTARY	010	$8,250.00
26001450	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; CROSS COUNTRY COMPETITION; DON PUEBLOS HS	JOHN BURROUGHS HIGH SCHOOL	010	$1,721.75
26001451	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; BAND; GLEN WILSON HS	JOHN BURROUGHS HIGH SCHOOL	010	$725.00
26001452	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; TENNIS/VOLLEYBALL; VARIOUS LOCATIONS	JOHN BURROUGHS HIGH SCHOOL	010	$1,815.00
26001453	JPMORGAN CHASE BANK	BLANKET ORDER FOR P-CARD PURCHASES; SELF-SUPP CHILDCARE FUNDS	CHILD DEVELOPMENT SERVICES	120	$15,000.00
26001454	JPMORGAN CHASE BANK	BLANKET PO FOR P-CARD PURCHASES; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$15,000.00
26001455	JPMORGAN CHASE BANK	BLANKET PO FOR P-CARD PURCHASES	Student Services	010	$3,000.00
26001456	JPMORGAN CHASE BANK	BLANKET PO FOR P-CARD PURCHASES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$15,000.00
26001457	JPMORGAN CHASE BANK	TAP CARDS FOR HOMELESS STUDENTS; TITLE 1 FUNDS	Student Services	010	$900.00
26001458	JPMORGAN CHASE BANK	EXPO ADMISSION FEES FOR CTE TEACHER; CTE FUNDS	INSTRUCTIONAL SERVICES	010	$222.10
26001459	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CENTER	010	$683.79
26001460	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$1,000.00
26001461	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$5,000.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001462	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$800.00
26001463	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; BAEF FUNDS	WASHINGTON ELEMENTARY	010	$1,050.00
26001464	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CAASPP TESTING FUNDS	INSTRUCTIONAL SERVICES	010	$1,586.69
26001465	DEMCO INC	OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$144.67
26001466	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$650.00
26001467	VAN KOOTEN, HEIDI	REIMBURSEMENT TO TEACHER FOR SOFTWARE	LUTHER BURBANK MIDDLE SCHOOL	010	$59.88
26001468	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; HEALTH SUPPLIES	DISNEY ELEMENTARY	010	$201.00
26001469	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$147.58
26001470	POCKET NURSE	HEALTH SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,271.94
26001471	ACCUCUT, LLC	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CENTER	010	$1,826.01
26001472	THE MUSIC CENTER	CONSULTANT AGREEMENT; MUSIC INSTRUCTION FOR MONTEREY HIGH SCHOOL; FILM LA FUNDS; BOARD APPROVED 10/16/25	INSTRUCTIONAL SERVICES	010	$5,775.00
26001473	SMITH, CARSON GRIFFIN	CONSULTANT AGREEMENT; CTE PROGRAM CONSULTANT; GIFT, FILM LA AND ADVANCEMENT GRANT FUNDS; BOARD APPROVED 10/16/25	INSTRUCTIONAL SERVICES	010	$25,000.00
26001474	CMC SOUTH	CONFERENCE REGISTRATION FEES; TITLE 1 FUNDS	MILLER ELEMENTARY	010	$1,745.00
26001475	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; FRC ELEMENTARY FUDNS	EMERSON ELEMENTARY	010	$1,000.00
26001476	EMERALD COVE OUTDOOR SCIENCE INSTITUTE	FIELD TRIP ADMISSION; OSS EMERALD COVE; GIFT FUNDS; BOARD APPOVED 6/18/25	STEVENSON ELEMENTARY	010	$16,138.60
26001477	JPMORGAN CHASE BANK	PCARD PURCHASES	SUPERINTENDENT ´S OFFICE	010	$7,735.00
26001478	VERNIER SOFTWARE & TECHNOLOGY	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$427.25
26001479	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$300.00
26001480	AMAZON CAPITAL SERVICES	MEMBERSHIP RENEWAL; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$3,866.40
26001481	AMAZON CAPITAL SERVICES	BOOKS; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$92.32
26001482	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$1,200.00
26001483	DEMCO INC	LIBRARY EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$3,412.33
26001484	DIDONATO, CASEY	REIMBURSEMENT TO CAMPUS SUPERVISOR FOR GARDENING SOIL; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$34.74

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001485	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD AND SUPPLIES FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$732.08
26001486	LEE, ROBERT	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$48.77
26001487	HUIZAR, ELLEN	REIMBURSEMENT TO COUNSELOR FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$75.35
26001488	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR FOOD AND SUPPLIS FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$240.24
26001489	JON'S WINDOW & AWNING INC	WINDOW REPLACEMENT AT LAMER STREET PROPERTY; RENTAL OF DISTRICT PROPERTY FUNDS	BUSINESS OFFICE	010	$13,615.92
26001490	BOX CARS AND ONE-EYED JACKS, INC	VIRTUAL WORKSHOP; TITLE I FUNDS	EMERSON ELEMENTARY	010	$2,000.00
26001491	KUTA SOFTWARE LLC	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	LUTHER BURBANK MIDDLE SCHOOL	010	$784.00
26001492	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,310.74
26001493	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; ACCOUNTS RECEIVABLE	DOLORES HUERTA MIDDLE SCHOOL	010	$1,400.00
26001494	EXPLORELEARNING LLC	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED	DOLORES HUERTA MIDDLE SCHOOL	010	$3,525.00
26001495	PITSCO EDUCATION	SOFTWARE LICENSE; CTIG FUNDS; BOARD APPROVED 8/21/25	INSTRUCTIONAL SERVICES	010	$4,050.00
26001496	KR NIDA CORPORATION	COMMUNICATION EQUIPMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$2,022.40
26001497	NEW PRECISION TECHNOLOGY, LLC	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CENTER	010	$468.12
26001498	PROFESSIONAL DRUM SHOP, INC.	INSTRUMENT REPAIRS	MUIR MIDDLE SCHOOL	010	$540.90
26001499	GISEL, PAULA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$60.92
26001500	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$209.42
26001501	DIDAX, INCORPORATED	CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$52.38
26001502	GIRARD & PETERSON INC	FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$420.00
26001503	NEXTPOINT TRAINING, INC.	TEACHER TRAINING WORKSHOP; CTE INCENTIVE GRANT	MONTEREY HIGH SCHOOL	010	$1,200.00
26001504	FLYNN, MARGARET	REIMBURSEMENT TO ARTS & CTE DIRECTOR OF INSTRUCTIONAL SERVICES FOR CONFERENCE STAY; LAVCC FUNDS	INSTRUCTIONAL SERVICES	010	$512.28
26001505	DIAZ, ANGELICA	REIMBURSEMENT TO PSYCHOLOGIST FOR TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,274.25
26001506	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$347.12
26001507	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$167.11

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001508	LOPEZ, JONATHAN	CONSULTANT AGREEMENT; EVENT BLESSING SERVICE; TITLE VI - INDIAN EDUCATION FUNDS; BOARD APPROVED 10/16/25	INSTRUCTIONAL SERVICES	010	$200.00
26001509	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$8,097.58
26001510	NOREDINK CORP.	SOFTWARE LICENSE	MUIR MIDDLE SCHOOL	010	$9,295.00
26001511	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,459.51
26001512	JPMORGAN CHASE BANK	CUSTOM CLOTHING; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$1,504.00
26001513	AVS TEES	CUSTOM CLOTHING; GIFT AND ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$636.48
26001514	KINETIC LIGHTING INC	STAGE LIGHTING; PROP 28 FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$11,398.38
26001515	JPMORGAN CHASE BANK	**PO CANCELLED** FURNITURE	MILLER ELEMENTARY	010	$506.49
26001516	TRANS GAS PROPANE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$45.64
26001517	LITTLE BEE SPEECH CO.	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$100.00
26001518	SCHOWENGERDT, ANDREA	REIMBURSEMENT TO OFFICE STAFF FOR PUBLIC WORKS PARKING PERMIT; GIFT FUNDS	STEVENSON ELEMENTARY	010	$248.75
26001519	JPMORGAN CHASE BANK	TRAVEL LODGING FOR CONFERENCE; TITLE I FUNDS	MILLER ELEMENTARY	010	$2,381.68
26001520	KR NIDA CORPORATION	COMMUNICATION SUPPLIES	EMERSON ELEMENTARY	010	$183.65
26001521	FIRST STUDENT, INC	STUDENT TRANSPORTATION; MONTEREY & GLENDALE CITY COLLEGE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,000.40
26001522	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,630.00
26001523	JPMORGAN CHASE BANK	FILM PROCESSING; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$39.96
26001524	JPMORGAN CHASE BANK	LODGING FOR WASC GUESTS	MONTEREY HIGH SCHOOL	010	$1,283.70
26001525	FIRST STUDENT, INC	STUDENT TRANSPORTATION; MONTEREY HIGH SCHOOL AND JBHS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$957.00
26001526	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; TITLE I FUNDS	EMERSON ELEMENTARY	010	$14,084.25
26001527	CALIFORNIA SCHOOL NUTRITION ASSOCIATION	MEMBERSHIP RENEWAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 6/18/25	FOOD SERVICES	130	$1,629.00
26001528	CDW-G - COMPUTER DISCOUNT WHSE	COMPUTER SUPPLIES	MC KINLEY ELEMENTARY	010	$160.23
26001529	SOLUTION TREE INC	EVENT REGISTRATION; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$6,152.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26001530	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENCE FUNDS	FACILITIES SERVICES	010	$7,230.02
26001531	SETAGHIAN, VERONICA ABRAMIAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,606.00
26001532	SHERMAN, TARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$278.64
26001533	JPMORGAN CHASE BANK	TRAVEL EXPENSES FOR BRINGING STUDENT BACK FROM RESIDENTIAL HOUSING; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$882.48
26001534	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; FUNDRAISING SUPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$80.00
26001535	FUN EXPRESS LLC	CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$92.30
26001536	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$4,275.00
26001537	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$554.27
26001538	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$116.12
26001539	JPMORGAN CHASE BANK	TRAVEL AND ATTEND TO SYMPOSIUM FEES; STUDENT SUPPORT BLOCK GRANT	SPECIAL EDUCATION	010	$1,985.38
26001540	GUITAR CENTER	MUSICAL INSTRUMENTS; MUSIC IS INSTRUMENTAL FUNDS	WAREHOUSE	010	$1,952.09
26001541	SIDELINE INTERACTIVE LLC	PLAYGROUND EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$15,833.79
26001542	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$1,626.00
26001543	NO TEARS LEARNING INC	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	EMERSON ELEMENTARY	010	$457.27
26001544	CUSTOMINK, LLC	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	WASHINGTON ELEMENTARY	010	$813.28
26001545	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$432.72
26001546	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$536.49
26001547	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$378.92
26001548	BARNES, DAWN	REIMBURSEMENT TO TEACHER FOR SOFTWARE; BOARD APPROVED 6/18/25	LUTHER BURBANK MIDDLE SCHOOL	010	$59.88
26001549	BRADSHAW, DIONNE K	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,571.00
26001550	SCHOLASTIC INC.	MAGAZINES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$166.58
26001551	BRAINPOP	SOFTWARE LICENSE; FRC ELEMENTARY FUNDS; BOARD APPROVED 6/18/25	BRET HARTE ELEMENTARY	010	$4,275.00
26001552	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; CALIFORNIA SCEINCE CENTER; ACCOUNTS RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$6,195.00

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001553	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; CALIFORNIA SCEINCE CENTER; ACCOUNTS RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$1,505.00
26001554	STARFALL EDUCATION FOUNDATION	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	MILLER ELEMENTARY	010	$355.00
26001555	SCHOOL SERVICES OF CALIFORNIA INC	CONSULTANT AGREEMENT; RECRUITMENT SERVICES; BOARD APPROVED 10/9/25	BUSINESS OFFICE	010	$4,310.00
26001556	DELTAMATH SOLUTIONS INC.	SOFTWARE LICENSE; TITLE I FUNDS;	MUIR MIDDLE SCHOOL	010	$170.00
26001557	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES; AMS FUNDS	DISNEY ELEMENTARY	010	$1,072.73
26001558	TUBBS, MARGARITA ELIA	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR TRAVEL EXPENSE; TITLE I FUNDS	EMERSON ELEMENTARY	010	$896.99
26001559	CORRAL, CHRISTOPHER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$54.82
26001560	PHAN, JOHN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$467.51
26001561	ANDERSON, LAURA	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$112.12
26001562	BENTLEY, JAMES	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$142.57
26001563	MASLYK, BRITTA	REIMBURSEMENT TO COUNSELOR FOR SOFTWARE	BURBANK HIGH SCHOOL	010	$144.00
26001564	MCGRAW HILL LLC	SOFYWARE LICENSE: TITLE I FUNDS	MILLER ELEMENTARY	010	$300.60
26001565	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; BAEF FUNDS	MUIR MIDDLE SCHOOL	010	$5,375.00
26001566	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$2,000.00
26001567	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	MILLER ELEMENTARY	010	$314.63
26001568	BENSON, SAMANTHA	REIMBURSEMENT TO FRC PRESIDENT FOR EVENT SUPPLIES; FRC ELEMENTARY FUNDS	BRET HARTE ELEMENTARY	010	$12,638.99
26001569	ESGI, LLC	SOFTWARE LICENSE; TITLE III FUNDS; BOARD APPROVED 8/21/25	STEVENSON ELEMENTARY	010	$777.00
26001570	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT HUERTA, LUTHER AND MUIR; JOINT USE FUNDS	FACILITIES SERVICES	010	$8,875.00
26001571	AMAZON CAPITAL SERVICES	FURNITURE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$769.37
26001572	IDR ENVIRONMENTAL SERVICES	FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	First Lutheran - Categoricals	010	$1,720.50
26001573	GUITAR CENTER	MUSICAL INSTRUMENT; MUSIC IS INSTRUMENTAL FUNDS	BURBANK HIGH SCHOOL	010	$9,967.10
26001574	US AIR CONDITIONING DISTRIBUTORS	HVAC REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENCE FUNDS	FACILITIES SERVICES	010	$1,920.19

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001575	FLEWELLING & MOODY INC	CARRYOVER PO 25000787; PROFESSIONAL SERVICES; ARCHITECTURAL DESIGN FOR AQUATICS CENTER MODERNIZATION RFP 2122-003 AT BHS; SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS; BOARD APPROVED 10/7/21, 11/18/21, 10/20/22, 12/15/22, AND 9/7/23	FACILITIES SERVICES	400	$89,280.57
26001576	JPMORGAN CHASE BANK	RENTAL FOR STAGE; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$1,020.50
26001577	CALIFORNIA PAVING & GRADING CO INC	REMOVE AND REPLACE ASPHALT AT WASHINGTON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$12,585.00
26001578	IDR ENVIRONMENTAL SERVICES	HAZARDOUS WASTE DISPOSAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,720.50
26001579	SOUTHWINDS TRANSPORTATION	TRIP CONFIRMATION; LEONIS ADOBE; GIFT AND FRC ELEMENTARY FUNDS	MILLER ELEMENTARY	010	$1,931.20
26001580	LAGUNA CLAY CO	CLASSROOM SUPPLIES; FRC ELEMENTARY AND AMS FUNDS	BRET HARTE ELEMENTARY	010	$935.05
26001581	ACCO BRANDS CORPORATION	OFFICE EQUIPMENT; GIFT FUNDS	STEVENSON ELEMENTARY	010	$2,860.70
26001582	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LEWIS MACADAMS RIVERFRONT PARK; PTA FUNDS	WASHINGTON ELEMENTARY	010	$1,590.00
26001583	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EDISON ELEMENTARY	010	$1,000.00
26001584	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	$13.09
26001585	AMAZON CAPITAL SERVICES	FURNITURE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,790.05
26001586	LOS ANGELES COUNTY TAX COLLECTOR	ANNUAL PROPERTY TAX FOR PARKING FACILITY LOCATED AT GLENOAKS/PALM/ORANGE GROVE; RENTAL OF DISTRICT PROPERTY FUNDS	BUSINESS OFFICE	010	$8,519.76
26001588	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$5,000.00
26001589	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; MUSEUM OF TOLERENCEACCOUNTS; RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$3,720.00
26001590	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	STEVENSON ELEMENTARY	010	$171.51
26001591	THERAPRO INC	TESTING MATERIALS	SPECIAL EDUCATION	010	$401.12
26001592	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	STEVENSON ELEMENTARY	010	$614.69
26001593	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$465.00
26001594	VENTRIS LEARNING	CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$285.20
26001595	DURHAM SCHOOL SERVICES, L.P.	STUDENT TRANSPORTATION; ALEX THEATRE; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$2,556.75

BOARD DETAIL REPORT

Printed between 10/28/2025 & 11/17/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001597	HUBBELL, STEVEN	REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT	BURBANK HIGH SCHOOL	010	$161.27
26001598	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,825.00
26001599	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$755.32
26001600	CASTILLO, LETICIA GUADALUPE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,224.00
26001601	GOPHER SPORT	PLAYGROUND SUPPLIES	PROVIDENCIA ELEMENTARY	010	$171.05
26001602	JPMORGAN CHASE BANK	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$568.41
26001603	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS	BRET HARTE ELEMENTARY	010	$1,000.00

PO Count: **178** **Total:** **$2,963,490.52**

Printed between 10/28/2025 & 11/17/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	166	$620,376.42
110	Adult Education Fund	3	$9,536.63
120	Child Development Fund	1	$15,000.00
130	Cafeteria Fund	3	$4,188.42
400	Special Res./for Cap. Outlay	2	$2,297,988.05
670	Self Insurance Fund	3	$16,401.00
		Total:	**$2,963,490.52**

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:	Laura Erisman, Administrative Secretary
DATE:	December 11, 2025
SUBJECT:	Approval of Luther Burbank Middle School Vocal Music Association (Overnight) Field Trip to Chicago

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Background:

The Luther Burbank Middle School Vocal Music Association wishes to travel with Anthony Redman, Teacher and eight chaperones to Chicago, Illinois for the Wheaton Warrenville South Choral Classic choir competition on Thursday, March 12, 2026 through Sunday, March, 15, 2026.

Discussion/Issues:

Day 1 – Thursday, March 12th, forty-four students will meet at Bob Hope Airport at 5:00 am for a 7:00 am Southwest flight WN-1326 to Chicago, Midway Airport (MDW) arriving at 4:00 pm. Bus will take chaperones and students to Embassy Suites, 1823 Abriter Ct., Naperville, IL (630) 799-5900. Students will have dinner at 6:00 pm. Lights out at 10:30 pm.

Day 2 – Friday, March 13th, students will have breakfast and final rehearsal at the hotel. Students will have free time after a local lunch at 12:00 pm. At 3:00 pm students will board bus for travel to the competition at Wheaton-Warrenville High School. Starlight performance will be at 5:00 pm. Dinner is planned for 7:00 pm at the venue, after watching other choirs perform. Return to the hotel at 10:00 pm and lights out at 10:30 pm.

Day 3 – Saturday, March 14th, breakfast will be at the hotel at 8:00 am. Students will spend day in Chicago to attend matinee performance of The Play the Goes Wrong at 2:00 pm. Students will return to hotel for dinner is at 6:00 pm. Choir finals will be at Wheaton-Warrenville High School at 7:00 pm. Students will return to the hotel at 9:30 and lights out is at 10:30 pm.

Day 4 – Sunday, March 15th, breakfast will be at the hotel at 9:00 am. After lunch, students will board bus for return trip to Chicago Midway and check in for Southwest Flight WN-1336, departure time is 6:30 pm. Students are expected to arrive at Bob Hope Airport at 9:00 pm for parent pick up.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Luther Burbank Middle School Vocal Music Association (Overnight) Field Trip request to participate in the Wheaton Warrenville South Choral Classic in Chicago, IL from Thursday, March 12, 2026 to Sunday, March 15, 2026, 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: Peter Knapik, Assistant Superintendent of Educational Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: December 11, 2025

SUBJECT: Approval of Burbank High School Instrumental Music Association (Overnight) Field Trip to New York

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Background:

The Burbank High School Instrumental Music Symphony Orchestra wishes to travel with Annie Cavanaugh, Teacher and five chaperones to New York, New York for the World Strides Instrumental Musical Festival Thursday, March 5, 2026 through Sunday, March 8, 2026. This field trip will be supervised by a BHS Administrator and Mrs. Cavanaugh along with 4 parent volunteers serving as chaperones. All pupils attending have signed the Field Trip Behavior Contract.

Discussion/Issues:

Day 1 – Thursday, March 5th, forty-two students will be meet at BHS at 3:30 am for transportation by bus to LAX. Flight departs for Newark at 7:00 am. Upon Arrival students will transfer to New York Marriot Marquis, 1535 Broadway, New York, NY 10036 (212) 398-1900. Dinner will be at Carmine's Italian restaurant and lights out is at 11:00 pm.

Day 2 – Friday, March 6th, students will have breakfast in Central Park and explore park in chaperone groups. Rehearsal in hotel ballroom at 10:30 am. After lunch, students will take the subway to Lincoln Center to New York Philharmonic Matinee Concert. After dinner at 5:00 pm students will walk to the Empire state Building for a tour. Students will walk back to the hotel at 10:30 pm. Lights out at 11:00 pm.

Day 3 – Saturday, March 7th breakfast will be on the Time Square steps. Students will head to Carnegie Hall for 11:00 am sound check and a light lunch. Performance is scheduled for 2:00 pm. Upon conclusion of concert students will take bus back the hotel. Dinner will be at the Hard Rock Café at 6:00 pm followed by the Broadway Show, Outsiders, at the Bernard B. Jacobs Theatre. Lights out at 11:00 pm.

Day 4 – Sunday, March 8th, wakeup call is at 7:00 am. Breakfast will be at the Times Square Diner. Hotel checkout will be at 10:00 am followed by souvenir shopping. Students will board bus for return trip to Newark Airport for 4:10 pm flight to LAX. Students are expected to arrive at LAX at 8:00 pm. Pick up time at BHS is anticipated to be 9:30 pm.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Instructional Music Association (Overnight) Field Trip request to participate in the World Strides Musical Festival at Carnegie Hall in New York, NY from Thursday, March 5, 2026 to Sunday, March 8, 2026, as presented.

TO: Board of Education / Superintendent Consent 12/11/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-10. 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.

Change of End Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Lalicata, Traci	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	1.0	S-001-10		08/11/2025 – 12/19/2025
Atherton, Debra	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	1.0	T-001-01		10/01/2025 – 12/19/2025
Huber, Krystal	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	1.0	T-001-01		08/08/2025 – 12/19/2025

Change of Salary	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Howard, Rachel	Teacher	01.0-00000.0-11100-10000-1110-2060000	1.0	T-005-06	Correct salary roll	08/08/2025
Torossian Ghaleh, Elnet	Teacher	01.0-00000.0-11100-10000-1110-4310000	1.0	T-006-02	Preliminary Credential	11/03/2025

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Marquez Santos, Jenniffer	Adult School Sub	11.0-63910.0-41106-10000-1160-5330000	1.0	S-001-08		11/04/2025
Postik, Talin	Adult School Sub	11.0-63910.0-41106-10000-1160-5330000	1.0	S-001-08		11/04/2025

Election: Prob 1	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Esoh, Lina	CC Teacher	12.0-90602.0-11100-10000-1110-7540000	1.0	J-004-04		11/05/2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Dollive, Monica	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	1.0	S-001-01/S-001-02		10/31/2025
Fitzgerald, Ronald	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	1.0	S-001-01/S-001-02		11/10/2025
Leyco, Eliza	School Nurse	01.0-00000.0-00000-31400-1216-7720000	1.0	2-001-04		12/19/2025
Quezada I, Ramiro	Sub/SpEd Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	1.0	S-001-01/S-001-02		10/31/2025
Tesoro, Adryanna	Adult Teacher	11.0-63910.0-41104-10000-1130-5330000	1.0	R–001-05		06/30/2025

TO: Board of Education / Superintendent Consent 12/11/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-10. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Alpert, Madeline	Instructional Services	Other Hourly	Hourly	$39.67	60	10/01/2025 – 05/29/2026
Armes, Deborah	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Artonian, Angela	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Avanesian, Ellin	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Bailey, Erin Kate	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Balian, Shake	JBHS	ASB	Stipend	$1,427.00	4	08/08/2025 – 06/30/2026
Bergh, Rebecca	Emerson	Other Hourly	Hourly	$39.67	18	11/12/2025 – 11/16/2025
Bommarito, Giana	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Bommarito, Giana	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Boylan, Alicia	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Brown, Susannah	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Cera, Patricia	Child Development	Additional Duties	Hourly	$32.76	20	11/01/2025 – 05/30/2026
Chiu, Seong Won Chung	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Clark, Kara	Instructional Services	Other Hourly	Hourly	$39.67	40	09/01/2025 – 05/31/2026
Clark, Kara	JBHS	Other Hourly	Hourly	$39.67	3.5	10/01/2025 – 12/31/2025
Cornejo, Cara	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Crespy, Amilyn	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Curran, Emily	Special Education	Summer Assignment	Hourly	$66.99	150	05/28/2025 – 07/10/2025
Dadekian, Kristina	McKinley	Other Hourly	Hourly	$39.67	72	10/01/2025 – 05/28/2026
Dorsey, Erin	Muir	ASB Advisor	Stipend	$688.00	4	08/08/2025 – 06/30/2026
Ermino, Aileen	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Ermino, Aileen	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Esagholian, Mariet	Child Development	Additional Duties	Hourly	$31.16	20	11/01/2025 – 05/30/2026
Eshleman, Steven	BHS	Coach, Head Basketball	Stipend	$1,606.66	3	11/01/2025 – 01/31/2026
Espana, David	JBHS	Instrumental Music	Stipend	$1,427.00	4	08/08/2025 – 06/30/2026
Everhart, Gregory	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Faris, Theresa	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Fitzgerald, Kyle	JBHS	Academic Decathlon	Stipend	$2,394.00	2	08/08/2025 – 06/30/2026
Fitzgerald, Kyle	JBHS	Newspaper	Stipend	$1,081.00	4	08/08/2025 – 06/30/2026
Glover, Donovan	BHS	Speech and Debate	Stipend	$1,081.00	4	08/08/2025 – 06/30/2026
Godley, Elizabeth	Bret Harte	Other Hourly	Hourly	$39.67	1	10/01/2025 – 10/31/2025
Godley, Elizabeth	Bret Harte	Intervention	Hourly	$53.46	16	11/17/2025 – 11/21/2025
Hacek, Brittney	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Harrisson, Brenda	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Henry, Bridgett	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Henry, Bridgett	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Hibbard, Carrie	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Hillhurst, Brandon	Muir	CLAD	Stipend	$500.00	1	11/08/2025
Hudak Smith, Maria	JBHS	Other Hourly	Hourly	$39.67	3.5	10/01/2025 – 12/31/2025
Irwin, Lindsay	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/04/2025
Irwin, Lindsay	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Jacobsen, Kevin	Special Education	Summer Assignment	Hourly	$66.99	150	05/28/2025 – 07/10/2025
Janke, Raina	Emerson	Other Hourly	Hourly	$39.67	18	11/12/2025 – 11/16/2025
Jaramillo, Carmella	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Jaramillo, Carmella	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025

TO: Board of Education / Superintendent Consent 12/11/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-10. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Jennings, Brendan	JBHS	Vocal Music	Stipend	$1,427.00	4	08/08/2025 – 06/30/2026
Jones, Ana	Muir	Other Hourly	Hourly	$39.67	4.5	10/01/2025 – 10/31/2025
Juarez, Candice	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Kalachi, Monique	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Kovesdy, Andras	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Kuester, Danielle	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Lance, Michael	BHS	Coach Basketball	Stipend	$763.66	3	11/01/2025 – 01/31/2026
Larson, Sarah	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Larson, Sarah	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Lorenz, Linda	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Macias, Sandra	JBHS	Culinary Arts	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Maddern, Geralyn	Bret Harte	Other Hourly	Hourly	$39.67	1	10/01/2025 – 10/31/2025
McDermott, Matthew	Instructional Services	Other Hourly	Hourly	$39.67	40	09/01/2025 – 05/31/2026
McDermott, Sara	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
McDonald, Christy	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
McNutt, Kelly	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
McNutt, Kelly	Disney	Other Hourly	Hourly	$39.67	6	11/03/2025 – 11/28/2025
Meberg, Elizabeth	JBHS	Drama	Stipend	$1,197.00	4	08/08/2025 – 06/30/2026
Mendez-Cervantes, Gerardo	JBHS	Other Hourly	Hourly	$39.67	3.5	10/01/2025 – 12/31/2025
Michel, Maribel	Child Development	Additional Duties	Hourly	$31.16	20	11/01/2025 – 05/30/2026
Michelman, Setaporn	Disney	Other Hourly	Hourly	$39.67	6	11/03/2025 – 11/30/2025
Moench, Jocelyn	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Mohler, Chez-E-Rae	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Mohler, Chez-E-Rae	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Mucha, Michelle	JBHS	Other Hourly	Hourly	$39.67	7	10/01/2025 – 12/31/2025
Murphy, Bridgett	Human Resources	Additional Duties	Hourly	$102.62	3	06/03/2025
Olivia, Xochil	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Perryman, Willie	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Perryman, Willie	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Pozos, Adriana	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Pumilia, Amanda	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Pumilia, Amanda	Disney	Other Hourly	Hourly	$39.67	6	11/03/2025 – 11/30/2025
Rader, Dionne	JBHS	Long Term Sub	Daily	$327.71	1	10/27/2025
Shazarian, Arpine	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Sherman, Tara	Muir	Other Hourly	Hourly	$39.67	4.5	10/01/2025 – 10/31/2025
Shirvani, Araks	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Silver, Shirley	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026
Spargur, Conrad	JBHS	Other Hourly	Hourly	$39.67	3.5	10/01/2025 – 12/31/2025
Stout, Kent	Monterey	Admin Addl Duties	Daily	$752.12	2	11/01/2025 – 11/30/2025
Tubbs, Margarita	Instructional Services	Other Hourly	Hourly	$39.67	2	10/01/2025 – 10/30/2025
Tubbs, Margarita	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Vaden, Gunther	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Varma, Arti	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Viallet, Marianne	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Viallet, Marianne	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025

TO: Board of Education / Superintendent Consent 12/11/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-10. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Vo, Katelyn	Muir	CJSF Sponsor	Stipend	$430.00	4	08/08/2025 – 06/30/2026
Walden, Melissa	Instructional Services	Other Hourly	Hourly	$39.67	1.5	10/01/2025 – 10/31/2025
Walker, Amy	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Walker, Briahna	Instructional Services	Other Hourly	Hourly	$39.67	1.5	11/03/2025 – 11/30/2025
Wenzel, Anne	JBHS	Other Hourly	Hourly	$39.67	3.5	10/01/2025 – 12/31/2025
Wills-Sarna, Kathryn	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Wills-Sarna, Kathryn	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Whitenack, Daisy	Roosevelt	Intervention	Hourly	$53.46	3	11/10/2025 – 11/14/2025
Whitenack, Daisy	Roosevelt	Other Hourly	Hourly	$39.67	3	11/10/2025 – 11/14/2025
Zepeda, Dolores	Child Development	Additional Duties	Hourly	$34.37	20	11/01/2025 – 05/30/2026

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
BORRAS, Richard	Paraeducator-Special Education	01.0-65000.0-57602-11200-2110-4310000	.75	38-I	D	11-05-25		Burbank High School
Deceased								
GUTIERREZ, Maria Del Rosario	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.4375	37-VI	D	11-13-25		Luther Middle School Began Service 10-25-04
GUTIERREZ, Maria Del Rosario	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.4375	37-VI	D	11-13-25		Luther Middle School
Additional Compensation for Longevity								
ARUTYUNYAN, Kristine	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11100-2110-5170000	.8438	47-VI	D	11-01-25		Magnolia Park 15 years - $229/month
GONZALEZ DE ORTIZ, Juana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2160000	.75	40-VI	D	11-01-25		Washington Elementary 20 years - $284/month
MESROBY, Arpi	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2150000	.75	38-VI	D	11-01-25		Stevenson Elementary 10 years - $192/month
MORAN, Maria	Paraeducator – Severe Behavioral II	01.0-33100.0-57602-11200-2110-2020000	.8125	47-VI	D	11-01-25		Burbank Adult School 25 years - $330/month
RITTMILLER, Natalie	Senior Attendance Technician-11	01.0-00000.0-00000-27000-2410-3200000	1.0	39-VI	B	11-01-25		Luther Middle School 10 years - $192/month
Change of Assignment – Classification/Location/FTE								
BENNETT, Dustin	Paraeducator	01.0-00000.0-11100-10000-2110-2050000	.625	36-III	D	11-10-25		Bret Harte Elementary
CAFFEY, Danielle	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2020000	.75	40-V	D	11-03-25		Edison Elementary
CIPOLLA, Paul	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	11-03-25		Special Education

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE, Continued								
GARCIA, Ariana	Senior Secretary – 12	01.0-00000.0-00000-27000-2410-4310000	1.0	42-IV	A	11-06-25		Burbank High School
GONZALEZ DE ORTIZ, Juana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2160000	.75	40-VI	D	11-03-25		Washington Elementary
GUEFFROY, Katherine	Educational Interpreter I Deaf & Hard of Hearing	01.0-33100.0-57602-11104-2110-4310000	.9375	55-VI	D	08-14-23	05-23-24	Burbank High School
GUEFFROY, Katherine	Educational Interpreter I Deaf & Hard of Hearing	01.0-33100.0-57602-11104-2110-4310000	.9375	55-VI	D	08-12-24	05-22-25	Burbank High School
GUEFFROY, Katherine	Educational Interpreter I Deaf & Hard of Hearing	01.0-33100.0-57602-11104-2110-4310000	.9375	55-VI	D	08-11-25		Burbank High School
HAKOP CHAKERIAN, Janet	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2090000	.75	40-V	D	11-03-25		McKinley Elementary
HUERTA, Magali	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2140000	.75	40-VI	D	11-03-25		Roosevelt Elementary
JENKINS, Justina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2010000	.75	40-III	D	11-03-25		Stevenson Elementary
LOPEZ, Jennifer	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2020000	.75	40-V	D	11-03-25		Edison Elementary
MC DONALD, Kailey	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-IV	D	11-17-25		Special Education
PANAMENO GALICA, Roxana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2030000	.75	40-VI	D	11-03-25		Emerson Elementary
RECINOS, Karina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2050000	.75	40-VI	D	11-03-25		Bret Harte Elementary
SOLIS, Gloria	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2130000	.75	40-V	D	11-03-25		Providencia Elementary
VELEZ, Anabel	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2010000	.75	40-VI	D	11-03-25		Disney Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Temporary Change of Assignment								
CABRAL, Marisol	Food Service Cook	13.0-53100.0-00000-37000-2210-3210000	.7188	38-IV	D	09-19-25	10-27-25	Huerta Middle School (Change in end date)
Election – Monthly								
FLORES, Daniel	Children's Center Service Worker	12.0-61051.1-00000-82110-2210-2160000 12.0-61050.0-00000-82100-2210-2160000 12.0-61051.1-00000-82110-2210-2050000 12.0-90602.0-00000-82100-2210-2050000 12.0-90602.0-00000-82100-2210-7540000	.25 .25 .25 .15 .10	38-I	A	11-12-25		Washington Children's Center
GOMEZ-NAJERA, Stephanie	Paraeducator – English Language Learner	01.0-01501.0-11103-10000-2110-2140000	.4375	37-I	D	11-06-25		Roosevelt Elementary
GRADY, GRIFFIN	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2100000	.5938	35-I	D	11-20-25		Miller Elementary
MARTINEZ, Cinthia	Paraeducator – Primary Language Support	01.0-01500.0-11105-10000-2110-2010000	.375	37-I	D	11-10-25		Disney Elementary
MENENDEZ, Juan	Campus Supervisor	01.0-00000.0-00000-83000-2910-4320000	1.0	36-VI	D	11-17-25		Burroughs High School
MURADYAN, Ani	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	11-17-25		Special Education
SANDOVAL MADRIGAL, Gabriela	Paraeducator Special Education	01.0-65000.0-57602-11200-2110-4310000	.8125	38-I	D	11-17-25		Burbank High School
SINGH, Kriti	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	11-05-25		Special Education
VELA, Geovanna	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-2140000	.75	38-I	D	11-18-25		Roosevelt Elementary
Election – Additional Assignment								
TAIX, Kaitlynn	Paraeducator-Special Education	01.0-33100.0-57602-11200-2110-4320000	.75	38-I	D	11-03-25		Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly								
AGHABEGI, Ana	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2150000		37-VI	D	10-13-25	10-14-25	Stevenson Elementary
AMBROSE, Liliana	Campus Supervisor	01.0-00000.0-00000-83000-2940-3220000		36-VI	D	11-03-25	05-28-26	Muir Middle School
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	11-07-25	11-07-25	Special Education
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	11-07-25	11-07-25	Special Education
ARZUMANYAN, Anahit	Bilingual Translator	01.0-30100.2-47600-24950-2950-2030000		$25.00	F	10-20-25	10-20-25	Emerson Elementary
BAGHUMYAN, Narine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-III	D	11-03-25	11-26-25	Miller Elementary
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2940-4310000		36-VI	D	09-01-25	12-30-25	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-11-25	10-11-25	Burroughs High School
CHANG, Samantha	Food Service Assistant	13.0-53100.0-00000-37000-2240-7490000		37-V	D	10-12-25	10-12-25	Food Services
DiDONATO, Casey	Campus Supervisor	01.0-00000.0-00000-83000-2940-3220000		36-VI	D	11-03-25	05-28-26	Muir Middle School
EKLUND, Debra	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-VI	D	11-03-25	11-26-25	Miller Elementary
FRAZIER, Amanda	Campus Supervisor	01.0-00000.0-00000-83000-2940-3220000		36-VI	D	11-03-25	05-28-26	Muir Middle School
GALOUSTIAN, Anahid	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2150000		37-VI	D	10-13-25	10-14-25	Stevenson Elementary
GOMEZ, Dorian	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-III	D	11-14-25	11-14-25	Roosevelt Elementary
KUKAWSKI, John	Campus Supervisor	01.0-00000.0-00000-83000-2940-3220000		36-VI	D	11-03-25	05-28-26	Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, Continued								
LOZANO, Lauren	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-III	D	09-01-25	05-28-26	Special Education
MELIKIAN, Lilia	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2090000		37-VI	D	10-13-25	10-14-25	McKinley Elementary
MOLLAUN, Corrin	Paraeducator (Substitute)	01.0-65000.0-57602-11100-2160-7440000		$18.58	F	11-10-25		Human Resources
MOLLAUN, Corrin	Paraeducator Parent Education (Substitute)	11.0-00639.0-41103-10000-2160-5330000		$16.50	F	11-10-25		Human Resources
MOLLAUN, Corrin	Paraeducator Special Education (Substitute)	01.0-65000.0-57602-11100-2160-7440000		$19.53	F	11-10-25		Human Resources
NANEZ ARCIVA, Brenda	Supervisor II, Food Service	13.0-53100.0-00000-37000-2240-7490000		S-07	D	10-12-25	10-12-25	Food Services
PERERA, Suriya	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	11-19-25		Human Resources
PORTILLO, Marcos	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	11-20-25		Human Resources
SALDANA, Marlene	Food Services	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	11-17-25		Human Resources
SHEPHERD, Brooke	Paraeducator Children's Center (Substitute)	12.0-60800.0-11100-10000-2160-7540000		$20.02	F	11-10-25		Human Resources
TALLI, Solaf	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-II	D	11-03-25	11-26-25	Miller Elementary
TORRES, Natalie	Supervisor II, Food Service	13.0-53100.0-00000-37000-2240-7490000		S-04	D	10-12-25	10-12-25	Food Services
WANIUK, Ilana	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	10-29-25	06-30-26	Burbank High School

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Personnel Report No. 25-26-10 December 11, 2025 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, Continued								
WILKEN, Tonya	Paraeducator – Children's Center 10	12.0-90602.0-11100-10000-1160-7540000		37-VI	A	11-01-25	05-29-26	Children's Center
WILKEN, Tonya	Paraeducator – Children's Center 12	12.0-90602.0-11100-10000-2130-2020000		37-VI	A	10-13-25	10-14-25	Edison Elementary
Election – Student Helpers								
NV3057281	YETP Student	01.0-65200.0-57602-11100-2933-7440000		$16.50	F	11-05-25	08-21-26	Special Education
Election – Walk on Coach								
ESPINOZA, Ryan	Short Term Athletic	01.0-00000.0-15011-42000-2171-4320000		$16.50	F	11-01-25	01-31-26	Burroughs High School

Signature _____

Title: Leticia Castillo, Human Resources Services Supervisor

Signature _____

Title: Sharon Cuseo, Administrator on Assignment

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BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	December 11, 2025
SUBJECT:	Ratification of University Agreement-University of Phoenix

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Background
The purpose of the University Agreement with the University of Phoenix is to provide student teachers with experience through practice in schools and classes. Student Teachers will assume educational responsibilities in the classroom or offices.

Pursuant to provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher educational institution.

Discussion/Issues
This program builds a relationship with the University of Phoenix and expand the pool of student teachers. The District will provide support to the students through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and University of Phoenix, to provide educational field experience for student teachers effective November 24, 2025 through until terminated by either party, and that authority to sign the Agreement be exercised pursuant BUSD—AR 3314, as presented.

UNIVERSITY OF PHOENIX
SCHOOL AFFILIATION AGREEMENT
California

This Affiliation Agreement made and entered into this 24th day of November 2025, by and between The University of Phoenix, Inc., an Arizona for-profit corporation, hereinafter referred to as the "UNIVERSITY" and Burbank Unified School District, an entity domiciled in the State of California, hereinafter referred to as the "SCHOOL."

I. PURPOSE

The purpose of this Agreement is to provide education experiences for selected UNIVERSITY students, hereinafter "STUDENTS", which take place at the SCHOOL and in which the SCHOOL will participate.

II. OBLIGATIONS OF THE UNIVERSITY

1. The UNIVERSITY will offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.

2. The UNIVERSITY will keep all records and reports on STUDENT experiences in accordance with UNIVERSITY policy and regulatory requirements.

3. The UNIVERSITY will plan with the SCHOOL, in advance, its schedule of STUDENT assignments to the designated areas, including dates and numbers of STUDENTS.

4. The UNIVERSITY agrees to inform STUDENTS that STUDENTS shall be responsible for following the rules and regulations of the SCHOOL, including recognition of the confidential nature of information regarding pupils and their records.

5. The UNIVERSITY will provide to the SCHOOL a copy of course objectives for the learning experience. The SCHOOL, together with the UNIVERSITY, will make arrangements for evaluating the learning experience.

6. The UNIVERSITY will assign a faculty supervisor who will collaborate with the SCHOOL'S mentoring teacher. For purposes of this Agreement, the term "mentoring teacher" shall be defined as the district educator who has been assigned to supervise the STUDENT.

7. STUDENTS are not employees, agents, representatives or subcontractors of the UNIVERSITY.

8. To help defray costs associated with the placement of STUDENTS at the SCHOOL, the UNIVERSITY shall provide payment in accordance with Exhibit A, attached hereto and incorporated herein, upon completion of STUDENT'S assignment at the SCHOOL, or at

such other time as the parties agree.

9. The UNIVERSITY shall ensure STUDENTS complete a California Commission on Teacher Credentialing approved background clearance prior to being placed at the SCHOOL for field experience.

10. The UNIVERSITY agrees to inform STUDENTS and university faculty supervisors of the requirement to have appropriate tuberculosis screening prior to entering the SCHOOL.

III. OBLIGATIONS OF THE SCHOOL

1. The SCHOOL shall maintain sole responsibility for the instruction, education and welfare of its pupils. SCHOOL shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils.

2. The SCHOOL agrees that STUDENTS assigned to it for counseling, administration, teaching, and/or observation experiences are under the supervision, control, and responsibility of the SCHOOL.

3. The SCHOOL shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SCHOOL premises. STUDENTS shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SCHOOL representative.

4. The SCHOOL shall provide a placement appropriate for STUDENTS to complete a Commission approved Teaching Performance Assessment and Literacy Performance Assessment (multiple subject candidates only).

5. The SCHOOL shall provide qualified mentoring teachers for STUDENTS. Mentoring teachers will be resource persons for STUDENTS and UNIVERSITY faculty while at the SCHOOL. Mentoring teachers selected by SCHOOL will: a) assist in orienting STUDENTS to the SCHOOL, the classroom, and the pupils; b) explain all SCHOOL and district policies, rules, and regulations to STUDENTS; c) provide prompt and substantive feedback to STUDENTS regarding all performance activities and interactions with SCHOOL personnel, pupils, and parents; d) provide opportunities for STUDENTS to observe and practice:
    i. teaching foundational skills;
    ii. a strong literature, language, comprehension component, with a balance of oral and written language, including meaning making, language development, and effective expression;
    iii. screening and diagnostic techniques that inform teaching and assessment and early intervention strategies;
    iv. concepts and strategies included in the California Dyslexia Guidelines with students with dyslexia.

    e) complete evaluations of STUDENTS' progress and submit them to the University faculty supervisor, after reviewing them with the applicable STUDENT; f) immediately inform the University faculty supervisor of any concerns regarding a STUDENT; g) establish a time to meet and discuss with STUDENTS their activities, impressions, reflections, and suggestions for goals and areas of improvement; h) (For student teaching) supervise STUDENTS on a daily basis - if the mentoring teacher is absent from the classroom for any reason, a certified substitute must be assigned to the classroom. Student teachers holding a 30 day sub permit are allowed to sub in their assigned classroom or other school site classrooms with the approval of university personnel.

6. The SCHOOL shall provide to UNIVERSITY and STUDENTS the policies and procedures

and other relevant materials to allow STUDENTS to function appropriately within the SCHOOL.

7. STUDENTS assigned to the SCHOOL shall follow the SCHOOL'S protocols for health and safety. The SCHOOL will provide necessary emergency medical services to STUDENTS.

8. The SCHOOL shall permit STUDENTS access to the library facilities/curriculum laboratories available to their personnel. STUDENTS may not remove materials from the SCHOOL without appropriate approval.

9. The SCHOOL shall keep confidential and shall not disclose to any person or entity (a) STUDENT applications; (b) STUDENT health records or reports; and/or (c) any STUDENT records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, concerning any STUDENT participating in the education experiences provided by SCHOOL, unless such disclosure is authorized by the STUDENT or is ordered by a court of competent jurisdiction. SCHOOL shall adopt and enforce policies and procedures necessary to protect the confidentiality of STUDENT records as defined herein.

10. STUDENTS shall not be considered employees or agents of the SCHOOL with the exception of STUDENTS who are current teachers of record and are approved by the UNIVERSITY and SCHOOL to complete their teaching internship (clinical practice) in their own classroom.

IV. INDEMNIFICATION

1. Each party (the “Indemnifying Party”) shall indemnify, defend and hold harmless, at the request of the other party(the “Indemnified Party”) from and against any and all claims, losses, liabilities, costs, and expenses including reasonable attorney’s fees, established by judgment or alternative resolution award, arising from (a) any material breach of this Agreement by the Indemnifying Party or (b) the negligent acts or omissions in the performance of obligations hereunder by the Indemnifying Party or any employee, agent, or other representative of the Indemnifying Party.

2. UNIVERSITY and SCHOOL shall provide prompt notification to one another and, to the extent allowed by law, shall reasonably cooperate with one another in the defense of, any lawsuits, claims, or threatened claims that pertain to services provided pursuant to this Agreement.

V. INSURANCE

1. UNIVERSITY and SCHOOL each shall maintain, as a minimum, Commercial General Liability Insurance written on an occurrence basis with insurance companies acceptable to the other party for limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, as assurance of its accountability for any such losses, claims, liabilities, or expenses.

2. Upon written request, a party shall provide the other party with a certificate evidencing such insurance coverage.

3. Insurance required by UNIVERSITY to be maintained hereunder may be provided under: (a) an individual policy; (b) a blanket policy or policies which may include other liabilities, properties and locations of UNIVERSITY or its affiliates; (c) a plan of self-insurance, provided that UNIVERSITY or any guarantor of UNIVERSITY’S obligations under this Agreement maintains, during the period of such self-insurance, a net worth of at least Fifty Million Dollars ($50,000,000); or (d) a combination of any of the foregoing insurance

programs.

VI. TAXES

1. SCHOOL agrees to invoice UNIVERSITY within 90 days of the Invoice Date all applicable sales and use taxes for all invoices where the Services would require SCHOOL to collect and remit to any state, sales or use tax. UNIVERSITY agrees to pay and reimburse SCHOOL for all such lawfully imposed taxes as invoiced by SCHOOL within the 90-day period. SCHOOL may be relieved of its obligation to collect and remit sales and use taxes upon receipt of a valid exemption certificate. SCHOOL shall pay, satisfy and perform, and hold UNIVERSITY Indemnified Parties harmless from, any Claims, taxes and other governmentally imposed fees and charges including, but not limited to, all federal, state and local taxes, levies, fees and assessments, for Services provided by SCHOOL under this Agreement. Notwithstanding anything to the contrary herein, UNIVERSITY shall not be liable for any taxes based on SCHOOL's net income, gross receipts or equity.

VII. REPRESENTATIONS AND WARRANTIES

1. Each party to this Agreement represents and warrants that (i) it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and (ii) it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

VIII. GENERAL PROVISIONS

1. Neither the SCHOOL nor the UNIVERSITY will discriminate against any person because of race, color, religion, sex, or national origin, nor discriminate against any STUDENT or student applicant with a disability pursuant to law as set forth in the Americans with Disabilities Act.

2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the UNIVERSITY and the SCHOOL and their employees, STUDENTS, or agents, but rather is an Agreement by and among two independent contractors. Each STUDENT is placed with the SCHOOL in order to receive educational experience as part of the academic curriculum; duties performed by a STUDENT are not performed as an employee of the SCHOOL but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by SCHOOL personnel. Unless required by state law, the SCHOOL nor the UNIVERSITY is required to provide workers' compensation coverage for the STUDENTS participating in the educational experience. UNIVERSITY acknowledges that nothing in this Agreement shall be construed to confer any right upon the UNIVERSITY or UNIVERSITY personnel to participate in, control, or direct operations at the SCHOOL.

3. The SCHOOL shall timely notify the UNIVERSITY when any UNIVERSITY employee or STUDENT has been involved in a reported incident and the UNIVERSITY shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.

4. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter.

5. Amendments to this Agreement may be made at any time, provided, however, that any

amendments, modifications or alterations shall be made only in writing and shall become effective only upon the written approval of both the UNIVERSITY and the SCHOOL. The parties may assign this Agreement and any of its rights and/or obligations hereunder without the consent of the other party.

6. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.

7. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

8. This Agreement is not intended to create any rights or interests for any other person or entity other than the SCHOOL or the UNIVERSITY.

9. This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted, enforced, and governed by California laws.

10. The SCHOOL and the UNIVERSITY may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. This Agreement may be executed by facsimile or PDF. Said facsimile or PDF shall be deemed an original and fully enforceable and admissible in any legal proceeding. Delivery of an executed counterpart signature page by facsimile or PDF is as effective as executing and delivering this Agreement in the presence of the other party to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party(ies). In proving this Agreement, the SCHOOL or the UNIVERSITY must produce or account only for the executed counterpart of the party to be charged.
Notwithstanding the foregoing, the SCHOOL and the UNIVERSITY may consent to electronic signatures for the purpose of executing this Agreement by email or other electronic means, subject to compliance with any applicable laws, rules or regulations. Any such documents that are delivered electronically and accepted are deemed to be “in writing” to the same extent and with the same effect as if the Agreement had been signed manually. In no event will electronic execution expand such assent to include any terms other than those explicitly set for in this Agreement.

11. Criterion for the Selection of District-employed supervisors (DES)
The matching of student and District-employed supervisor (DES) must be a collaborative process between the SCHOOL AND UNIVERSITY.

The criterion for the selection of the DES is listed below:

1. DES holds a CLEAR Credential in the content area for which they are providing supervision
2. DES holds a minimum of five or more years of content area K-12 teaching experience.
3. DES must have demonstrated exemplary teaching practices, including excellence in: classroom management; student engagement; lesson planning, delivery, differentiation, and assessment; and mentorship of teachers and teacher candidates.
4. DES must be willing to model effective instructional practices and to guide, nurture, and provide daily feedback to our candidate
5. DES must allow the teacher candidate to complete state-mandated 4 weeks of solo teaching, and TPA assessment requirements, including video recording of students.

DES must complete the California Commission on Teacher Credentialing state required eight (8) hour training if they have not already met this requirement.

IX. DISPUTE RESOLUTION

1. In the event a controversy, claim or dispute ("Dispute") arising out of or relating to this Agreement arises between the Parties, either Party may request by notice to the other Party that the dispute be escalated to the Parties' respective senior management personnel. Upon request, each Party's respective senior management personnel will conference by telephone or in person with the other Party's senior management personnel within a reasonable period of time not to exceed fifteen (15) calendar days of such notice to determine if the dispute may be resolved. If such senior management personnel are unable to resolve the dispute within thirty (30) calendar days of such meeting, either Party may resort to alternate dispute resolution such as mediation or otherwise seek recourse from the courts. Either Party may seek injunctive or other urgent equitable relief at any time.

X. TERM AND NOTICE

1. This Agreement shall become effective on November 24th, 2025 and shall remain in effect until terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving thirty (30) days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all STUDENTS already enrolled in and participating in education experiences at SCHOOL at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at SCHOOL.
2. Any notice given under this Agreement may be given by personal delivery, overnight air express, email, or certified United States mail. Notice shall be deemed to be given (a) upon actual receipt; (b) upon delivery confirmation if by email; or (c) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given to the parties at the following addresses or to such other persons or places as either party may from time to time designate by written notice to the other party.

If to the UNIVERSITY:	University of Phoenix College of Education 4035 S. Riverpoint Parkway Phoenix, AZ 85040
With a copy to:	University of Phoenix University Legal Services 4035 S. Riverpoint Parkway Phoenix, AZ 85040
If to the SCHOOL:	Burbank Unified School District 1900 W Olive Ave Burbank, CA 91506

XI. Counterparts and Electronic Signatures

1. The Agency and the University may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. This Agreement may be executed electronically. An electronic signature shall be deemed an original and fully enforceable and admissible in any legal proceeding.

Delivery of an executed counterpart signature page is an effective as executing and delivering this Agreement in the presence of the other party to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party(ies). In proving this Agreement, the Agency or the University must produce or account only for the executed counterpart of the party to be charged.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first subscribed above.

UNIVERSITY:	**SCHOOL:**
Signature	Signature
Name	Name
Title	Title
Phone	Phone Fax
E-mail address	E-mail address
Date	Date

EXHIBIT A

In accordance with Section II, paragraph 8, UNIVERSITY shall provide the following payment to SCHOOL upon completion of the STUDENT's assignment:

$30.00/per week per student teaching assignment

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Sign Up Interpreting Services, LLC for Special Education

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Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education student 960010470, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $14,820.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational 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, for a total not to exceed of $14,820 (01.0-65360.0-57602-11901-5850-7440000), effective October 1, 2025 through May 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 28th day of October 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: PO Box 941 Sunset Beach, CA 90742 Email Address: signup@gmail.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 for **$130 per hour (2 hours per session)** for a total not to exceed **$14,820.00** .

2. The term of the Agreement shall be the period commencing on: 10/01/2025 and terminating on: 05/31/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Sign Up Interpreting Services, LLC will provide up to 114 hours (2 hours per session = 1 hour of tutoring and 1 hour for prep) of American Sign Language (ASL) tutoring services for student 960010470.

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/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Sign Up Interpreting Services, LLC
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Haynes Family of Programs for Special Education

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Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education student 960027861, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $24,024.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Haynes Family of Programs for Special Education student 960027861, for a total not to exceed of $24,024 (01.0-65360.0-57602-11900-5850-7440000), effective November 7, 2025 through November 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 6th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Haynes Family of Programs hereinafter referred to as "Provider."

Payee's Name: Haynes Family of Programs Daytime Phone Number: 909-587-5606

Mailing Address: PO Box 400 La Verne, CA 91750 Email Address: cgregg@leroyhaynes.org

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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, for a total not to exceed $24,024.00 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 11/07/2025 and terminating on: 11/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Haynes Family of Programs will provide the following services for Special Education Student 960027861:
   Sixty-three (63) hours of specialized academic instruction = $98.00 per hour
   Fifty-eight (58) hours of speech and language = $175.00 per hour
   Forty-four (44) hours of occupational therapy = $175.00 per hour

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 Haynes Family of Programs 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 Haynes Family of Programs 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

Haynes Family of Programs 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 Haynes Family of Programs 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 Haynes Family of Programs, its agents, subcontractors, employees or other representatives referred to in this Agreement, Haynes Family of Programs 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 Haynes Family of Programs 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 Haynes Family of Programs demand.

District shall save and hold Haynes Family of Programs, harmless from and against and shall indemnify Haynes Family of Programs 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 Haynes Family of Programs 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, Haynes Family of Programs may defend the same and any expenses, including reasonable attorney's fees, which Haynes Family of Programs may pay or incur in defending said action and the amount of any judgment which Haynes Family of Programs may be required to pay shall be promptly reimbursed by District upon demand.

Docusign Envelope ID: 785D1909-DCFB-418C-8321-ECCCD6CD42CA

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Haynes Family of Programs
Provider/Company

Daniel Maydeck
Print Representative Name

President & CEO
Title

DocuSigned by:
Daniel Maydeck
00818EFAC5404F8...
Signature

11/6/25
Date

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:	December 11, 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/Educational Services. Work must not begin until the site receives confirmation of Board approval from Instructional/Educational 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: December 11, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Disney Elementary	Box Cars & One-Eyed Jacks	Virtual professional development for teachers focused on math. Educators will learn effective math practices and engaging games designed to create more hands-on, interactive learning experiences for students. Three hours of training for teachers; principal will approve invoice.	2/3/25 – 4/3/26	$1688	010-30100.0-11100-10000-5810-2010000
Emerson Elementary	Greg Cervantes	A Los Angeles based DJ with over 20 years of experience will provide music for the 5th graders at their end-of-the year dance; principal will approve invoice.	5/15/26	$500	010-90807.0-11100-10000-5850-2030000
Stevenson Elementary	California Weekly Explorer, Inc	California Weekly Explorer believes history is better experiences then read. All 4th grade students will be immersed into California history for the day and is tied to 4th grade Social Science Standards. Three sessions during the school day; principal will approve invoice.	4/1/26 – 4/21/26	$1601	010-90870.0-11100-10000-5810-2150000
Stevenson Elementary	Liuba Randolph	DJ Liuba, a seasoned local DJ with years of experience at school events, is an LA-based female DJ providing music services for the FRC-sponsored Snow Glow Dance Fundraiser on December 13. The principal will approve the invoice upon successful completion of the event.	12/13/25	$200	010-90870.0-11100-10000-5810-2150000

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 19 day of November, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Box Cars and One-Eyed Jacks hereinafter referred to as "Consultant."

Box Cars & One Eyed Jacks 98-1287684 [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City ~~State~~ Canada ~~Zip~~ [redacted]

Sponsoring Administrator: Tracy Shah Principal Walt Disney
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 010-30100-2-11100-10000-5810-2010000

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 $500 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 1687.50 including benefits.
2. The term of the Agreement shall be the period commencing on 4/3/26 and terminating on 4/3/26
   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 Jan Felling Per Box Cars & One Eyed Jacks

Title

Address [redacted]

Board Approval Date

City, State ZIP [redacted]

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:

Basis for Request:

Virtual Math PD for teachers.

Background/Scope/Objectives:

Teachers will be trained in math practices and games to help provide more hands on learning experiences for students.

Deliverables/Milestones:

Teachers will gain knowledge around best math practices for students.

Invoice Approver:

Tracy Shah, Principal

Timeline:

February 3, 2026

Payment Terms:

500 per hour + 10.25% on speaking fees.

K-2 = 1.5 hours
3-5 = 1.5 hours

Box Cars & One-Eyed Jacks

Here at Box Cars and One-Eyed Jacks, our team of consultants is led by fearless leaders, Jane and John Felling. Jane started the business in 1988, and over the years has grown the business from a purely Alberta based demographic to a multinational business with contracts and speaking engagements with schools throughout North America. Box Cars has a team of consultants who help with workshops, coaching, and family events!

Biography on Jane Felling:

Jane is a founder and co-owner of Box Cars And One-Eyed Jacks. She has co-authored all 14 books in the Box Cars & One-Eyed Jacks teacher resource series as well as having co-authored both of the Domino Games teacher resource series.

Jane began her teaching career in 1983 as an elementary classroom teacher in an urban setting where she became well known for providing an inclusive model for special education students who were also assigned to her class. Later, she moved to a rural setting. She co-founded Box Cars And One-Eyed Jacks in the early 1990s. Since then, she has presented at National, State, and Provincial Conventions, District Professional Development Days, teacher workshops, parent workshops and has provided model lessons in schools throughout North America and Australia.

The workshops Jane presents are well received by teachers, students, and parents alike for the engaging, informative, fun and hands-on experience. In her workshops, teachers learn a variety of games and activities that are closely tied to state and national curriculum standards and integrate easily with the learning resources teachers are already using. Teachers come away with knowledge and skills that enable them to easily implement a games teaching strategy. Their students benefit by engaging in interesting, challenging, easily differentiated, brain friendly activities which help them improve their academic achievement. In addition to learning new games and activities, teachers also learn "tips" on classroom management and organization that increase student on-task time, decrease student disruptions, and reduce teachers' preparation time.

Jane is passionate about making a difference in the education of all students. She believes students learn best when they are engaged and challenged. Her Master's thesis dove deeply into the topic of Games as a Teaching Strategy. Recent findings in Brain Learning Research support what she has known for many years.

Jane is co-author of the award winning Box Cars and One-Eyed Jacks series and has been a leader in the area of games as a teaching strategy for over 25 years. She has been a featured speaker at the National ASCD and NCTM conferences as well as the ASCD Summer Conference on Teacher Excellence, hundreds of provincial and state conferences, and has worked with thousands of teachers and students during her consulting career. Her research for her Master's was in the area of game instruction theory and she has taught K-8 and special education as part of her contracts. She has helped implement several school-wide adoptions of the Box Cars resources and is passionate about helping teachers with brain compatible instructional strategies. Jane is known for her high energy presentation style and her engaging, informative, practical workshops.

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 10 day of Novermber, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Greg Cervantes hereinafter referred to as "Consultant."

Greg Cervantes [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jennifer Almer Principal Emerson
Print Name Title Location

Date Submitted to Board: 11/20/25 Funding Source (Resource): 010-90870-0-11100-10000-5850-203-0000-0000

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 $ 500.00 per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ 500.00, including benefits.
2. The term of the Agreement shall be the period commencing on 5/15/26 and terminating on 5/15/2026.
   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.

Administrator	Consultant [redacted]
Title	Address [redacted]
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:

5th GRADE DANCE

Basis for Request:

TO PROVIDE DJ/MUSIC SERVICES FOR OUR 5TH GRADERS AT THEIR END OF THE YEAR 5TH GRADE DANCE.

Background/Scope/Objectives:

LOS ANGELES BASED DJ THAT HAS BEEN IN BUSINESS OVER 20 YEARS.

SPECIALIZES IN WEDDINGS, SCHOOLS AND CORPORATE EVENTS.

Deliverables/Milestones:

HAS WORKED FOR BOB HOPE AIRPORT, HOLIDAY INN, AND COUNTLESS OTHERS

Invoice Approver:

JENNIFER ALMER, PRINCIPAL

Timeline:

5/15/26

Payment Terms:

$500.00 TO BE PAID ON 5/15/26



Bio

IDJLA (International Dj's of Los Angeles) is a Los Angeles based DJ service that has been in business for over 20 years. We pride ourselves in delivering high quality DJ and Entertainment services using only the latest in professional sound equipment and lighting.
We specialize in weddings, quiceanera's, school dances, and corporate events, but have significant experience with retirement, birthday, and graduation parties, school fiestas, and festivals.

We have provided, and still provide to this day, our services to many big name companies and organizations such as: Bob Hope Airport, Holiday Inn, Kaiser, The Burbank Beer Festival, Rotary International and Knights of Columbus.

We also have worked with countless schools and school districts such as: St Finbar, Bellarmine Jefferson High, Christ The King Church, Red Oak Schools, Holy Trinity Elementary School, The Help Group Schools, Montebello School district, and Beverly Hills School District.

Our prices may vary depending on venue, size, date and specific requirements .

For a specific quote please send all inquiries to:

Greg Cervantes
[redacted]

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 11th day of _, 20__ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

California Weekly Explorer, Inc.	95-3433982	[redacted]
Payee's Name (Person or Company)	Social Security or Federal I.D. #	Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jill Johnson Principal Stevenson Elementary
Print Name Title Location

Date Submitted to Board: 12/11/25 Funding Source (Resource): 010-9087-0-11100-1000-5810-215-0000-0000

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 $_____ per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ 1600.96, including benefits.
2. The term of the Agreement shall be the period commencing on 4/1/26 and terminating on 4/21/26.
   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.

Jill Johnson	California Weekly Explorer, Inc.
Administrator	Consultant
Principal	[redacted]
Title	Address
12/11/25	[redacted]
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:

California Weekly Explorer

Basis for Request:

4th graders participating in an integrative experience about California History.

Background/Scope/Objectives:

California Weekly Explorer believes history is better experienced then read. Students will be immersed into California history for the day and is tied to 4th grade Social Science Standards.

Deliverables/Milestones:

Students will be able to participate in a full integration/immersion of California history.

Invoice Approver:

Jill Johnson, Principal

Timeline:

3 sessions (2 on 4/1 and 1 on 4/21)

Payment Terms:

$405.00 per session times three classes plus 180.00 per travel day= $1600.98.00 paid after se

California Weekly Explorers Biography

About California Weekly, Producers of the Walk Through programs

For over 35 years, California Weekly Explorer has specialized in presenting interactive history programs for fourth, fifth and sixth grade students. The late Rice Don Oliver created California Weekly Explorer for the purpose of enhancing the study of history in California's schools by developing and providing unique materials and lively presentations. Our presenters perform thousands of presentations throughout California to over 100,000 students each year!

History of California Weekly Explorer, Inc

California Weekly Explorer was founded in October of 1979 by Rice Don Oliver and wife Betty in Orange County, California. Rice, known as Don by friends and family, had a love and passion for history but too often heard students complain that history was boring. This encouraged Don to take action. He felt that history was better "experienced" than read; it was more than a list of dates in a book. He started to ask himself how he could bring his love and enjoyment of history to the students of California. If students could relive history they would be able to relate and connect to the people and events of our past. So, he set about developing a plan of making content based history fun for elementary age students. He began with fourth grade content standards and provided classrooms with fun, educational materials about California history and geography. These weekly Social Studies readers became a unique student newspaper known as "California Weekly Explorer". Don also hosted workshops to help teachers make California history more interesting. Teachers then began requesting that Don visit their classrooms to teach their student directly. In 1981 the first "in-school field trip" called "Walk Through California" was presented by Don to fourth grade classes in a few dozen locations throughout Southern California.

This was followed shortly after by the development of a presentation supplementing 5th grade content standards for history called "Walk Through the West" Subsequent years brought more presentations as well as presenters. These presentations included "Walk Along El Camino Real" for fourth grade classes, "Walk Through the American Revolution" and "Walk With Lewis & Clark" for fifth grade classes and lastly, "Walk Through Israel" and "Walk Through the Ancient World" for sixth graders.

Today, California Weekly Explorer presents three types of Walk Through presentations: Walk Through California for 4th grade students, Walk Through the American Revolution for 5th grade students, and Walk Through the Ancient World for 6th grade students. Due to the quality of these standards based history presentations conducted by enthusiastic and dedicated presenters, the "Walk Throughs" continue to grow in popularity each year and are thriving throughout both Southern and Northern California school districts.

Our Presenters

California Weekly Explorer employs qualified personnel to present the thousands of presentations scheduled by schools each year. Our presenters are chosen because of their passion and enthusiasm for educating in a fun way. In addition to academic training, they have a wide variety of communication talents that enable them to motivate and educate students in captivating ways. Their backgrounds are varied and include different areas of educational expertise and/or public speaking and performance. Each employee is knowledgeable in the subject areas covered by the presentations and have completed additional company training in presentation skills and student management techniques.

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 24 day of 11, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Liuba Randolph hereinafter referred to as "Consultant."

Liuba Randolph [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address [redacted]
City State Zip

Sponsoring Administrator: Jill Johnson Principal R.L. Stevenson
Print Name Title Location

Date Submitted to Board: 11.25.25 Funding Source (Resource): 010-90870-0-11100-1000-5810-215-0000-0000

STRS/PERS Member: Yes No x

The assignment **will** ☐ **will not x** ☐ 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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 200.00 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 200.00, including benefits.
2. The term of the Agreement shall be the period commencing on 12/13/2025 and terminating on 12/13/2025.
    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.

Jill Johnson Administrator	Liuba Randolph Consultant
Principal Title	[redacted] Address
12/11/25 Board Approval Date	[redacted] City, State ZIP

Instructions: 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.

Revised 7/17/2025

STATEMENT OF WORK

Program/Project Purpose:

Dance Party-FRC Fundraiser

Basis for Request:

DJ for student FRC sponsored Snow Glow Dance

Background/Scope/Objectives:

To provide music services for a FRC sponsored school wide event called the Snow Glow Dance

Deliverables/Milestones:

Music for student dance party

Invoice Approver:

Jill Johnson

Timeline:

12/13/2025

Payment Terms:

200.00 after fulfillment of the event

DJ Liuba Bio

DJ Liuba has been DJing for over a decade, specializing in an open format sound and is versed in both digital and vinyl. She graduated from the Beat Junkies Institute of Sound and was educated by some of the world's top DJs and turntablists. DJ Liuba has performed at some of LA's hottest bars and clubs as well as venues all over the world including London, Mexico, Las Vegas and San Francisco. She has also given back to her community by DJ'ing the Stevenson Snow Glow parties for the past 5 years, one of her most favorite nights of the year. Catch her locally at her monthly gig every second Saturday at Forman's Whiskey Tavern in Toluca Lake.

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 Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Amended Agreement for Edge Gain

Background:
The Board of Education is being asked to amend an agreement with Edge Gain, Ltd. This agreement was originally approved on November 7, 2024, for services between November 8, 2024, and September 30, 2025 and not to exceed $50,000 for providing the following services

- Virtual and in Person Digital Literacy Training for District staff including administrators, classified, and certificated employees.
- Adobe certification preparation courses and exams for CTE AME students.
- Adobe Express training for elementary, middle, and high school principals.

Grant funding from CTEIG 9 and the 2024 Advancement Grant supported each of these projects.

Discussion/Issues:
Staff and student participation in each project exceeded our expectations and ultimately increased final costs. In total, 86 students completed training and Adobe Certification Exam between December 2024 and May 2025 totaling $50,000. We had originally budgeted costs for 35 students at $21,000. In June 2025 Virtual Digital Literacy and in-person Adobe professional development participation totaled $13,549 and $25,020 for in-person Photoshop, After Effects, Premiere Pro, and Illustrator two-day trainings with certification exams. While both CTEIG and Advancement Grant funds were ample and available to cover the additional expense, the invoiced amount exceeded the limit approved by the Board on November 7, 2024.

Fiscal Impact:
This Board item is a request to increase the not to exceed amount for the November 7, 2024, Board approved Consultant Agreement from $50,000 to $90,000 – ($50,000 from CTEIG and $39,000 from the Advancement Grant). There are funds available to cover these costs.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board amend an agreement between Burbank Unified School District and Edge Gain, Ltd. to provide Digital Literacy professional development for TK-12 teachers and student Adobe Certification workshops and exams not to exceed $90,000, effective November 12, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was November 7, 2024, for a total not to exceed $50,000. This amendment provides an additional $40,000 grant funding to cover the costs of increased teacher and student participation.

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 7 of November , 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Edge Gain Ltd. hereinafter referred to as "Consultant."

Payee's Name Edge Gain Ltd. Daytime Phone Number +44 1442 823308

Email Address greg@edgegainltd.com

Mailing Address 166 College Road, 3rd Floor · Harrow, Middlesex HA1 1BH · United Kingdom.

Sponsoring Administrator [redacted] Oscar Macias , Interim Asst Superintendent, Instructional Services

Board Approval Date ~~November 7 , 2024~~ Amended December 11, 2025

Account String 01.0-63870.0-38000-10000-XXXX-7429000 CTEIG GRANT 010-90703.0-11100-10000-~~#####~~5810-7428900 Advan

5810 5810

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $~~$50000~~ $90,000**Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 8 , 2024 and terminating on September 30,2025 .
3. Payment Terms: Invoice
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

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

[signature] 11/8/24

BUSD Authorized Signature/Title Asst Supt Date

Greg Hodgson 10.3.24

Consultant Edge Gain Ltd. Date

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

Revised 06/19

Our Story



We are designers of digital learning...

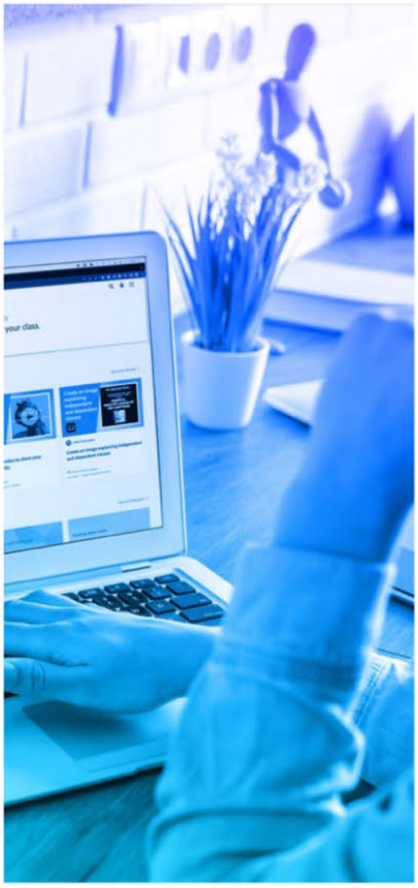
For over 10 years Edge Gain has designed and produced **innovative online learning solutions** for **students, educators,** and **brands**, including bespoke professional development, on-demand learning materials, educational consultancy, and content management.



...with decades of training experience and classroom expertise...

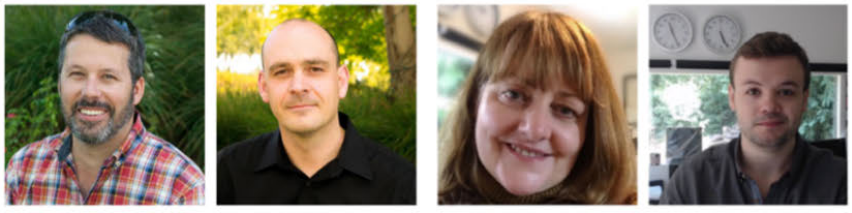
Edge Gain began with a pioneering online course for **Adobe** called 'Adobe Generation'. We wanted to **give students that special 'edge'** and 'advantage' in acquiring creative digital skills. Pulling together a skilled and charismatic set of **international educators** to offer a form of blended learning that enthralled students and teachers alike, Edge Gain built upon the success of Adobe Generation to become the leading provider of educational solutions for the **Adobe Education Exchange** platform.

...and the leading provider of educational solutions for the Adobe Education Exchange platform.



Since then, we have followed our mission of **inspiring digital creatives** to offer a full experience of training, online learning, and consultancy for all providers of learning whether in the education or corporate sectors. Now we are **training thousands of teachers, other professionals, and students worldwide**, working and partnering with some of the most innovative and creative companies, museums, schools, and universities in the world.

Meet the Edge Gain Team



Greg Hodgson
Founder of Edge Gain

Phil Badham
Director of Creative Learning at Edge Gain

Jo Penniston
Project Manager at Edge Gain

Freddie Clarke
Content Development and Operations Manager at Edge Gain



Tom Wintle
Graphic Designer at Edge Gain

Ashley Wilkie
Motion Designer at Edge Gain

Melissa Arnold
Edge Gain Associate

Karla Hatrick
Content Editor at Edge Gain

Jess Campbell
Edge Gain Associate and Teacher of Multimedia at Buchholz High School, Florida

Matthijs Clasener
Edge Gain Associate and Teacher of Motion Design at Grafisch Lyceum, Rotterdam

Matt Dombrowski
Edge Gain Associate and Associate Professor of Emerging Media at University of Central Florida

Herbert Jay Dunmore
Edge Gain Associate and Professor of Multimedia at Loyola University, Maryland



Chana Messer
Edge Gain Associate and Teacher at USC Annenberg School of Communication and School of Cinematic Arts

Kevin Brandon
Edge Gain Associate and Graphic Design Professor at Humber College, Toronto

Lukas Engqvist
Edge Gain Associate and Teacher of Media and Adobe at Brobygrafiska, Sweden

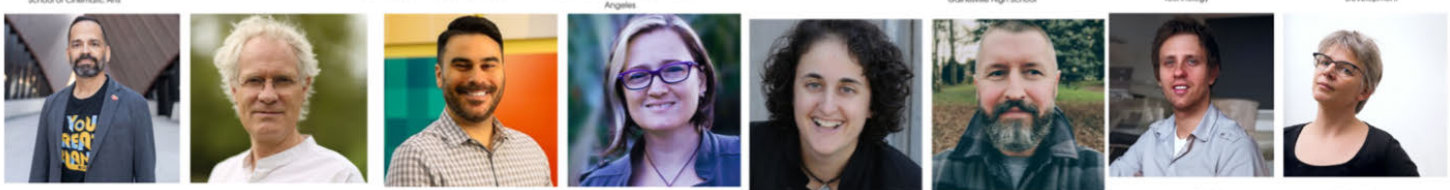
Diana Keeler-Forbes
Edge Gain Associate and Director of Digital Production at Occidental College, Los Angeles

Joseph Labrecque
Edge Gain Associate and Teaching Assistant Professor at University of Colorado Boulder

Tony Malo
Edge Gain Associate and Digital Multimedia, Graphic Design and Video Teacher at Gainesville High School

Mark Shufflebottom
Edge Gain Associate and Professor of Interaction Design at Sheridan Institute of Technology

Colin Maxwell
Edge Gain Associate and College Lecturer specialising in Game and Mobile App Development



Victor Dávila
Edge Gain Associate and Associate Professor of Graphic Design and Illustration at the University of Central Florida

Ross Wallis
Edge Gain Associate and Digital Artist and Educator

Seth Chambers
Edge Gain Associate and Teacher at Center for Advanced Research and Technology

Ali Blackwell
Edge Gain Associate and Arts & Technologies Teacher at Melville Senior High School

Lisa Gottfried
Teacher of Digital Design at New Technology High School in Napa, California

Jon Holmes
Edge Gain Associate and Senior Lecturer in Media Production (Digital) at University of

James Field
Edge Gain Associate and Senior Lecturer at the Lincoln School of Film, Media and Journalism, University of Lincoln

Hilde Massen
Edge Gain Associate and Teac
Grafisch Lyceum, Rotterda

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Professional Tutors of America for Special Education

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Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education student 960013703, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $6,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational 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 960013703, for a total not to exceed of $6,000 (01.0-65360.0-57602-11900-5850-7440000), effective November 17, 2025 through August 19, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 17th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Provider."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454

Mailing Address: 3350 E. Birch Street, Suite 201, Brea, CA 92821 Email Address: rgordon@professionaltutors.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 service for the District, at a rate of $143 per hour, one (1) hour per week between November 17, 2025 and August 19, 2026 for a total not to exceed **$6,000** **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 11/17/2025 and terminating on: 08/19/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide individualized counseling services for special education student 960013703.

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 Professional Tutors of America 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 Professional Tutors of America 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

Professional Tutors of America 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 Professional Tutors of America 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 Professional Tutors of America, its agents, subcontractors, employees or other representatives referred to in this Agreement, Professional Tutors of America 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 Professional Tutors of America 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 Professional Tutors of America demand.

District shall save and hold Professional Tutors of America, harmless from and against and shall indemnify Professional Tutors of America 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 Professional Tutors of America 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, Professional Tutors of America may defend the same and any expenses, including reasonable attorney's fees, which Professional Tutors of America may pay or incur in defending said action and the amount of any judgment which Professional Tutors of America may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Professional Tutors of America
Provider/Company

Robert Fondon
Print Representative Name

CEO
Title

Signature

11/17/25
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Hola Clinic Bilingual Speech Language Pathology Inc. for Special Education

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Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education student 960022589, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $1,800.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Hola Clinic Bilingual Speech Language Pathology Inc. for Special Education student 960022589, for a total not to exceed of $1,800 (01.0-65360.0-57602-11900-5850-7440000), effective November 3, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 31st day of October 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hola Clinic Bilingual Speech Language Pathology Inc. hereinafter referred to as "Provider."

Payee's Name: Hola Clinic Bilingual Speech Language Pathology Inc. Daytime Phone Number: 818-239-4949

Mailing Address: 8399 Topanga Cyn. Blvd., Ste. 309 West Hills, CA 91304 Email Address: kelly@holaclinic.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $150 per hour for a total not to exceed $1,800.00 **Amount to include mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 11/3/2025 and terminating on: 06/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hola Clinic Bilingual Speech Language Pathology Inc. will provide up to 12 hours of speech and language therapy for student 960022589.
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 Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology 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

Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology Inc. demand.

District shall save and hold Hola Clinic Bilingual Speech Language Pathology Inc., harmless from and against and shall indemnify Hola Clinic Bilingual Speech Language Pathology 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 Hola Clinic Bilingual Speech Language Pathology 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, Hola Clinic Bilingual Speech Language Pathology Inc. may defend the same and any expenses, including reasonable attorney's fees, which Hola Clinic Bilingual Speech Language Pathology Inc. may pay or incur in defending said action and the amount of any judgment which Hola Clinic Bilingual Speech Language Pathology Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Hola Speech Language Pathology Inc.
Provider/Company

Kelly Arellano
Print Representative Name

President, Speech Language Pathologist
Title

Kelly Arellano
Signature

10/31/2025
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Central Reach (Special Education)

Background:

The Board of Education is asked to approve the licensing agreement for Central Reach, a digital program designed to streamline data collection and establish clear systems for monitoring student progress, ensuring compliance, and minimizing litigation risk, for our Behavior Intervention Team. This approval also includes a 1-hour professional learning webinar and a self-pacing training to support effective implementation and utilization of the program. Key implementation components include an assigned Project Owner to guide the process, an Administrator Kickoff and Analysis Session for Special Education Directors, Supervisors, and Implementation Leads to provide tactical guidance on software setup and feature use, and an Online Training Course to reinforce best practices and consistent application across staff.

Discussion/Issues:
Paper-based data systems often lead to inconsistencies, delays, and increased risk of compliance errors. Adopting a digital platform for IEP goal tracking improves accuracy and consistency by reducing human error and ensuring uniform documentation across providers. Real-time progress monitoring enables timely interventions, while automated reporting streamlines compliance and reduces paperwork. Digital tools also enhance communication with families through accessible updates and visual progress reports, fostering transparency and collaboration. Ultimately, these systems support data-driven decision-making, empower educators, and improve student outcomes.

Fiscal Impact:

Not to exceed $8,800.00

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement with Central Reach for a total not to exceed $8,800.00, (01.0-65000.0-57602-11100-5890-7441000), January 5, 2026 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CentralReach

Subscription Agreement

Quote: Q-66618-1

Quote Valid Through: 12/31/2025

CentralReach
6451 North Federal Hwy - Suite 501
Fort Lauderdale, FL 33308
US

Representative
Catherine Gype
Email: catherine.gype@centralreach.com

Subscriber
Burbank Unified School District

Primary Contact
Eric Carter
1900 West Olive Avenue
Burbank, California 91506
United States

Bill To
Burbank Unified School District
1900 West Olive Avenue
Burbank, California 91506
United States

Payment
Payment Terms: Due on receipt
Billing Frequency: Annually
One-Time Fees $150.00
First Payment: $8,800.00

Subscription Term:12

Start Date:1/1/2026
End Date:12/31/2026

Annual Total: $8,650.00

Subscriptions

Committed Seats	Product	Annual Unit Price	DISC (%)	Annual Total
50	CR LiftEd EDU	$114.00	5.00	$5,700.00
1	Custom Fidelity Package	$2,950.00		$2,950.00
		TOTAL		**$8,650.00**

Services

QTY	Product	UNIT PRICE	DISC (%)	Total
1	Implementation - Education	$150.00	89.47	$150.00
		TOTAL		**$150.00**

Additional Product Information:

Implementation - Education
This required package makes sure you and your team are set up on the product(s) you subscribed to as identified in your Customer Order, including standardized account provisioning and configuration, and data conversion*.

Includes:
Project Owner - assigned project owner to guide implementation.
Administrator Kickoff and Analysis Session
- Meant for: Special Education Director/Supervisor(s) & Implementation Lead(s)
- Provides tactical guidance for setting up software & devices, refresher on using product features according to key use cases
Online Training Course

Additional Product Information:

- Meant for: All educational team members
- Access to on-demand, virtual training
- Self-paced training

One Professional Learning Webinar (60 minutes)

- Max 40 educational team members

*All data conversion requires the use of CentralReach standard templates based on subscribed products

CR LiftEd EDU

CR LiftEd provides educational teams with a digital platform to achieve and maintain compliance with individual education programs (IEPs). CR LiftEd helps educational teams make informed, data-based decisions with the help of reporting features.

Custom Fidelity Package

Provides a custom Fidelity package including training, education, planning, and meetings pursuant to a separately executed standard order of work.

Terms of Service

This Customer Order identifies and relates to the CentralReach Services contracted between CentralReach and Customer. The Services identified in this Customer Order are governed by the applicable CentralReach Terms of Service available online at https://centralreach.com/legal/terms-policies/. Any Services not expressly identified in this Customer Order, or a future amendment to this Customer Order, are expressly excluded. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of the Customer and will be applied on your invoice. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Bill To" location provided by Customer on this Order Form.

IN WITNESS WHEREOF, the undersigned Parties have caused this Customer Order to be executed by their duly authorized representatives as of the effective date.
The Service Agreement shall not auto-renew.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the services on this Order Form?

No

Yes

PO Number: _____

	CentralReach		Burbank Unified School District
Signature:	_____	**Signature:**	
Name:	_____	**Name:**	Vanessa Nomington
Title:	_____	**Title:**	BCBA, Program Specialist
Date:	_____	**Date:**	10/20/2025

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	December 11, 2025
SUBJECT:	Approval of Amended Agreement for Professional Services Provided by Troy & Associates Educational Consulting, Inc. for Special Education

Background:

The Board of Education is being asked to amend an agreement for professional services to provide educational therapy for special education student 960031061, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $49,011.92.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide educational therapy, not to exceed $49,011.92 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960031061, effective September 22, 2023 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 5, 2023 for a total not to exceed $35,000. This amendment adds an additional $14,011.92. The new not to exceed amount is $49,011.92.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 20th day of November 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Troy & Associates Educational Consulting, Inc. hereinafter referred to as "Consultant."

Payee's Name: Troy & Associates Educational Consulting, Inc. Daytime Phone Number: 310-435-6993

Mailing Address: 12444 Ventura Blvd. #105 Studio City CA 91604 Email Address: stroy110@aol.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~10/05/2023~~ 12/11/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour, for a total not to exceed ~~$35,000.00~~ $49,011.92 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 09/22/2023 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Troy & Associates Educational Consulting, Inc. will provide educational therapy for student 960031061. Dates and times of therapy will be arranged directly with parents.

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

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

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

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should 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 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 Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, 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

Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, Inc. demand.

District shall save and hold Troy & Associates Educational Consulting, Inc., harmless from and against and shall indemnify Troy & Associates Educational Consulting, 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 Troy & Associates Educational Consulting, 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, Troy & Associates Educational Consulting, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Troy & Associates Educational Consulting, Inc. may pay or incur in defending said action and the amount of any judgment which Troy & Associates Educational Consulting, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Troy & Associates Educational Consulting, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Amended Agreement for Professional Services Provided by Tiny Hands Therapy Inc. for Special Education

Background:

The Board of Education is being asked to amend an agreement with Tiny Hands Therapy, LLC, to provide occupational therapy to Special Education students.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $188,900.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Tiny Hands Therapy, LLC to provide occupational therapy to Special Education students, not to exceed $188,900 (01.0-65000.0-57602-11900-5850-7440000), effective August 4, 2025 through May 22, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was September 4, 2025 for a total not to exceed $96,900. The District is extending the agreement through the end of the regular school year for an additional $92,000. The new not to exceed amount is $188,900.

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 20th day of November 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Tiny Hands Therapy Inc., hereinafter referred to as "Provider."

Payee's Name: Tiny Hands Therapy Inc. Daytime Phone Number: 408-431-6799

Mailing Address: 4411 Portico Place Encino, CA 91316

Email Address: ayly.lavlan@gmail.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~09/04/2025~~ 12/11/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $115 per hour, up to 40 hours per week. For a total not to exceed **~~$96,900~~ $188,900** (21 weeks X 40 = 840 X $115 = $96,600).
   a. **Adding an additional 20 weeks X 40 = 800 X $115 = $92,000**

2. The term of the Agreement shall be the period commencing 08/04/2025 and terminating ~~01/09/2026~~ 05/22/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Tiny Hands Therapy Inc. will provide occupational therapy to special education students during an employee's maternity leave.

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 Tiny Hands Therapy 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 Tiny Hands Therapy 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

Tiny Hands Therapy 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 Tiny Hands Therapy 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 Tiny Hands Therapy Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Tiny Hands Therapy 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 Tiny Hands Therapy 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 Tiny Hands Therapy Inc. demand.

District shall save and hold Tiny Hands Therapy Inc., harmless from and against and shall indemnify Tiny Hands Therapy 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 Tiny Hands Therapy 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, Tiny Hands Therapy Inc. may defend the same and any expenses, including reasonable attorney's fees, which Tiny Hands Therapy Inc. may pay or incur in defending said action and the amount of any judgment which Tiny Hands Therapy Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Tiny Hands Therapy Inc.
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Student 960011648 currently attends a Non Public School (NPS) outside the local area. Per Student's Individualized Educational Plan (IEP), Student's parent(s) is/are eligible to receive travel reimbursement to cover four round trips to visit the student during the 2025/2026 regular and extended school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent(s) for travel related costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

Fiscal Impact:

Total not to exceed $4,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education student 960011648 to visit student who attends a Non Public School (NPS) outside the local area and per their IEP, not to exceed $4,000, effective April 7, 2025 through April 6, 2026, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
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:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, tBP Architecture, Girls Softball Field and Parking Improvements Architect of Record, John Burroughs High School (Measure ABC Bond Fund)

Background:
The District is in the process of establishing softball fields for John Burroughs and Burbank High School, with parking improvements to be included.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- West Group Design
- Westberg White Architecture
- DSK Architects

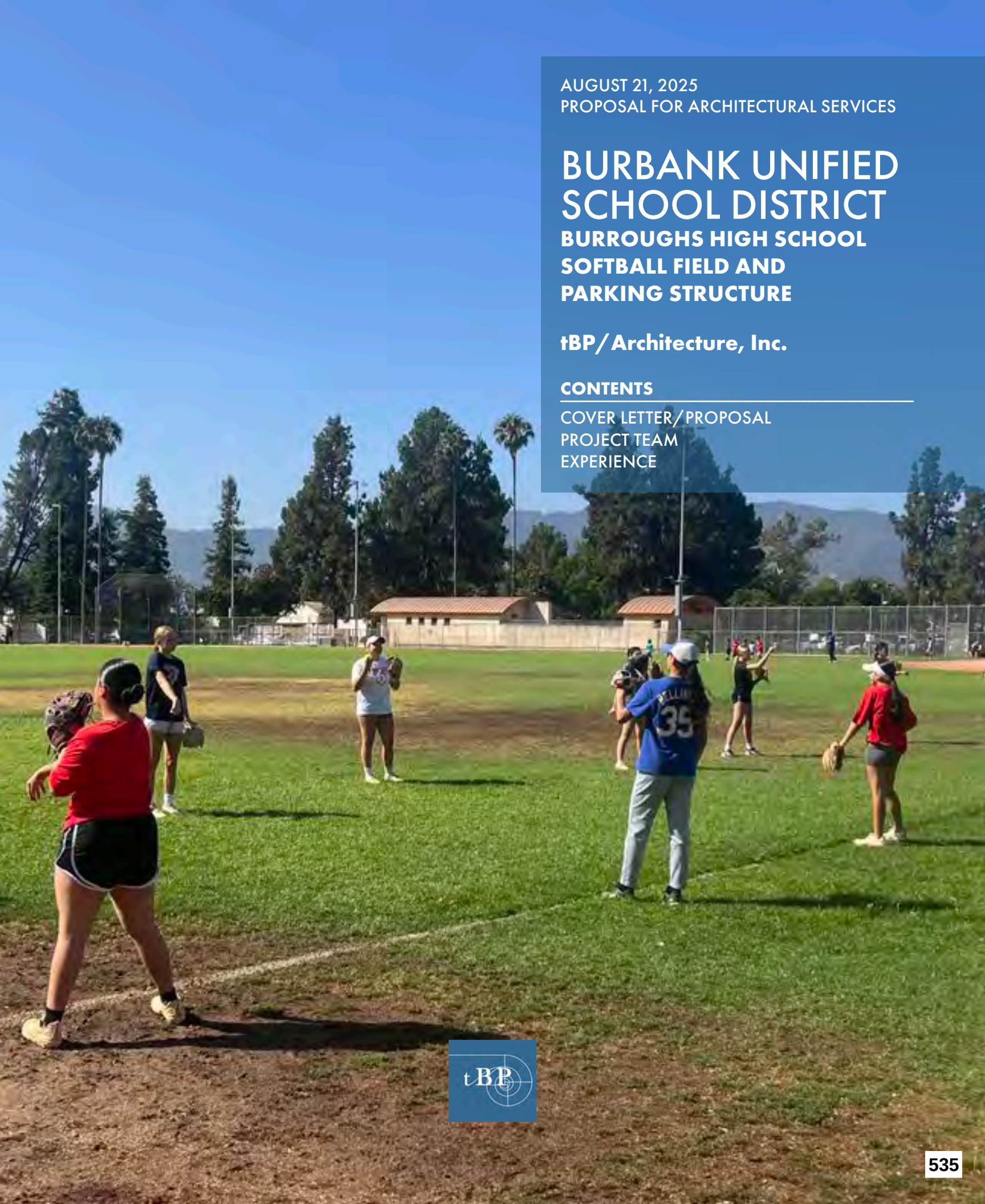
Discussion/Issues:
Currently, neither high school has a softball field and the Burbank Unified softball teams have had to utilize the City of Burbank fields. To make the facilities equitable for the teams, the District is exploring the options to make space at the high school campuses. In order to start the process, an architect needs to be chosen. On August 1, 2025, it was determined a single Architect will be selected for the Girls Softball and Parking Improvements for John Burroughs High School and one for Burbank High School. The opinion and discussions determined that the following selected architectural firm was acceptable for professional design services for John Burroughs High School. This Project Assignment Amendment (PAA) Exhibits A-H is to be awarded to:

tBP Architecture to be the Architect of Record for the Burroughs High School – Girls Softball Field and Parking Improvements

Fiscal Impact:
$663,614.00 (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and tBP Architecture for the Girls Softball Field and Parking Improvements Architect of Record at John Burroughs High School, effective December 12, 2025 through December 11, 2026, not to exceed $663,614.00 (21.0-00000-0-91008-85000-6250-4320000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.



AUGUST 21, 2025
PROPOSAL FOR ARCHITECTURAL SERVICES

BURBANK UNIFIED SCHOOL DISTRICT

BURROUGHS HIGH SCHOOL SOFTBALL FIELD AND PARKING STRUCTURE

tBP/Architecture, Inc.

CONTENTS

COVER LETTER/PROPOSAL
PROJECT TEAM
EXPERIENCE

October 21, 2025

Burbank Unified School District
510 S. Shelton
Burbank, CA 91506

Attn: Robin Rickman, Project Manager

Re: Burroughs High School Softball Field and Parking Structure Project

Dear Robin:

Thank you for choosing tBP/Architecture to provide professional architectural and engineering services for the Burroughs High School Softball Field and Parking Structure project. We understand the District would like to construct a softball field and an approximately 56,000 sf. parking structure with tennis courts at Burroughs High School.

Scope of Work

tBP will provide professional and engineering services for the project from Programming Phase through Construction/Completion Phase. Our proposal includes services provided by the landscape, civil, structural, electrical, plumbing, fire protection, security, audio visual and technology consultants. We also included the specialty consultant for the photovoltaic design if required by DSA.

Programming and Schematic Design Phase
- Refine programs and project scope
- Review specific stie design elements
- Prepare up to three options
- Develop basis of design
- Prepare outline specifications
- Provide construction cost estimate

Design Development Phase
- Define specific site design elements
- Define plan and building element designs
- Define exterior building design and materials
- Develop interior color and material choice
- Define building systems
- Provide construction cost estimate
- Preliminary meeting with the Fire Department and DSA as required

Construction Document Phase
- Prepare and submit documents to the Fire Department and DSA
- Review constructability comments with the District
- Prepare the construction cost estimate

Agency Approval Phase
- Backcheck with DSA and Health Department as required to obtain their approval

Bidding Phase
- Assist with the bid documents and contractor prequalification as required
- Attend prebid job walk
- Prepare addenda and respond to prebid RFI
- Attend bid opening and review responsive bids with the District as required

Construction Administration and Closeout Phase
- Upload required forms to DSA box

4611 Teller Avenue, Suite 100 Newport Beach, CA 92660 Phone: (949) 673-0300

- Attend construction meetings and job site visits
- Review submittals and provide RFI responses
- Review change orders, negotiations and claims analysis
- Review contractor payment applications
- Prepare record set of documents
- Prepare punch list
- Prepare and submit required documents for DSA certification

Exclusions

- Certification of outstanding DSA application number
- Topographic and underground utilities surveys
- Geotechnical and hazardous material reports
- Off site scope of work

Compensation

The master plan estimated the construction budget for the softball field to be $1,838,000 and $6,838,500 for the parking structure. The total construction budget is $8,676,500.

Our fee is calculated based on the construction cost of the project using the standard OPSC sliding scale for new construction ($608,090) plus the specialty structural consultant for the photovoltaic ($30,000). Per our master agreement, we will also include 4% reimbursable. We propose our fee to be lump sum fixed fee of **$663,614**.

Since the project scope and cost require further development, we request our fee to be adjusted based on the final construction cost estimate established at the end of Design Development Phase.

	Percentage	Fee
Programming	2.5%	$15,952
Schematic Design	10%	$63,809
Design Development	15%	$95,714
Construction Document	25%	$159,523
DSA Approval	5%	$31,905
Bidding	5%	$31,905
Construction Administration	27.5	$175,474
Closeout	10%	$63,808
		$638,090
Reimbursable		$25,524
	Total	**$663,614**

Please let us know if you have any questions regarding our proposal and thank you for the opportunity to provide professional services to Burbank Unified School District.

Sincerely,

Hung Cheng, Chairman/President
tBP/Architecture

Architecture
Planning
Interiors

ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

Between the Client:

Burbank Unified School District
510 S. Shelton
Burbank, CA 91506

and the Architect:

tBP/Architecture
4611 Teller Ave. Suite 100
Newport Beach, CA 92660 Hung Cheng CA License #C 34187

for **tBP** Project No.: tbd

Location: Burroughs High School

Scope of Work: As outlined in the proposal letter dated October 21, 2025

Fee: Fixed fee of $663,614. (Request to be amended based on the Design Development Phase cost estimate)

Additional Services: Additional or expanded services will be performed as mutually agreed.

Client:
Burbank Unified School District

By: _____
Robin Rickman
Project Manager

Date:_____

Architect:
tBP/Architecture, Inc.

By: _____
Hung Cheng, Managing Principal
Architect

Date: October 21, 2025

Project Team/Key Members

ARCHITECTURE AND PLANNING

tBP/ARCHITECTURE
4611 Teller Avenue, Suite 100, Newport Beach, CA 92660



Principal in Charge:
Hung Cheng, AIA, *Chairman/Managing Principal*
California Architect No. C34187



Senior Designer:
Gary P. Moon, AIA, *CEO/Design Principal*
California Architect No. C25409



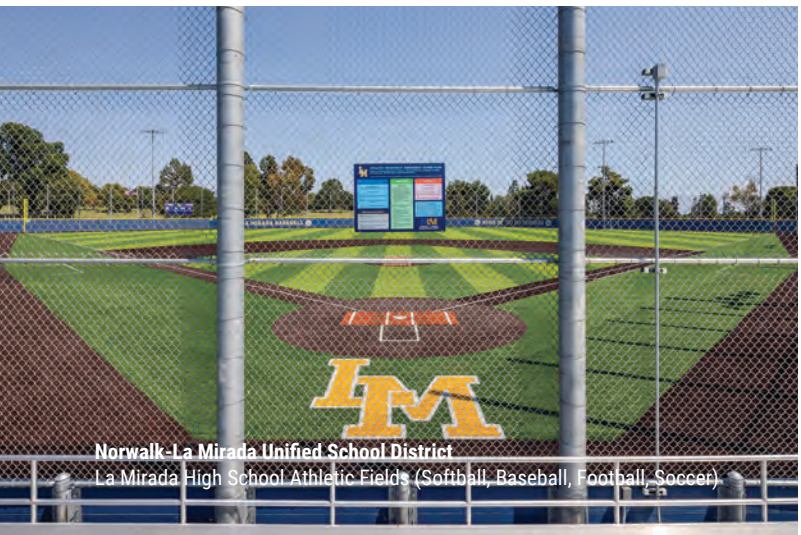
Senior Project Manager:
Carolyn W. Loughrey



Senior Job Captain:
Caitlin Mouri



Construction Administration:
Jason Tai



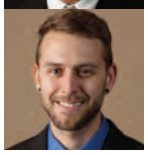
Norwalk-La Mirada Unified School District
La Mirada High School Athletic Fields (Softball, Baseball, Football, Soccer)

CONSULTANTS



Structural Engineering:
VCA ENGINEERS, INC.
Young K. Nam, PE, SE, *Principal*
Structural Engineer, California No. S4029
2151 Michelson Drive, #240, Irvine, CA 92612
949/679-0870; young.nam@vcaeng.com





Mechanical/Plumbing Engineering & Fire Protection:
POCOCK DESIGN SOLUTIONS
Tim Pocock, Principal
Andrew Gossman, PE, HFDP, LEED AP, *Principal*
Mechanical Engineer, California No. M35839
14451 Chambers Road, Suite 210, Tustin, CA 92780
949/417-3903; tim@pocockdesignsolutions.com



Electrical Engineering/Low Voltage/ Telecommunications/Technology:
FBA ENGINEERING
Stephen R. Zajicek, PE, *Electrical Engineer of Record*
Electrical Engineer, California No. E10372
150 Paularino Ave., Ste. A120, Costa Mesa, CA 92626
949/852-9995; stevez@fbaengr.com



Civil Engineering:
FPL AND ASSOCIATES, INC.
Alan Lee, PE, QSD/QSP, *Assoc. VP of Civil Engineering*
Civil Engineer, California No. C59351
30 Corporate Park, Suite 401, Irvine, CA 92606
949/252-1688; alan.lee@fplandassociates.com



Landscape Architect:
STUDIO-MLA
Alex San Diego, *Director*
251 South Mission Road, Los Angeles, CA 90033
213/384-3844; alex@studio-mla.com



Cost Management/Estimating:
OCMI
Nick Ikker, CPE, LEED, GA, *Senior Cost Estimator*
8851 Research Drive, Irvine, CA 92618
949/476-2094; nikker@ocmi.com

SPECIALITY CONSULTANT



Sports Field Consultant:
D.A. HOGAN & ASSOCIATES, INC.
Robert Harding, ASLA, *Principal, Landscape Architect*
Landscape Architect, California No. 4760
119 1st Avenue South, Suite 110, Seattle, WA 98104
206/285-0400; BobH@dahogan.com

Relevant Project Experience











La Mirada High School Athletic Fields

Client: Norwalk-La Mirada Unified School District
Services Provided: Planning, Programming, Design Development, Construction Documents, Construction Administration
D.A. Hogan & Associates, *Sports Field Consultant*
Project Location: La Mirada, CA
Construction Cost: $36,517,543
Completion Date: October 2024
Program: CIF Compliant (1) baseball field, concession/storage building, team room building, and baseball in-field practice field, (2) softball fields, concession/team room/storage building, (1) football/ soccer practice field and (1) storage building, (5) basketball courts, (4) volleyball courts, and (6) tennis courts

To support the strong athletic programs at La Mirada High School, and as a result of the Communities support of Bond Measure G, the District decided to modify the existing natural grass athletic fields to synthetic turf fields. So tBP/Architecture and specialty sports consultant D.A Hogan & Associates redesigned the location and number of fields to support the campus needs and ensure Title 9 compliance. The design was able to increase athletic and physical education offerings to students with new NFHS and CIF compliant fields and hard hourts for baseball, baseball practice, softball, basketball, volleyball, and tennis.

Synthetic turf with an integrated cooling system covers all the sport fields. Accompanying the new and upgraded fields are bleachers, batting cages, dugouts, fencing, scoreboards, and lighting. Two new concession buildings and a team room provide the space and resources to help keep athletes and fans game day ready.

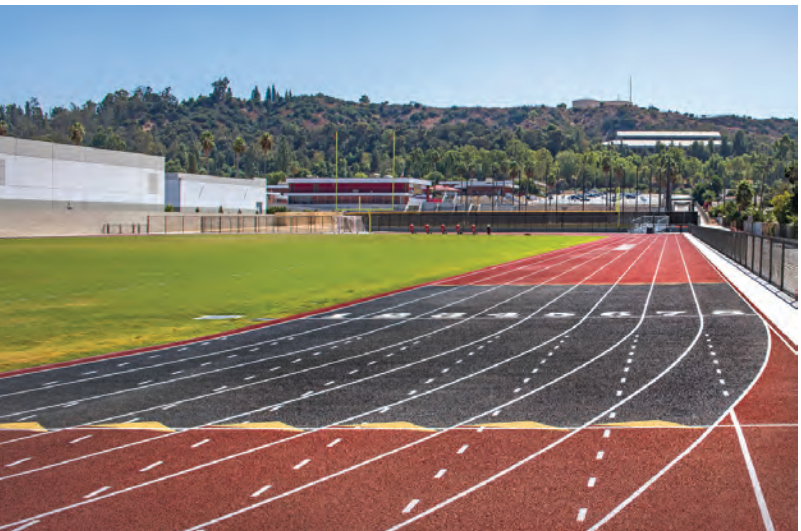
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William Workman High School
ATHLETIC COMPLEX - PHASE 1
Track And Field Improvements

Client: Hacienda La Puente Unified School District
Services Provided: Programming, Design Development, Construction Documents, Construction Administration
D.A. Hogan & Associates, *Sports Field Consultant*
Project Location: City of Industry, CA
Original Construction Budget/Bid: $3,298,000
Construction Final Cost: $3,355,766
Completion: September 2019
Program: Reconstruct Football/Soccer Field, new Varsity Softball Field; 8 Lane 400M Rubberized Track, Pole Vault, 2 Long/triple Jump; High Jump; 2 Shot Put

The **First Phase** of the athletic complex improvements which supported the debut of their first coed track team, consisted of transforming the existing multi-purpose grass field into a new synthetic 8-lane, 400M track surrounding a central practice field for football and soccer. Additional field event areas (pole vault, long and triple jump, high jump, and shot put) were located in close proximity. The original field areas were large enough to also accommodate a new varsity softball field.







William Workman High School Athletic Complex - Phase 2 - New Stadium

Client: Hacienda La Puente Unified School District
Services Provided: Programming, Design Development, Construction Documents, Construction Administration
Project Location: City of Industry, CA
Construction Cost: $18,000,000; **Completion Date:** Oct.2025 (est.)
D.A. Hogan & Associates, *Sports Field Consultant*

Program: Synthetic Turf Athletic Field, Sports Lighting, Emergency Egress Lighting, Stadium Bleachers accommodating 1000 Spectators, Public Address System, Visitor's Restrooms, Shaded Snack Bar Area, Ticket Booth, Announcer's Booth/Press Box, Security Fencing, Score Board

The **New Stadium** will provide the highlight of the sports complex, a new stadium. The stadium will have bleacher seating to accommodate 1000 spectators surrounding a synthetic turf playfield for football and soccer. The fields will be supplemented by field lighting, emergency egress lighting, a public address system, a shaded snack bar area, a ticket booth, an accessible announcer's booth/press box, security fencing, and a new digital scoreboard. Upgraded home team restrooms will be accommodated within the existing locker room building and a new portable restroom building will support visitors. In addition to the new stadium, baseball will have a new grass baseball field, bleachers and batting cages and the tennis program will be renewed by having their four existing tennis courts refinished and two new additional courts will be added. To support the entire complex, sidewalks, ramps, gates and fences will create a security perimeter while the whole phase are will be made accessible.







Crescenta Valley High School Football Stadium/Field Improvements

Client: Glendale Unified School District
Services Provided: Feasibility Study, Design, Construction Documents, Construction Administration
Project Location: La Crescenta, CA
Construction Cost: $4,509,751
Completion: June 2025
Program: Repair Track Surface, 1,700 Bleachers, Press Box, Lighting, Scoreboard

tBP/Architecture prepared a Feasibility Study for the Cresenta Valley High School providing 3 separate Options. The final project provides a 1700-seat bleachers with press box, lighting, scoreboard at Crescenta Valley High School. Additionally tBP/Architecture replaced the existing scoreboards in the Gymnasium and provided a new scoreboard and a video display board, and new shot clocks were provided on the existing basketball backboards.







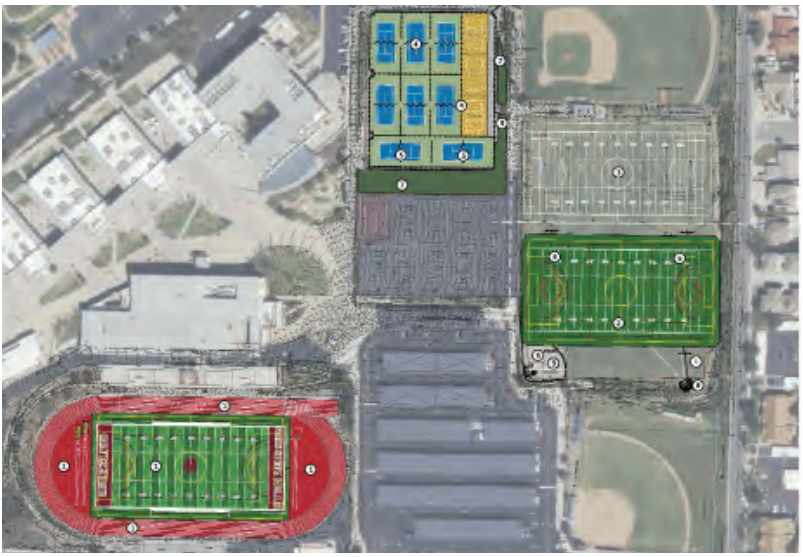


Glendale High School
Aquatic Center, Softball, Baseball and Tennis

Client: Glendale Unified School District
Services Provided: Partial Design, Construction, Documents, Construction Administration
Project Location: Glendale, CA
Project Size: 38m x 25yd Pool; 5,000 SF Support Building
Construction Cost: $14,080,995
Completion Date: March 2021
Program: New 38m x 25yd Myrtha Pool, Pool Equipment Room, Storage, Observation Deck, Concession Stand, Locker & Shower Buildings, Site Work (Hardscape, Landscape, Softball Field, Baseball Field Warning Track and Fencing)

Glendale High School's new Aquatic Center features a pool constructed with Myrtha® Technology consisting of stainless-steel modular panels that are hot sealed with PVC for waterproofing and durability. The 38-meter x 25-yard pool has a shallow end to accommodate students learning to swim and accessible entrance, a rim-flow style continuous gutter, and a pool cover with reels. Students and athletes will be relieved to no longer have to attend practices off-campus and be able to compete in their very own pool. The project site also includes two buildings which house locker rooms, storage, a concession stand, and restrooms. tBP/ Architecture also designed the Tennis Courts and Restroom Facilities as joint-use for the High School and the City of Glendale.







Mission Hills High School Sitewide Athletic Improvements, San Marcos, CA

Client: San Marcos Unified School District
Services Provided: Design, Schematic Design, Design Development, Construction Documents, Construction Administration
D.A. Hogan & Associates, *Sports Field Consultant*
Location: San Marcos, CA
Project Size: 275,000 SF
Construction Cost: $6,000,000 (est.)
Completion Date: December 2025 (est.)

The reconstruction of the stadium track and field and the construction of a new practice field with synthetic turf and lighting. The demolition of the existing tennis courts and the construction of eight tennis courts and three beach volleyball courts is currently in progress as well as the accessible upgrades to existing parking lots, locker and restrooms.









Reseda Charter High School Field Upgrades

Client: Los Angeles Unified School District
Services Provided: Design, Construction Documents, Construction Administration
D.A. Hogan & Associates, *Sports Field Consultant*
Project Location: Reseda, CA
Construction Cost: $9,117,846 (est.)
Beginning Date: February 2024
End Date: April 2027
Project Role: Architect
Program: Demolition, New Synthetic Track, Natural Grass Football/ Soccer Fields, Site and Infrastructure Upgrades

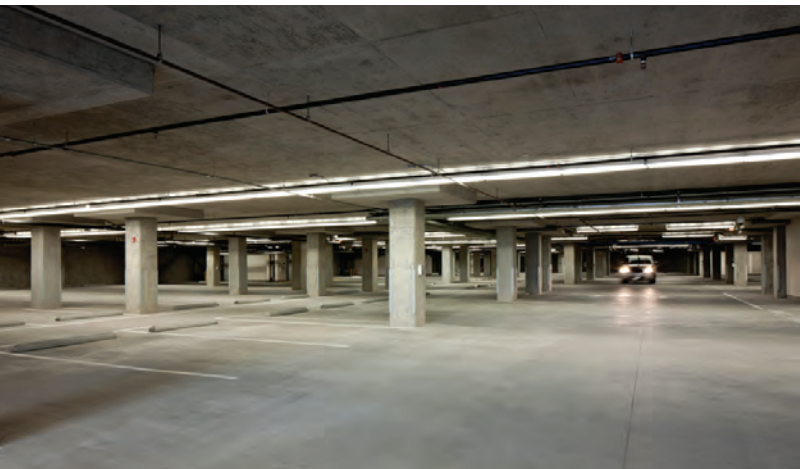
The project scope includes design and construction for a new **Synthetic Running Track** and natural football/soccer field with associated irrigation and storm water management. Associated landscape, hardscape, and infrastructure upgrades are included as well. Additionally, demolition and removal of the existing decomposed granite track and natural grass football/soccer field. Requirements from the Americans with Disabilities Act (ADA), Division of the State Architect (DSA), California Environmental Quality Act (CEQA), Department of Toxic Substances Control (DTSC), and other improvements are to be incorporated to ensure compliance with local, state, and federal requirements.











Rancho Dominguez High School Athletic Complex (Baseball Stadium, Football Stadium and Track) and Underground Parking

Client: Los Angeles Unified School District
Services Provided: Programming, Design, Construction Documents, Construction Administration
Project Location: Long Beach, CA
Site: 13.7 Acres; **Project Size:** 272,106 SF (Comprehensive HS)
Capacity: 1,809 Students; **Construction Cost:** $113,483,745
Program: 67 Classrooms/4 Learning Communities, Gymnasium/ Physical Education, Shower/Lockers, Food Service/Cafeteria, Library/Media Center, College and Career Center, Administration, Performing Arts/Multi-Purpose Complex, Stadium Building, Athletic Facilities, Covered Areas, Underground Parking

The athletics complex dominates the site with a baseball stadium and football stadium with synthetic track. The shower locker rooms, dance studio, strength and conditioning lab, and health center, support a two court mini gym and the “Great Room”. The Great room concept houses a unique combination of gymnasium, multi-purpose room, and performing arts complex. The functional space of the gymnasium accommodates a 2 court gym with pull-out bleachers. With community enrichment and accessibility in mind, a joint use agreement strategically positioned the library, multipurpose facilities, and athletic fields adjacent to the existing public park and aquatic center.

Relevant Project Listing

STADIUMS/PRACTICE FIELDS *(PARTIAL LIST)*

Arcadia Unified School District
Arcadia High School Athletic Facilities - Phase 1A, Arcadia, CA (CURRENT)
Capistrano Unified School District
Capistrano Valley High School, Mission Viejo, CA
Dana Hills High School, Dana Point, CA
Diocese of Orange
Santa Margarita High School (Original School), Rancho Santa Margarita, CA
Santa Margarita High School Eagle Athletic Center, Rancho Santa Margarita, CA *(LEED SILVER Certified)*
Fullerton Joint Union High School District
Sonora High School, La Habra, CA
Troy High School, Fullerton, CA
Garden Grove Unified School District
La Quinta High School, Westminster, CA
Pacifica High School, Garden Grove, CA
Los Amigos High School, Fountain Valley, CA
Glendale Unified School District
Crescenta Valley High School Stadium and Field Improvements, La Crescenta, CA
Crescenta Valley High School Stadium Study, La Crescenta, CA
Glendale High School Aquatics Complex and Field Improvements, Glendale, CA
Hacienda La Puente Unified School District
Los Altos High School Press Box Replacement, Hacienta Heights, CA
Wilson High School Press Box Replacement, Hacienda Heights, CA
Workman High School Track & Field Improvements (Athletic Complex, Phase 1), Hacienda Heights, CA
Workman High School New Stadium (Athletic Complex, Phase 2), Hacienda Heights, CA (CURRENT)
Kwis Baseball Fields Improvements Project, Hacienda La Puente, CA
Hemet Unified School District
Hemet Senior High School, Hemet, CA
Huntington Beach Union High School District
Valley Vista Continuation High School, Fountain Valley, CA
Ocean View High School, Huntington Beach, CA
Irvine Unified School District
Northwood High School, Irvine, CA
Woodbridge High School Modernization, Irvine, CA



Norwalk-La Mirada Unified School District
La Mirada High School Athletic Fields (Softball, Baseball, Football, Soccer)

Lake Elsinore Unified School District
Temescal Canyon High School, Lake Elsinore, CA
Los Angeles Unified School District
East Valley High School #1B, North Hollywood, CA *(CHPS Guidelines)*
Rancho Dominguez Preparatory School, Long Beach, CA *(CHPS Guidelines)*
Reseda Charter High School Field Upgrades, Reseda, CA (CURRENT)
Lynwood Unified School Dstrict
Lynwood High School Field Replacement, Lynwood, CA (CURRENT)
Norwalk-La Mirada Unified School District
La Mirada High School Baseball, Softball, Practice Fields, La Mirada, CA
Newport-Mesa Unified School District
Corona del Mar High School, Newport Beach, CA
Newport Harbor High School Additions/Renovations, Newport Beach, CA
Costa Mesa High School, Costa Mesa, CA
Estancia High School, Costa Mesa, CA
Oxnard Union High School District
Oxnard High School, Oxnard, CA
Placentia-Yorba Linda Unified School District
El Dorado High School, Placentia, CA
Esperanza High School, Anaheim, CA
Valencia High School, Placentia, CA
Orange Unified School District
Villa Park High School Field Replacement Project, Villa Park, CA
Pomona Unified School District
Garey Senior High School, Pomona, CA
Rim of the World Unified School District
Brulte Sports Complex and All-Weather Track, Running Springs, CA
San Bernardino City Unified School District
San Bernardino High School, San Bernardino, CA
San Marcos Unified School District
Mission Hills High School Sitewide Athletic Improvements, San Marcos, CA (CURRENT)
Santa Ana Unified School District
Saddleback High School, Santa Ana, CA
Temecula Valley Unified School District
Temecula Valley High School, Temecula, CA
Tustin Unified School District
Foothill High School, Santa Ana, CA

PARKING STRUCTURES

LAUSD 5 Elementary School Subterranean Parking Structures with Sports Court Tops, Los Angeles, CA *(Assoc. w/BFL OWEN)*
LAUSD Rancho Dominguez Preparatory School Underground Parking Structure, Long Beach, CA
Allergan Inc. Parking Structure, Irvine, CA
Fullerton Transportation Center Parking Structure, Fullerton, CA
Home Savings of America Corporate Headquarters Parking Structure, Irwindale, CA
Mission Hills Community Church Semi-Subterranean Parking, Rancho Santa Margarita, CA
Mount Saint Mary's College, Chalon Campus Parking Structure, Los Angeles, CA
Santa Ana Park & Ride Facility, Santa Ana, CA
Santa Ana/Orange County Multi-Modal Transit Authority Facility, Santa Ana, CA

DA HOGAN

DA HOGAN & ASSOCIATES

K-12 PROJECTS FROM 2019 - 2024

D.A. Hogan & Associates has experience with over 25 projects at middle, junior high, and high schools within the last five years in Southern California. The vast majority of these projects include school playfields and running tracks. The following is a list of some their K-12 projects from 2019 through 2024:

Bonita Vista HS Field & Track, Chula Vista, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2018-2022
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the stadium field and track and perimeter areas including overall site plan, pedestrian areas, bleacher location, practice fields and restoration. Primary program elements included a vertically drained infilled synthetic turf field, 9 lane rubberized track, field events, practice softball field, marching band practice field.

California School for the Deaf-Riverside, Riverside, CA
California Department of Education and California School for the Deaf, Riverside Campus
Sabina Wiley, (279) 799-3936 (Dept. of General Services)
Rommel Olaes, (619) 235-7362, RNT Architects, Principal
2024-2026 (In Design)
As a subconsultant to the Architect of Record, DA Hogan has design responsibility for the stadium field and track, baseball field, softball field and practice soccer field. Primary program elements included a vertically drained infilled synthetic turf field, 8 lane rubberized track, field events, natural turf baseball field, natural turf softball field and natural turf practice soccer field.

Carmel Valley MS Field & Track, San Diego, CA
San Dieguito UHSD
Dan Young, (760) 753-6491, ext. 5618
2018-2020
As the prime consultant, DA Hogan had full design responsibility for the reconstruction of a natural turf football/soccer field, reconstruction of a 6-lane decomposed granite running track with rubberized field events, 4 sand volleyball courts, 2 shade structures, and site restoration. Primary program elements included natural turf football/soccer field, 6 lane track and sand volleyball courts.

Castle Park HS Fields & Track, Chula Vista, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2022-2025 (Currently in Construction)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the stadium field and track and perimeter areas including overall site plan, pedestrian areas, bleacher location, practice fields and restoration. Primary program elements included a vertically drained infilled synthetic turf field, 9 lane rubberized track, field events and natural turf practice field.

Cedarlane Academy Playfields, Hacienda Heights, CA
Hacienda/La Puente SD
Carolyn Loughrey, **tBP/Architecture** (949) 673-0300, ext. 222
2019
As a subconsultant to the Architect of Record (tBP), DA Hogan had design responsibility for two (2) little league baseball fields to be constructed on an existing K-8 school site.
Primary program elements included natural turf baseball/softball fields.

Chula Vista HS Field & Track, Chula Vista, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2022-2025 (Currently in Bidding)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the stadium field and track and perimeter areas including overall site plan, pedestrian areas, bleacher location, practice fields and restoration. Primary program elements included a vertically drained infilled synthetic turf field, 8 lane rubberized track, field events and natural turf practice field.

Covina HS Softball Field, Covina, CA
Covina Valley USD
Robert Demmond, **tBP/Architecture** (949) 673-0900, ext. 245
2024-2025 (In Design)
As a subconsultant to the Architect of Record (tBP), DA Hogan has design responsibility for a natural turf Varsity softball field and JV softball infield, track and field throwing events, site restoration and landscape improvements.Primary program elements include a natural turf softball field, batting cage, softball infield, discus and shot put.

Eastlake HS Field & Track, Chula Vista, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2022-2023
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the stadium field and resurfacing of the track and field events. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, and field events

La Mirada HS Baseball, Softball and Practice Fields, La Mirada, CA
Norwalk La Mirada USD (w/ tBP/Architecture)
Bomee Yun, Project Manager, (561) 868-9014, x2304
2020-2024
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the Varsity baseball field, Varsity softball field, multi-purpose field, JV softball field, baseball practice field, 6 post tension concrete tennis courts, 8 basketball courts and 3 volleyball courts and over 150,000 square feet of perimeter synthetic turf restoration areas. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, field events and natural turf baseball field, natural turf softball field, multiple natural turf practice fields.

Mar Vista HS Field & Track, Imperial Beach, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2022-2025 (Currently in Construction)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the stadium field and track and perimeter areas including overall site plan, pedestrian areas, bleacher location, practice fields and restoration. Primary program elements included a vertically drained infilled synthetic turf, 8 lane rubberized track, field events and natural turf practice field.

Notre Dame HS Multi-Purpose Field, Riverside, CA
Diocese of Los Angeles
Dan, O'Melveny, Shea Family Charities, (949) 389-7260
2019-2020
As the prime consultant, DA Hogan had full responsibility for a multi-purpose practice field with football, soccer, softball and baseball markings. The vertically drained synthetic turf field included provisions for future sports field lighting and including restoration, fencing and permitting.

Olympian HS Field and Track, Chula Vista, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2022-2023
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the stadium field and resurfacing of the track and field events. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, and field events.

Paraclete HS Field & Track Complex, Lancaster, CA
Dan, O'Melveny, Shea Family Charities, (949) 389-7260
Cecilia Uribe, Diocese of Los Angeles, (213) 637-7855
John Anson, Principal, (661) 810-5024
2022-2024
As the prime consultant, DA Hogan had full design responsibility for the stadium field and track, Varsity softball field, Varsity baseball field, concession area and restroom, and perimeter areas including overall site plan, pedestrian areas, bleacher location, practice fields, parking and restoration. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, field events and natural turf baseball field, natural turf softball field, multiple natural turf practice fields, and 600 car parking lot.

Rancho Buena Vista HS Field & Track, Vista, CA
Vista USD
Joshua Eckle, Alpha Studio Design, Principal (760) 431-2444
2023-2025 (Currently in DSA Review)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the stadium field and resurfacing of the track and field events. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, and field events.

Rancho Buena Vista HS Softball Field, Vista, CA
Vista USD
Joshua Eckle, Alpha Studio Design, Principal (760) 431-2444
2019-2021
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the Varsity softball.
Primary program elements included a natural turf softball field.

Reseda HS Track & Field, Los Angeles, CA
Los Angeles USD
Hung Cheng, **tBP/Architecture** (949) 673-0900, ext. 277
2024-2026 (In Design)
As a subconsultant to the Architect of Record, DA Hogan has design responsibility for the replacement of the natural turf stadium football/soccer field and a new, 8 lane rubberized running track, as well as perimeter site landscape improvements. Primary program elements included a natural turf football/soccer field and 8 lane rubberized running track.

San Ysidro HS Field & Track, San Ysidro, CA
Sweetwater Union HSD
Armando Murillo, Project Manager, (619) 218-1115
2021-2023
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the stadium field and resurfacing of the track and field events. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, and field events

St. Frances X. Cabrini Field, Los Angeles, CA
Diocese of Los Angeles
Dan, O'Melveny, Shea Family Charities, (949) 389-7260
2020-2021
As the prime consultant, DA Hogan had full responsibility for a multi-purpose practice field with football and soccer markings. The vertically drained synthetic turf field was configured within an existing campus.

Torrey Pines HS Multipurpose Fields, San Diego, CA
San Dieguito UHSD
Dan Young, (760) 753-6491, ext. 5618
2023-2025 (Currently in Phase 2 Construction)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for design of two multi-purpose fields supporting multiple sports include JV baseball, soccer, lacrosse, field hockey, JV softball, and reconstruction of a Varsity softball field, four (4) post tensioned concrete tennis courts, and reconstruction of discus and shot-put track throwing events. Primary program elements included two (2) vertically drained infilled synthetic turf field areas, three (backstops), 4 tennis courts and a natural turf softball field.

Vista HS Athletic Fields, Vista, CA
Vista USD
Joshua Eckle, Alpha Studio Design, Principal (760) 431-2444
2019-2021
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the Varsity softball field and JV softball field. Primary program elements included a natural turf softball field and natural turf JV softball field.

Vista HS Track & Field, Vista, CA
Vista USD
Joshua Eckle, Alpha Studio Design, Principal (760) 431-2444
2023-2025 (Currently waiting for start of Construction)
As a subconsultant to the Architect of Record, DA Hogan had full design responsibility for the replacement of the stadium field and resurfacing of the track and field events. Primary program elements included a vertically drained infilled synthetic turf, 9 lane rubberized track, and field events.

William Workman HS Fields & Track, Hacienda Heights, CA
Hacienda/La Puente SD
Carolyn Loughrey, **tBP/Architecture** (949) 673-0300, ext. 222
2018-2020
As a subconsultant to the Architect of Record (tBP), DA Hogan had design responsibility for a natural turf football and soccer field, 8 lane rubberized running track with field events, and natural turf Varsity softball field. Primary program elements included an 8-lane rubberized running track, natural turf football/soccer field, Varsity softball field, batting cages and field events.

William Workman High School Stadium Field, Hacienda Heights, CA
Hacienda/La Puente SD
Carolyn Loughrey, **tBP/Architecture** (949) 673-0300, ext. 222
2018-2025 (In Construction)
As a subconsultant to the Architect of Record (tBP), DA Hogan has design responsibility for an infilled synthetic turf stadium field, natural turf baseball field, and tennis court reconstruction/resurfacing. Primary program elements include a synthetic turf field, Varsity baseball field and four tennis courts and field events.



ARCHITECTURAL SERVICES &
LANDSCAPE ARCHITECTURAL SERVICES PROJECTS

Submit to:

Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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RESPONSIBILITIES AND SERVICES OF ARCHITECT

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

Unless specifically noted otherwise in the approved Project Assignment Amendment, the Architect shall provide all Services set forth in this Exhibit for each Project covered by a Project Assignment Amendment.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Pursuant to the standard of care, Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any known or discovered errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.
2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Architect shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.
3. The District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
   a. Physical characteristics;
   b. Legal limitations and utility locations for the Project site(s);
   c. Written legal description(s) of the Project site(s);
   d. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
   e. Adjacent drainage;
   f. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
   g. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
   h. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
   i. Surveys, reports, as-built drawings, record drawings; and
   j. Subsoil data, chemical data, and other data logs of borings.

   Architect shall Visually Verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by the District.

   If Architect determines that the information or documentation the District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that the District has not provided, then, at the

soonest possible time after Architect has become aware that this additional information is needed, the Architect shall request that the District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through the Architect, who may invoice the District for those services as Extra Services.

4. **Technology Backbone.** Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with the District's technology consultant, and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by the Architect based on the information provided by the District's technology consultant as appropriate to the level of design completion.

5. **Interior Design.** Architect shall provide interior design and other similar services required for or in connection with selection and color coordination of materials. Architect is required to coordinate the placement of furniture, equipment layout, or schematic space allocation. The District shall procure furnishings and moveable equipment. Architect shall advise the District on lead times and availability of all Project equipment, materials, supplies, and furnishings to ensure that all of these will be available to the District in a timely fashion so as not to delay the Project and/or the District's beneficial occupancy of the Project.

6. **District Standards.** Architect shall incorporate into its work and the work of all Consultants the District standards for facilities and construction at such time as they are adopted.

7. **High Performance Schools.** If the District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by the Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

8. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

C. PRE-DESIGN AND START-UP SERVICES

1. Project Initiation

Upon final execution of the Agreement with the District, Architect shall:

a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in Exhibit "C" to the Agreement and prepare a detailed scope of work list and work plan for documentation in a computer-generated Project schedule to the District's satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Architect shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for review and approval by the District and by all regulatory agencies and additional definition of deliverables.

b. Review the developed work plan with the District and its representatives to familiarize

them with the proposed tasks and schedule and develop necessary modifications.

2. **Development of Architectural Program**

Architect shall prepare for the District's review of an architectural program as follows:

a. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional needs, directives and constraints imposed by regulatory codes. Review all data pertinent to the Project including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by District.

b. Review DSA codes pertaining to the proposed Project design.

c. Identify design issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.

d. Based on survey and topography data provided by the District, input into computer and develop existing conditions base for the Schematic Design Phase.

e. Administer Project as required to coordinate work with the District and among Consultants.

f. Develop District standards for facilities and construction, including but not limited to designation of any material, product, thing or service by specific brand or trade name pursuant to Public Contract Code section 3400, subdivision (c).

3. **Construction Cost Budget**

a. Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget within the parameters of the Construction Budget established by the District for the Project. The estimates forming the basis of the Construction Cost Budget are to be based on the developed functional architectural program as approved by the District. The following conditions apply to the Construction Cost Budget prepared by the Architect:

i. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be approved by the District and its representatives.

ii. Format shall be in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute ("CSI") categories for buildings being modernized.

iii. Contingencies for design, bidding, and construction are to be included as individual line items, with the percentage and base of calculation clearly identified.

iv. Architect shall include all information and estimates from the District and/or the Construction Manager that are intended to be part of the Construction Cost Budget.

v. One week prior to submittal of documents, Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

vi. Mechanical, electrical, civil, landscape and estimating consultant(s) shall participate in the progress meeting as appropriate and shall provide input and

feedback into the development of the Construction Cost Budget.

b. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget for the Project. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

4. **Presentation**

Architect, along with any involved consultant(s), shall present and review with the District and, if directed, by the District or the District's Governing Board, the summary and detail of work involved in a Phase, including two-dimensional renderings of any proposed facility suitable for public presentation.

Deliverables and Numbers of Copies

Within five (5) days of the end of this Phase, Architect shall provide to the District One (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The Architectural Program (include comparison between developed program and "model" program, include narrative explaining any substantial deviations);

b. The Site Plan;

c. The revised Construction Cost Budget;

d. The final Schedule of Services;

e. The meeting Reports/Minutes from the Kick-off and other meetings; and

f. The renderings provided to District for public presentation;

g. The specifications

5. **Meetings**

During this Phase, Architect shall attend, take part in, and conduct meetings, take meeting minutes, site visits, and workshops.

D. SCHEMATIC DESIGN PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare for the District's review a Schematic Design Study, containing the following items as applicable to the Project scope, as follows:

1. Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities of the Architect, required completion times necessary for the review and approval by the District and by pertinent regulatory agencies and additional definition of deliverables.

2. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

3. **Architectural**

a. Scaled floor plans showing overall dimensions, identifying the various major areas and

their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.

b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.

c. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.

d. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

4. Identify code requirements, include occupancy classification(s) and type of construction.

5. **Structural**

a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.

b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.

6. **Mechanical**

a. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.

b. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.

c. Show selected system on drawings as follows:

i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.

ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces.

iii. Schematic piping.

iv. Temperature control zoning.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

7. **Electrical**

a. Calculate overall approximate electrical loads.

b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.

c. Show system(s) selected on drawings as follows:

i. Single line drawing(s) showing major distribution system.

ii. Location and preliminary sizing of all major electrical systems and components including:

a. Load centers.

b. Main panels.

c. Switch gear.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

8. **Civil**

a. Develop on and offsite utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.

b. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

c. Coordinate finish floor elevations with architectural site plan.

9. **Landscape**

Develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

10. **Acoustical (if applicable)**

Develop and coordinate acoustical design concepts, entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description.

11. **Specifications**

Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of the Project design and specifications. Architect shall review and comment on District's construction bid contracts and contract documents (the "Division 0" and "Division 1" documents) as part of its Services under the Agreement.

12. **Construction Cost Budget**

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Phase, the following conditions apply to the revised Construction Cost Budget:

a. Schematic Estimates: This estimate consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.

i. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.

b. The estimate shall separate the Project's building cost from site and utilities cost. Architect shall submit to the District the cost estimating format for prior review and approval.

c. Escalation: all estimates shall be priced out at current market conditions. The

estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

d. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

e. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

f. At the end of this Phase, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

13. **Scheduling**

Architect shall prepare a preliminary project schedule. Schedule shall include, but is not limited to:

a. District Review Time (5 days minimum per phase)

b. Fire Department Reviews

c. DSA Submittal Date

d. DSA Plan Check

e. Bid Open

f. Bid Date (minimum 21 days)

g. BD Meeting for Contract Approval

h. Punch List

i. District Occupancy

14. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District One (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The breakdown of Construction Cost Budget as prepared for this Phase;

b. The meeting reports/minutes;

c. The Schematic Design Package with alternatives;

d. Specifications

e. Drawings

f. A statement indicating changes made to the Architectural Program and Schedule; and

g. The DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

h. Schedules

15. **Presentation**

a. Architect shall present and review with the District the detailed Schematic Design.

b. The Schematic Design shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

16. **Meetings**

During this Phase, Architect shall attend, take part in, and, conduct meetings, take meeting minutes, site visits, and workshops.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Schematic Design Phase, the Design Development Phase documents consisting of the following for each proposed system within Architect's scope of services:

1. **Architectural**

a. Scaled, dimensioned floor plans with final room locations including all openings.

b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.

c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.

d. Identification of all fixed equipment to be installed in Project.

e. Interior finishes identified and located within the rooms of all buildings.

f. Site plan completely drawn with beginning notes and dimensions including grading and paving.

g. Preliminary development of details and large scale blow-ups.

h. Legend showing all symbols used on drawings.

i. Floor plans identifying all fixed and major movable equipment and furniture.

j. Further refinement of Outline Specifications for architectural, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.

k. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:

i. Light fixtures.

ii. Ceiling registers or diffusers.

iii. Access Panels.

l. Signage schedule.

2. **Structural**

a. Structural drawings with all major members located and sized.

b. Establish final building and floor elevations.

c. Preliminary specifications.

d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.

e. Identify foundation requirement (including fill requirement, piles) with associated soil

pressure, water table and seismic center.

3. **Mechanical**

   a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.

   b. Major mechanical equipment should be scheduled indicating size and capacity.

   c. Ductwork and piping should be substantially located and sized.

   d. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.

   e. Devices in ceiling should be located.

   f. Legend showing all symbols used on drawings.

   g. More developed Outline Specifications indicating quality level and manufacture.

   h. Control Systems identified.

   i. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

4. **Electrical**

   a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.

   b. All major electrical equipment should be scheduled indicating size and capacity.

   c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.

   d. Legend showing all symbols used on drawings.

   e. More developed and detailed Outline Specifications indicating quality level and manufacture.

   f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

5. **Civil**

   a. Further refinement of Schematic Design Phase development of on and off site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

   b. Further refinement of Schematic Design Phase roadways, walkways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

6. **Landscape**

   Further refinement of Schematic Design concepts. Includes coordination of hardscape, landscape planting, ground cover, and irrigation main distribution lines.

7. **Bid Documents**

Architect shall review and comment on District's construction bid contracts and contract documents (the "Division 0" documents and "Division 1" documents) as part of its Services under the Agreement.

8. **Construction Cost Budget**

a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:

i. Design Development Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item. The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, Contractor's mark-ups, and general conditions shall be listed separately.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

b. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

9. **Schedule**

Revise project schedule for the project.

10. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District one (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The Design Development drawing set from all professional disciplines necessary to deliver the Project;

b. The Specifications;

c. The revised Construction Cost Budget and comparison from previous phase;

d. Schedules;

e. The DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA; and

f. Material list.

g. The Design Development deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

11. **Meetings**

During this Phase, Architect shall attend, take part in, and conduct meetings, take meeting

minutes, site visits, and workshops.

F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Architect's scope of work:

1. **Construction Documents ("CD") 50% Stage:**

   a. **General**

      Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the Contractor in a timely fashion so as not to delay the Project.

   b. **Architectural**

      i. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.

      ii. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.

      iii. Architectural details and large blow-ups started.

      iv. Well-developed finish, door, and hardware schedules.

      v. Site utility plans started.

      vi. Fixed equipment details and identification started.

      vii. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

   c. **Structural**

      i. Structural floor plans and sections with detailing well advanced.

      ii. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.

      iii. Completed cover sheet with general notes, symbols and legends.

   d. **Mechanical**

      i. Mechanical calculations virtually completed with all piping and ductwork sized.

      ii. Large scale mechanical details started.

      iii. Mechanical schedule for equipment substantially developed.

      iv. Complete design of Energy Management System ("EMS").

   e. **Electrical**

      i. Lighting, power, signal and communication plans showing all switching and controls. Fixture schedule and lighting details development started.

      ii. Distribution information on all power consuming equipment; lighting and device branch wiring development well started.

      iii. All electrical equipment schedules started.

      iv. Special system components approximately located on plans.

      v. Complete design of low-voltage system. Low-voltage system includes fire alarm system, security system, clock and public address system, voice-data system, and

telecom/technology system.

f. **Civil**

All site plans, site utilities, parking, walkway, and roadway systems updated to reflect update revisions from Design Development Phase Documents.

g. **Landscape**

All landscape, hardscape, and irrigation plans updated to reflect update revisions from Design Development Phase Documents.

h. **Acoustical (if applicable)**

Develop and coordinate acoustical design concepts, entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description.

i. **Construction Cost Budget**

i. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the Design Development Phase revisions to the Construction Cost Budget. Architect shall provide a Construction Cost Budget sorted by Project Bid Packages, if more than one.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

iv. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than five percent (5%) in the cost estimates.

j. **Specifications**

More than fifty percent (50%) complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

i. No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

a. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code, section 3400, or

b. The designation is allowable by a specific allowable exemption or exception pursuant to Public Contract Code, section 3400.

ii. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District's prior approval.

iii. Specifications shall be in CSI format.

k. **Schedule**

Revise project schedule for the project.

l. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District one

(1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. The working drawings;

ii. The Specifications;

iii. The materials list;

iv. Schedules;

v. The statement of requirements for testing and inspection of service for compliance with Contract Documents and applicable codes; and

vi. A statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

2. **Construction Documents – 100% / Completion Stage:**

a. **Architectural**

i. Completed site plan.

ii. Completed floor plans, elevations, and sections.

iii. Architectural details and large blow-ups completed.

iv. Finish, door, and hardware schedules completed, including all details.

v. Site utility plans completed.

vi. Fixed equipment details and identification completed.

vii. Reflected ceiling plans completed.

b. **Structural**

i. Structural floor plans and sections with detailing completed.

ii. Structural calculations completed.

c. **Mechanical**

i. Large scale mechanical details complete.

ii. Mechanical schedules for equipment completed.

iii. Completed electrical schematic for environmental cooling and exhaust equipment.

iv. Complete energy conservation calculations and report.

d. **Electrical**

i. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.

ii. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.

iii. All electrical equipment schedules completed.

iv. Special system components plans completed.

v. Electrical load calculations completed.

e. **Civil**

All site plans, site utilities, parking and roadway systems completed.

f. **Construction Cost Budget**

i. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the fifty percent (50%) Construction Documents Phase revisions to the Construction Cost Budget.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

iv. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

g. **Specifications**

i. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

ii. No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

a. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or

b. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.

iii. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District's prior approval.

iv. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to the District.

v. Coordination of the Specifications with specifications developed by other disciplines.

vi. Specifications shall be in CSI format.

h. **Constructability Review**

The District and/or its designee, at its sole discretion, shall have the right to conduct a constructability review of the Construction Documents. A report shall be given to the Architect who shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse the Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.

i. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. The working drawings;

ii. The Specifications;

iii. The engineering calculations;

iv. The revised Construction Cost Budgets and comparison from previous phase;

v. A statement of requirements for testing and inspection of service for compliance with Construction Documents and applicable codes;

vi. The cut sheets:

a. Hardware

b. Fire Alarm

vii. Material board and list of materials;

viii. The DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and

ix. A statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

3. **Construction Documents Final Back-Check Stage:**

a. The Construction Documents final back-check stage shall be for the purpose of the Architect incorporating all regulatory agencies' comments into the drawings, specifications, and estimate. All changes made by the Architect during this stage shall be at no additional cost to the District.

b. Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. DSA approved documents including, but not limited to:

a. Drawings;

b. Specifications;

c. Calculations; and

d. Cut sheets.

ii. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.

c. All other Documents required for bidding.

4. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

G. BIDDING PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Bidding Phase services for District as follows:

1. Contact potential bidders and encourage their participation in the Project.

2. Coordinate the development of the bidding procedures and the construction Contract

Documents with the District.

3. The development of the bidding procedures and the construction Contract Documents shall be the joint responsibility of the District and Architect. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance.

4. While the Project is being advertised for bids, all questions concerning intent shall be referred to the District for screening and subsequent processing through Architect.

5. Respond to District and potential bidder questions and clarifications.

6. In the event that items requiring interpretation of the drawings or specifications are discovered during the bidding period, those items shall be analyzed by the Architect for decision by the District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by the Architect and issued by the Architect and/or the District.

7. Attend all bid walks.

8. Attend bid opening.

9. Coordinate with Consultants.

10. Deliverables and Number of Copies

11. Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf, AutoCAD`, form that files were produced in Word as appropriate including, but not limited to:

    a. The meeting report/minutes from the kick-off meeting;

    b. The meeting report/minutes from the pre-bid site walk; and

    c. Upon completion of the Bidding Phase, Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued thus far. Architect shall supply District with the plans and specifications marked as a Conforming Set.

H. CONSTRUCTION ADMINISTRATION PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Construction Administration Phase services for the District as follows:

1. Architect's responsibility to provide basic services for the Construction Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon the District's terminating the Agreement, whichever is earlier.

2. **Construction Oversight and Project Certification Process**

    a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more

current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).

b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.

c. Prior to commencement of construction, Architect shall provide two (2) copies of the DSA approved construction documents and two (2) of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.

d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.

e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved construction documents. Personal contact shall include visits to the Project site by the Architect or engineer or their qualified representative to observe construction.

f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved construction documents.

g. Architect shall respond to DSA field trip notes as necessary.

h. Architect shall conduct weekly construction meetings and take meeting minutes, keep the construction logs including but not limited to:

   i. Change directives (CCD's);

   ii. Change Orders

   iii. Requests for Information;

   iv. Submittals;

   v. Pay applications;

i. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.

j. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.

k. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved construction documents so that the District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of the Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

3. **Change Orders**

a. Architect shall review at District's request all of Contractor's change order requests to determine if those requests are valid and appropriate. Architect shall provide a

recommendation to District as to whether the change should be approved, partially approved, returned to the Contractor for clarification, or rejected, within three (3) day time period.

4. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders. The District shall request these Construction Change Documents and drawings from the Architect, which shall be provided at no additional cost unless designated as Extra Services by the District.

5. **Submittals**

   a. Architect shall review and approve or take other appropriate action upon Contractor's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

   b. Architect shall review Contractor's schedule of submittals and advise the District on whether that schedule is complete. Architect shall provide the District with proposed revisions to this schedule and advise the District on whether the District should approve this schedule.

   c. Architect's action upon Contractor's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of Contractor(s), while allowing sufficient time in the Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed five (5) calendar days from its receipt by the Architect. Architect's response to each submittal shall be a substantive and acceptable response. This five (5)-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.

6. **RFIs.** During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed three (3) calendar days from receipt by the Architect. Architect's response to each RFI shall be a substantive and acceptable response. This three-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce the Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the Project Inspector, if any.

7. **Notices of Deficient Work.** On the basis of on-site observations, Architect shall keep the District informed of the progress and the quality of the work, and shall endeavor to guard the District against defects and deficiencies in the work. Architect shall timely notify the District in writing of any defects or deficiencies in the work by any of the District's Contractors that Architect may observe. However, Architect shall not be a guarantor of the Contractor's performance.

8. **As-Built Drawings.** Architect shall review and evaluate for District the Contractor(s)' documentation of the actual construction performed during the Project that the Contractor(s) should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by

Construction Change Documents and change orders, and detailed by the District's construction Contractor(s) on a Conforming Set.

9. **Record Drawings.** Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) hard copy set together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate of final Record Drawings for the District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and change orders based upon the construction Contractor's representations of actual construction. Architect shall deliver the Record Drawings to the District at completion of the construction in a format acceptable to the District, and it shall be a condition precedent to the District's approval of Architect's final payment. Architect may insert the following notice on the Record Drawings:

   These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

10. **O&M Manuals / Warranties.** Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Architect shall provide one (1) hard copy together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate.

11. **Start-up.** Architect shall also provide, at the District's request, architectural/engineering advice to the District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the Contractor's work.

12. **Payment Statements.** Recommendations of Payment by Architect constitute Architect's representation to the District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.

13. **Deliverables and Number of Copies**

    Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate including, but not limited to:

    a. The meeting report/minutes from the kick-off meeting;

    b. The observation reports;

    c. The weekly meeting reports;

    d. RFI's in binder with tabs labeled;

    e. As-Built drawings (updated construction drawings in AutoCAD);

    f. Posted set;

    g. Submittals/Shop Drawings;

    h. Change Orders, in binder with tabs labeled; and

i. CCD's – in binder with tabs labeled.

14. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

I. CLOSE OUT PHASE

1. As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for the District as required in a timely manner:

   a. Architect shall review the Project and observe the construction as required to determine when the Contractor has completed the construction of the Project and shall prepare punch lists of items that remain in need of correction or completion.

   b. Architect shall collect from the Contractor, review, and forward to the District all written warranties, operation manuals, and spare parts with Architect's recommendation as to the adequacy of these items.

   c. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.

   d. Architect shall respond to the DSA "90-day" letter.

   e. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the Contractor's contract.

   f. Architect shall prepare a set of As-Built Drawings for the Project, as required by the District.

   g. Architect shall review and prepare a package of all warranty and O&M documentation.

   h. Architect shall organize electronic files, plans and prepare a Project binder.

   i. Architect shall have primary responsibility to coordinate all Services required to close-out the design and construction of the Project with the District and among Consultants.

2. When the design and construction of the Project is complete, the District shall prepare and record with the County Recorder a Notice of Completion for the Project.

3. **Deliverables and Number of Copies**

   a. Two (2) copies of punch lists for each site electronically.

   b. Upon completion of the Project, all related Project documents, including As-Builts and Record Drawings. These are the sole property of the District.

4. **Meetings**

During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

J. MEETINGS / SITE VISITS / WORKSHOPS

1. Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite the District and/or its representative to participate in these meetings. Architect shall

keep a separate log to document design/coordination comments generated in these meetings.

2. **General Meeting, Site Visit, and Workshop Requirements**

   a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, and/or Contractors, as applicable.

   b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the District and/or its representative for inclusion in the overall Project documentation.

   c. As required, Architect shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.

   d. Each meeting may last up to a full day (eight (8) hours) and shall be held at the District office or at the Project site, unless otherwise indicated.

3. **Meetings During Project Initiation Phase**

   a. Within the first week following execution of the Agreement, Architect shall participate in kick-off meetings to determine the Project intent, scope, budget and timetable, which shall encompass the following:

      i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.

      ii. The Project kick-off meeting will introduce key team members from the District and the Architect to each other, defining roles and responsibilities relative to the Project.

      iii. During this meeting, Architect shall:

         a. Identify and review pertinent information and/or documentation necessary from the District for the completion of the Project.

         b. Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.

         c. Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

         d. Review documentation of the Project kick-off meeting prepared by the District's representative and comment prior to distribution.

   b. Architect shall participate in additional meeting(s) as requested by District.

4. **Initial Site Visits**

   a. Architect shall visit the Project site to complete a visual inventory and documentation of the existing conditions.

5. **Meetings During Architectural Program**

   a. Architect shall participate in community information site meetings to receive input from the community regarding its wishes and expectations regarding the design of Architect's work on the Project and the schedule of use of the site during construction.

   b. Architect shall conduct site visit/meetings with the District's facilities team to gather information from District facilities team and site personnel and to make a visual

presentation regarding the Project.

c. Architect shall conduct a minimum of one (1) additional meetings as requested by District.

d. Electrical, civil, mechanical, structural, landscaping, and estimating consultant(s) shall participate in these meetings as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.

6. **Meetings During Schematic Design Phase**

a. Within the first two weeks following the start of the Schematic Design Phase, Architect shall conduct a design workshop[s] with the District's facilities team and site personnel to complete a basic design framework with computer-aided design equipment ("CADD"). The District may, at its discretion, allow Architect to proceed with this meeting without using CADD. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with the Architect's preliminary design. This workshop shall include the following:

i. Architect shall designate its team member duties and responsibilities.

ii. Architect and District shall review District goals and expectations.

iii. District shall provide input and requirements.

iv. Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

v. Prepare and/or revise the scope of work list and general workplan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.

vi. Establish methods to facilitate the communication and coordination efforts for the Project.

b. Architect shall participate in additional meeting(s) as requested by District.

7. **Meetings During Design Development Phase**

a. At the time designated for completion of the Design Development package, Architect shall conduct meeting[s], per package or submittal, with the District to review the following:

i. Present the Design Development package for review and comment to proceed with preparation of final plans and specification.

ii. Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

b. Value Engineering Workshop

i. Architect shall conduct value engineering workshop(s), as requested by the District, which shall include all of Architect's Consultant(s), the District, and the Construction Manager during the Design Development Phase. This workshop shall be ongoing and may include several meetings.

8. **Meetings During Construction Documents Phase**

a. Prior to beginning work on the fifty percent (50%) design package, Architect shall conduct meeting(s), per package or submittal, with the District to revise the Design Development package and receive comments.

b. At the time designated for completion of the fifty percent (50%) submittal package,

Architect shall conduct meeting(s), per package or submittal, with the District to review the following:

i. Present the fifty percent (50%) submittal package for review and comment to proceed with preparation of final plans and specifications.

ii. Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

c. At the time designated for completion of the one hundred percent (100%) Construction Document package, Architect shall conduct one (1) meeting(s), per package or submittal, with the District to review the following:

i. Present the hundred percent (100%) Construction Document package for review and comment to proceed with preparation of final plans and specifications.

ii. Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

9. **Meetings During Bidding Phase**

a. Conduct and take part in meeting(s), per package or submittal, with all potential bidders, District staff, and Construction Manager.

b. Prepare Bid walk agenda and sign-in / sign – out sheets.

c. Prepare and issue Addenda as required.

d. Conduct post bid interviews with potentially successful bidders.

e. Conduct kick-off meeting with the successful bidder, District staff, and Construction Manager to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.

10. **Meetings During Construction Administration Phase (Weekly Project meetings until entire Project is complete)**

a. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.

b. Conduct weekly Project meetings with District staff to review with District staff the progress of the work. Architect agrees to attend weekly Project meetings, at no additional cost to the District, until the work of the Project is complete.

c. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.

11. **Citizens' Bond Oversight Committee Meetings**

Architect acknowledges that the design and construction of the Project may be subject to oversight by the District's citizen bond oversight committee. Architect shall, at the District's direction, attend District citizen bond oversight committee meeting(s) and present the Architect's design to the District's citizen bond oversight committee for review, as directed by the District.

12. **Governing Board Meetings**

Architect acknowledges that the District's Governing Board must approve all change orders.

Architect shall, at the District's direction, attend District Governing Board meeting(s) and present the Documents to the District's Governing Board for review and approval.

[END OF EXHIBIT "A"]

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by the District, in writing:

A. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

B. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

C. Providing services made necessary by the default of Contractor(s).

D. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

E. Providing deliverables or other items in excess of the number indicated in Exhibit "A." Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform the District, in writing, that expected deliverables may be in excess of the number indicated in Exhibit "A," so that the District can procure the additional deliverables itself or direct Architect to procure the deliverables at the District's expense or on the District's account at a specific vendor.

F. Providing services as directed by the District that are not part of the Service of the Agreement.

G. Providing training, adjusting, or balancing of systems and / or equipment sixty (60) days after completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

H. Providing services of consultants, if any other than those specified as under this Agreement.

I. Providing services as directed by the District that are not part of the Basic Services of this Agreement.

   a. Approved agency fees

   b. Reimbursable Expenses shall not include the following specified items:

      (i) Travel expenses;

      (ii) Check prints;

      (iii) Prints or plans or specifications made for Architect's consultants and all progress prints;

      (iv) 3D plotting/printing;

      (v) Plans and specifications;

      (vi) Architect's consultants' reimbursables;

      (vii) Models or mock-ups;

      (viii) Renderings, presentation boards or photographs; and

      (ix) Meetings with Cities, planning officials, fire departments, DSA, State Allocation Board, other public agencies, Community and/or Staff, or Citizen's Oversight Committee meetings.

J. Providing services as an expert and/or witness for the District in any mediation, arbitration,

and/or trial in which the Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

K. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement. Architect can insert their standard rate schedule.

Job Title	**Hourly Rate**
Principal In Charge:	
Associate Principal:	
Project Manager:	
Designer:	
Assistant Project Manager:	
Intern Architect:	
Contract Administrator:	

L. The mark-up on any approved reimbursable item of Extra Services shall not exceed zero percent (0%).

M. Approved reimbursable expenses are estimated to be four percent (4%) and this amount shall not be exceeded without the prior written approval of the District.

Provided by Respondent – See attached Proposal of Services

[END OF EXHIBIT "B"]

EXHIBIT "C"

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement and the corresponding Project Assignment Amendment, Architect shall prepare and submit for approval to the District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) hard copies and one (1) electronic copy to the District along with the monthly billing.

B. Start Design Schedule: **DECEMBER 2025** through DSA Close Out of Project.

[END OF EXHIBIT "C"]

EXHIBIT "D"

PAYMENT SCHEDULE

A. **Compensation**

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel within two hundred (200) miles of a Project location, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in Exhibit "A," or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and Exhibit "B," there shall be no payment for extra costs or expenses.
2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.
3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE		
Phase		**Phase Amount**
Pre-Design/Architectural Program Development Phase		**2.5%**
Schematic Design Phase		**10%**
Design Development Phase		**15%**
Construction Documents Phase-Submittal to DSA Approval by DSA		**25%** **5%**
Bidding Phase		**5%**
Construction Administration Phase		**27.5%**
Close Out Phase		**10%**
Generate Punch List	2%	
Sign Off On Punch List	2%	
Receive and Review All M & O Documents	2%	
Filing All DSA Required Close Out Documents	2%	
Receiving DSA Close Out, including DSA approval of the final set of Record Drawings	2%	
TOTAL BASE COMPENSATION		**100%**

B. **Method of Payment**

1. Invoices shall be on a form approved by the District and are to be submitted to the District via the District's authorized representative.
2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).
3. Architect shall submit to the District for approval a copy of the Architect's monthly pay request format.
4. Upon receipt and approval of Architect's invoices, except as provided in subdivision 4.g. herein, the District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

    a. **Pre-Design/Architectural Program Development Phase:**

    Monthly payments for the percentage of all Services complete up to ninety-five

percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Pre-Design/Architectural Program.

For Schematic Design Phase:

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by the District.

b. **For Design Development Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by the District.

c. **For Construction Documents Phase**:

Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by the District.

d. **For Bidding Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District's award of the bid.

e. **For Construction Administration Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District's notice of completion.

f. **For Close Out:**

Lump sum payment no sooner than thirty (30) days and no later than forty (40) days after completion of all items in this Phase.

HOURLY RATES

(Provided by Respondent – See attached Proposal of Services)

[END OF EXHIBIT "D']

EXHIBIT "E"

INSURANCE REQUIREMENTS

A. Architect shall procure, prior to commencement of the Services of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services provided by the Architect, his agents, representatives, employees and Consultant(s). Architect's liabilities, including but not limited to Architect's indemnity or defense obligations under this Agreement shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Architect's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by the District as a material breach of contract.

B. **Minimum Scope and Limits of Insurance:** Coverage shall be at least as broad as the following scopes and limits:

   1. **Commercial General Liability.** Two million dollars ($2,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.

   2. **Commercial Automobile Liability, Any Auto.** Two million dollars ($2,000,000) per accident for bodily injury and property damage.

   3. **Workers' Compensation Liability.** For all of the Architect's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, a Workers' Compensation policy. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

   4. **Employment Practices Liability.** For all of the Architect's employees who are subject to this Agreement, Architect shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars ($1,000,000) per occurrence. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

   5. **Professional Liability.** This insurance shall cover the prime design professional and his/her consultant(s) on a Claims Made basis for two million dollars ($2,000,000) aggregate limit subject to no more than fifty thousand dollars ($50,000) per claim deductible, coverage to continue through completion of construction plus two (2) years thereafter.

C. The District reserves the right to modify the limits and coverages described herein.

D. **Deductibles and Self-Insured Retention:** Architect shall inform the District in writing if any deductibles or self-insured retention exceeds twenty-five thousand dollars ($25,000). At the option of the District, either:

   1. The District can accept the higher deductible;

   2. Architect's insurer shall reduce or eliminate such deductibles or self-insured retention in

respect to the District, its officers, officials, employees and volunteers; or

3. Architect shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. **Other Insurance Provisions:** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds for liability arising out of activities performed by or on behalf of the Architect; Instruments of Service and completed operations of the Architect; premises owned, occupied or used by the Architect; or automobiles owned, leased, hired or borrowed by the Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.

2. For any claims related to the projects, Architect's insurance coverage shall be primary insurance as respect to the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of Architect's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

4. Architect's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

F. **Acceptability of Insurers:** Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. Architect shall inform the District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of the District, the District may either:

1. Accept the lower rating; or

2. Require Architect to procure insurance from another insurer.

G. **Verification of Coverage:** Prior to commencing with its provision of Services under this Agreement, Architect shall furnish District with:

1. Certificates of insurance showing maintenance of the required insurance coverages; and

2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverages on its behalf. All endorsements are to be received and approved by the District before Services commence.

[END OF EXHIBIT "E']

EXHIBIT "F"

SCOPE OF WORK

The scope of work for each project will be identified on each Project Assignment Amendment.

Provided by Respondent – See attached Proposal of Services

[END OF EXHIBIT "F']

EXHIBIT "G"

CERTIFICATIONS / DECLARATIONS

I, **Hung Cheng,** certify that I am the Architects

Managing Principal Architect and that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims.

Tbp Architecture
Company Name

Hung Cheng (Oct 28, 2025 11:14:08 PDT)

Signature

Hung Cheng
Print Name

Managing Principal Architect
Title

Oct 28, 2025

Date

[END OF EXHIBIT "G']

EXHIBIT "H"

SAMPLE PROJECT ASSIGNMENT AMENDMENT (PAA) TO MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Burbank Unified School District ("District") and tBP Architecture ("Architect") as of **October 24, 2025.**

Whereas, the District entered into a written Agreement entitled Master Agreement for Architectural Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect;

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services; and

Whereas, this PAA shall be considered attached to and incorporated into the Agreement as the Parties desire to identify a particular Project that will be completed pursuant to the terms of the Agreement.

NOW THEREFORE, the District and Architect and agree as follows:

1. **Assigned Project Description**. The Assigned Project is described as follows: **Burroughs HS – Girls Softball Field and Parking Structure**
   per the attached Proposal (Attachment 1) from Architect dated **October 21, 2025**

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is $8,676,500.00.

3. **Assigned Project Basic Services. The Basic Services Phases for the Assigned Project are:**

   are per Exhibit A

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following: the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.

   Design Disciplines; Design Consultants , as required:
   As per Architects proposal dated October 21, 2025

5. **Assigned Project Schedule**. The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Project Schedule to be developed during Design Development	

6. **Assigned Project Contract Price**. The Contract Price for the Assigned Project shall not exceed **($663,614.00 including a $30,000 fee for specialty structural Consultant for the Photovoltaic if required).** The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
are per Exhibit A		
Total Contract Price:	**$663,614.00**	100%

7. **Design Consultants**. Design Consultants to the Architect for the design disciplines required for the Assigned Project are as follows: **as per Architects Proposal dated October 21, 2025.**

8. **Agreement Terms**. All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

IN WITNESS WHEREOF, the parties hereto have executed this Project Assignment Amendment as of the date set forth above.

District:	**Architect:**
Burbank Unified School District	tBP Architecture
By: _____	By: Hung Cheng (Oct 28, 2025 11:14:08 PDT) _____ Oct 28, 2025
Print Name: Robin Rickman	Print Name: Hung Cheng
Title: Project Manager	Title: Principal In Charge

[END OF EXHIBIT "H']

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by the District, in writing:

A. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

B. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

C. Providing services made necessary by the default of Contractor(s).

D. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

E. Providing deliverables or other items in excess of the number indicated in Exhibit "A." Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform the District, in writing, that expected deliverables may be in excess of the number indicated in Exhibit "A," so that the District can procure the additional deliverables itself or direct Architect to procure the deliverables at the District's expense or on the District's account at a specific vendor.

F. Providing services as directed by the District that are not part of the Service of the Agreement.

G. Providing training, adjusting, or balancing of systems and / or equipment sixty (60) days after completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

H. Providing services of consultants, if any other than those specified as under this Agreement.

I. Providing services as directed by the District that are not part of the Basic Services of this Agreement.

   a. Approved agency fees

   b. Reimbursable Expenses shall not include the following specified items:

      (i) Travel expenses;

      (ii) Check prints;

      (iii) Prints or plans or specifications made for Architect's consultants and all progress prints;

      (iv) 3D plotting/printing;

      (v) Plans and specifications;

      (vi) Architect's consultants' reimbursables;

      (vii) Models or mock-ups;

      (viii) Renderings, presentation boards or photographs; and

      (ix) Meetings with Cities, planning officials, fire departments, DSA, State Allocation Board, other public agencies, Community and/or Staff, or Citizen's Oversight Committee meetings.

J. Providing services as an expert and/or witness for the District in any mediation, arbitration,

and/or trial in which the Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

K. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement. Architect can insert their standard rate schedule.

Job Title	**Hourly Rate**
Principal In Charge:	
Associate Principal:	
Project Manager:	Refer to attached tBP's hourly rate
Designer:	
Assistant Project Manager:	
Intern Architect:	
Contract Administrator:	

L. The mark-up on any approved reimbursable item of Extra Services shall not exceed zero percent (0%).

M. Approved reimbursable expenses are estimated to be four percent (4%) and this amount shall not be exceeded without the prior written approval of the District.

[END OF EXHIBIT "B"]

Architecture
Planning
Interiors

tBP/Architecture

HOURLY FEE SCHEDULE

The following hourly rates will be utilized for work performed on your project within the category of Architectural Services. The following positions relate to personnel in the offices of tBP/Architecture.

Description	Rates
Principal in Charge	$ 270.00
Sr. Project Manager / Sr. Project Architect	$ 210.00
Project Manager	$ 185.00
Project Architect / Project Leader	$ 160.00
Job Captain	$ 140.00
CAD / BIM Operator / Drafter / Intern	$ 130.00
Sr. Planner / Sr. Designer	$ 195.00
Designer	$ 160.00
Planner	$ 150.00
Interior Designer	$ 140.00
Senior Construction Administrator	$ 210.00
Construction Administrator	$ 160.00
Administrative	$ 95.00

The rates listed above are current as of January 1, 2025. They will remain in effect for a minimum of six months, at which time they will be evaluated relative to the current increases in the U.S. Department of Labor's Consumer Price Index.

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, Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	December 11, 2025
SUBJECT:	Approval of Professional Services Agreement, Westgroup Designs, Girls Softball Field and Parking Improvements Architect of Record, Burbank High School (Measure ABC Bond Fund)

Background:
The District is in the process of establishing softball fields for John Burroughs and Burbank High School, with parking improvements to be included.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- Westgroup Designs
- Westberg White Architecture
- DSK Architects

Discussion/Issues:
Currently, neither high school has a softball field and the Burbank Unified softball teams have had to utilize the City of Burbank fields. To make the facilities equitable for the teams, the District is exploring the options to make space at the high school campuses. In order to start the process, an architect needs to be chosen. On August 1, 2025, it was determined a single Architect will be selected for the Girls Softball and Parking Improvements for John Burroughs High School and one for Burbank High School. The opinion and discussions determined that the following selected architectural firm was acceptable for professional design services for Burbank High School. This Project Assignment Amendment (PAA) Exhibits A-H is to be awarded to:

Westgroup designs to be the Architect of Record for the Burbank High School – Girls Softball Field and Parking Improvements

Fiscal Impact:
$485,000 (Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Westgroup Designs for the Girls Softball Field and Parking Improvements Architect of Record at Burbank High School, effective December 12, 2025 through December 11, 2026, not to exceed $485,000 (21.0-00000-0-91008-85000-6250-4310000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK USD
Proposal for
Burbank HS Softball Field

Westgroup designs

08.25.2025



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August 25, 2025

Burbank Unified School District
Attention: Malihe Shokouhi, Project Manager

Re: Proposal for CIF-Approved Softball Field Project – Burbank High School

Dear Ms. Shokouhi,

On behalf of Westgroup Designs, thank you for the opportunity to submit our proposal for the CIF-approved softball field project at Burbank High School. We are honored to be considered for this important project that will enhance both the athletic facilities and the overall student experience at Burbank USD.

Our team understands the District's goals to deliver a CIF-compliant softball field with artificial turf and adequate drainage, along with the provision of additional parking to support accessibility for students, staff, and the community. With a project budget of $6,000,000 and a targeted construction schedule aligned with Summer 2027 completion, we are committed to providing a clear, achievable plan that ensures quality, compliance, and timely delivery.

Enclosed you will find our comprehensive proposal, which includes:

- A detailed schedule addressing each milestone from pre-design through DSA close-out.
- Our firm's and subconsultants' hourly rates, inclusive of estimating services.
- The digitally signed Master Agreement for Architectural Services, per District requirements.

Westgroup Designs brings deep experience in K-12 athletic facilities and DSA-coordinated projects, as well as a collaborative approach that prioritizes communication, transparency, and responsiveness. We are confident that our expertise and commitment to partnership will help the District achieve its vision for a facility that inspires excellence, strengthens school pride, and meets CIF standards.

We are excited about the opportunity to partner with Burbank USD on this project and look forward to the chance to bring your vision to life. Please do not hesitate to reach out with any questions or clarifications as you review our submission.

Thank you again for your consideration.

Respectfully,

AUTHORIZED REPRESENTATIVE
PariSima Hassani, Assoc. AIA, IIDA, CID, NCIDQ
CEO + Managing Principal
parisimah@westgroupdesigns.com
T. 949.250.0880 ext. 112

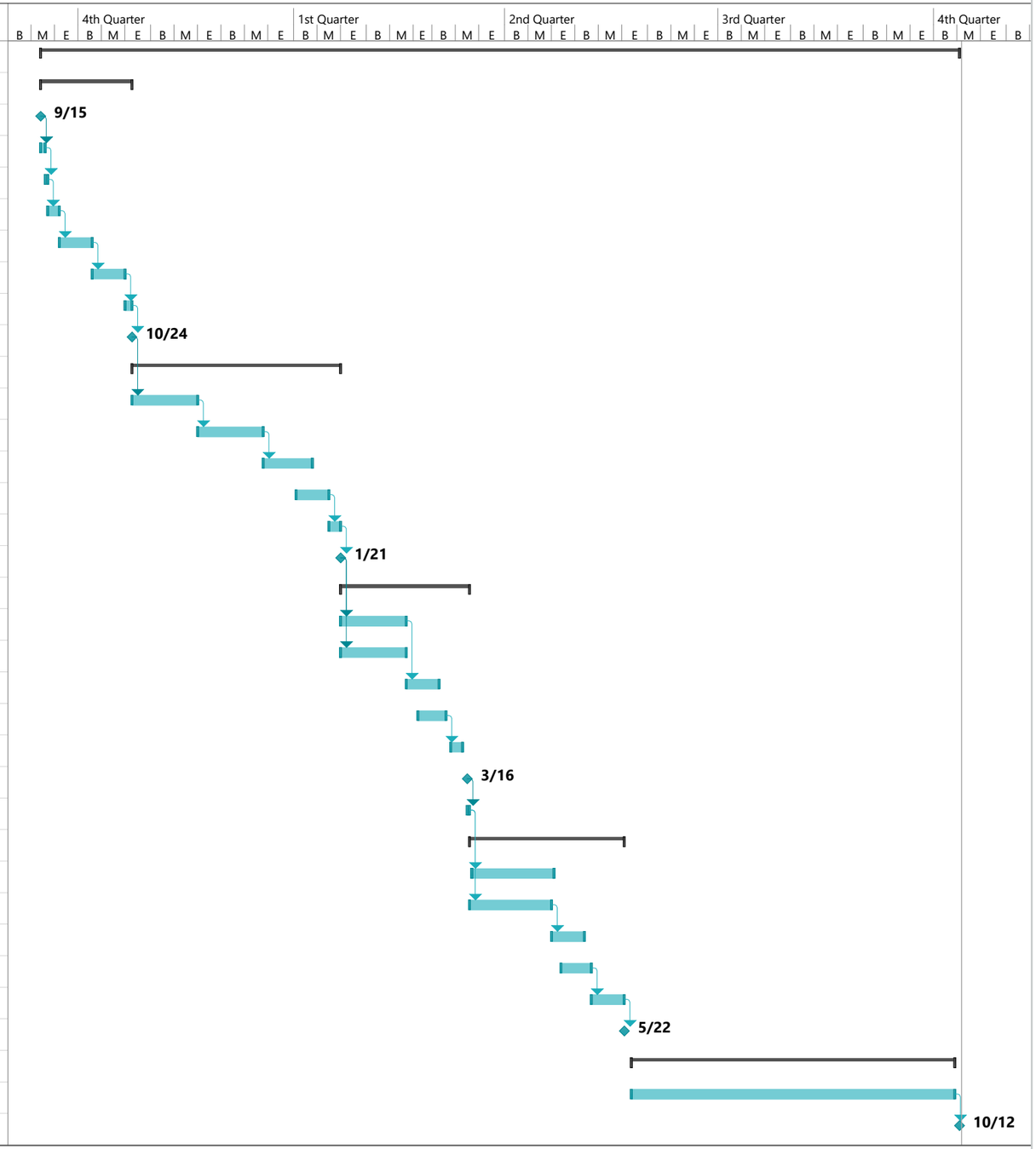
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Schedule

SCHEDULE

Westgroup Designs — Burbank HS - Softball Field — August 2025

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Burbank HS - Softball Field,**	**280 days**	**Mon 9/15/25**	**Mon 10/12/26**
2		**Pre-Design Phase**	**29 days**	**Mon 9/15/25**	**Fri 10/24/25**
3		Kick-off Meeting	0 days	Mon 9/15/25	Mon 9/15/25
4		As-built Review	2 days	Mon 9/15/25	Tue 9/16/25
5		Team Job Walk	1 day	Wed 9/17/25	Wed 9/17/25
6		Programing Document	3 days	Thu 9/18/25	Mon 9/22/25
7		Conceptual Design Document	10 days	Tue 9/23/25	Mon 10/6/25
8		District Review - Approval	10 days	Tue 10/7/25	Mon 10/20/25
9		Pre-Deign Comment Approval	3 days	Tue 10/21/25	Thu 10/23/25
10		100% Pre- Design Approval	0 days	Fri 10/24/25	Fri 10/24/25
11		**Schematic Design**	**63 days**	**Fri 10/24/25**	**Wed 1/21/26**
12		Architectural Document	20 days	Fri 10/24/25	Thu 11/20/25
13		Engineering Document	20 days	Fri 11/21/25	Thu 12/18/25
14		Cost Estimating	15 days	Fri 12/19/25	Thu 1/8/26
15		District SD Review - Approval	10 days	Fri 1/2/26	Thu 1/15/26
16		SD District Comment	3 days	Fri 1/16/26	Tue 1/20/26
17		100% SD Approval	0 days	Wed 1/21/26	Wed 1/21/26
18		**Design Development**	**39 days**	**Wed 1/21/26**	**Mon 3/16/26**
19		Architectural Document	20 days	Wed 1/21/26	Tue 2/17/26
20		Engineering Document	20 days	Wed 1/21/26	Tue 2/17/26
21		Cost Estimating	10 days	Wed 2/18/26	Tue 3/3/26
22		District DD Review - Approval	10 days	Mon 2/23/26	Fri 3/6/26
23		DD District Comment	5 days	Mon 3/9/26	Fri 3/13/26
24		100% DD Approval	0 days	Mon 3/16/26	Mon 3/16/26
25		**DSA Pre-submittal Meeting**	1 day	Mon 3/16/26	Mon 3/16/26
26		**Construction Document**	**48 days**	**Tue 3/17/26**	**Fri 5/22/26**
27		Architectural Document	25 days	Wed 3/18/26	Tue 4/21/26
28		Engineering Document	25 days	Tue 3/17/26	Mon 4/20/26
29		Cost Estimating	10 days	Tue 4/21/26	Mon 5/4/26
30		District CD Review - Approval	10 days	Sat 4/25/26	Thu 5/7/26
31		CD District Comment	10 days	Fri 5/8/26	Thu 5/21/26
32		100% CD Approval	0 days	Fri 5/22/26	Fri 5/22/26
33		**DSA Submital /Approval**	**100 days**	**Mon 5/25/26**	**Fri 10/9/26**
34		DSA Review and Approval	100 days	Mon 5/25/26	Fri 10/9/26
35		**Bidding Process Start**	0 days	Mon 10/12/26	Mon 10/12/26


4th Quarter
1st Quarter
2nd Quarter
3rd Quarter
4th Quarter
B M E B M E B M E



two

Scope of Services & Cost

ARCHITECTURAL & ENGINEERING SERVICES PROPOSAL

1. PROJECT UNDERSTANDING
We understand the District intends to design and construct a new softball facility with synthetic turf, supporting amenities, and site improvements. The project will include the following key program elements:

- Softball Field with artificial turf
- Dugouts (home and visitor teams)
- Bleachers (5 rows, not require DSA approval))
- Accessible Restrooms
- Parking Facilities with ADA access
- Sports Lighting suitable for competitive play
- Electronic Scoreboard

Our team will provide comprehensive Architectural and Engineering (A/E) services to support the design, approval, and construction of the project in compliance with DSA and CBC requirements.

2. SCOPE OF SERVICES
Our proposed scope of services includes the following:

A. Pre-Design / Programming
- Confirm program requirements with District and stakeholders
- Review as-build drawings and related DSA close-out provided by client
- Review existing utility plan provided by the district
- Review of geotechnical document provided by the district
- Review site detail survey provided by the district
- Review existing approved Fire access documentation
- Coordination with civil engineer on grading, drainage, and parking layout
- Provide schedule and conceptual construction cost
- Including two in-person meetings and various virtual meetings

B. Schematic Design (SD)
- Schematic package, including architectural, civil, structural and lighting for field, dugouts, restrooms, and site plan
- Preliminary lighting and scoreboard layout
- Initial cost estimate and phasing plan discussion
- Adjust schedule and update construction cost
- Including two in-person meetings and various virtual meetings

C. Design Development (DD)
- Refinement of architecture and engineering systems
- Integration of turf system, dugout details, restrooms, parking layouts, and ADA compliance
- Coordination with structural, electrical, plumbing, civil, and landscape disciplines
- Updated cost estimate
- DSA pre-submittal coordination
- Including two in-person meetings and various virtual meetings

D. Construction Documents (CD)
- Full set for DSA-review
- Structural engineering for dugouts, and restroom buildings
- MEP engineering for restrooms, lighting, scoreboard power, and site utilities
- Coordination with turf manufacturer requirements
- Final cost estimate
- Including two in-person meetings and various virtual meetings

E. DSA Approval
- Submittal to DSA
- Response to back-check comments

F. Bidding / Negotiation
- Assistance with contractor RFI during bidding
- Addenda as required

G. Construction Administration
- Review of shop drawings and submittals
- Periodic site visits and construction observation reports
- Response to RFIs and issuance of clarifications
- Punch list and project closeout
- Estimated construction duration timeline 12 months
- Virtual bi-weekly meeting and monthly meeting in-person

3. EXCLUSIONS
The following are not included and may be provided as additional services if required:

- Geotechnical report and surveys (to be provided by District)
- Environmental studies (CEQA, traffic, etc.)
- Off-site improvements beyond project limits
- Special inspections and testing services

4. FEE PROPOSAL
Our fees are based on the OPSC table and described in details on the following page.

5. SCHEDULE
We have included a schedule in Section 1.

6. CONCLUSION
We appreciate the opportunity to provide A/E services for this important project. Our team is committed to delivering a safe, compliant, and high-quality softball facility that will serve students, athletes, and the community for many years.

COST

Burbank USD- Burbank HS Softball Field				
				$4,500,000.00
Total Estimated Construction Cost Based on RFP'email				**$4,500,000.00**
Sliding Scale	%		$	Architect Fee
First $500,000	12.00%		$500,000.00	$60,000.00
Next $500,000	11.50%		$500,000.00	$57,500.00
Next $1,000,000	11.00%		$1,000,000.00	$110,000.00
Next $4,000,000	10.00%		$4,000,000.00	$200,000.00
Next $4,000,000	9.00%		$4,000,000.00	$50,000.00
Excess of $10,00,000	8.00%		-$5,500,000.00	$0.00
				$477,500.00
Reimbursable				$7,500.00
G Total				**$485,000**

Programing	2.0%	$9,550.00
SD	10.0%	$47,750.00
DD	15.0%	$71,625.00
CD	36.0%	$171,900.00
DSA	4.0%	$19,100.00
Biding	2.0%	$9,550.00
CA	25.0%	$119,375.00
Close-out	6.0%	$28,650.00
Total	100.0%	$477,500.00

The fee has been calculated in accordance with the OPSC Fee Schedule and is subject to adjustment at the Design Development phase and upon determination of the final construction cost following contractor selection.

Our fee includes: Architectural, Civil Engineering, Structural Engineering, M / E / P, Landscape Architecture and Cost Estimating.

WD fee does not include site survey, building seismic evaluation or seismic update, destructive testing, new FH, SWPPP, or CEQA.

HOURLY RATES

WESTGROUP DESIGNS ARCHITECT

PRINCIPAL	$320
DIRECTOR	$294
DESIGN DIRECTOR	$277
SR PROJECT MANAGER	$250
SR PROJECT ARCHITECT	$242
QA/QC	$208
SPECIFICATIONS WRITER	$200
SENIOR COORDINATOR	$200
PROJECT ARCHITECT	$185
PROJECT MANAGER	$185
SENIOR JOB CAPTAIN	$171
PROJECT COORDINATOR	$165
PROFESSIONAL STAFF I	$145
PROFESSIONAL STAFF II	$135
PROFESSIONAL STAFF III	$120
ADMINISTRATIVE	$ 77

VCA - CIVIL ENGINEERS

CIVIL PRINCIPAL	$220
PROJECT MANAGER	$200
LEAD/SENIOR PROJECT ENGINEER	$180
PROJECT ENGINEER	$165
ENGINEER	$155
SENIOR CADD TECHNICIAN	$110
CLERICAL/ADMIN	$ 70

RTM ENGINEERING

PRINCIPAL	$265
SENIOR ENGINEER	$220
SENIOR PROJECT ENGINEER	$200
PROJECT ENGINEER	$175
ENGINEER III	$165
ENGINEER II / DESIGN ENGINEER	$155
ENGINEER I / DESIGNER	$140
SENIOR BIM TECHNICIAN / SENIOR DESIGNER	$180
BIM TECHNICIAN III / DESIGNER III	$160
BIM TECHNICIAN II / DESIGNER II	$130
BIM TECHNICIAN I / DESIGNER I	$110
ADMINISTRATIVE	$90

OCMI - COST ESTIMATING

PRINCIPAL	$350
SNR. DIRECTOR	$290
DIRECTOR	$275
ASSOCIATE DIRECTOR	$250
SNR. COST MANAGER	$230
COST MANAGER	$215
SNR. ESTIMATOR	$195
SNR. RISK ANALYST	$250
COST ESTIMATOR II	$180
COST ESTIMATOR I	$165
ECONOMIST	$230
SENIOR RISK ANALYST	$250
RISK ANALYST	$230

AG DESIGNS - ELECTRICAL ENGINEER

PRINCIPAL	$280
SENIOR ENGINEER	$225
SENIOR DESIGNER	$190
DESIGNER	$165
AUTOCAD / DRAFTER	$135
CLERICAL	$85

RLA - LANDSCAPE ARCHITECT

PRINCIPAL	$220
ASSOCIATE	$190
SENIOR PROJECT MANAGER	$180
PROJECT MANAGER	$170
IRRIGATION DESIGNER	$170
SR JOB CAPTAIN	$130
JOB CAPTAIN	$120
DRAFTSPERSON	$110
ADMINISTRATIVE	$110

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IE 3600 Lime Street, Building 2, Riverside CA, 92501 I O. 951.250.7777

WestgroupDesigns.com

EXHIBIT "H"

PROJECT ASSIGNMENT AMENDMENT (PAA) TO MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between **Burbank Unified School District** ("District") and **WESTGROUP DESIGNS** ("Architect").
as of **November 20th, 2025**.

Whereas, the District entered into a written Agreement entitled Master Agreement for Architectural Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect;

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services; and

Whereas, this PAA shall be considered attached to and incorporated into the Agreement as the Parties desire to identify a particular Project that will be completed pursuant to the terms of the Agreement.

NOW THEREFORE, the District and Architect and agree as follows:

1. **Assigned Project Description**. The Assigned Project is described as follows:
   Softball field and parking improvement, per the attached Proposal (Attachment 1) from Architect **dated 9/8/2025**

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is
   $6,000,000

3. **Assigned Project Basic Services. The Basic Services Phases for the Assigned Project are:**

Programming, SD, DD, CD, DSA, Bidding, CA, Closeout & Certification

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following: the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.

Design Disciplines: Architecture, Structural, Civil, MEP, landscape, cost estimate, other required disciplines.

5. **Assigned Project Schedule**. The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Pre-design- programming	January 2026
Schematic design	
Design Development	
Construction Documents	
DSA approval	
Bidding and negotiating	
Construction Administration	
Close- out and Certification	Summer 2028

6. **Assigned Project Contract Price**. The Contract Price for the Assigned Project shall not exceed **Four Hundred Eighty-Five Thousand Dollars ($485,000f).** The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Pre- Design- Programming	$9,550	2%
Schematic design	$47,750	10%
Design Development	$71,625	15%
Construction Document	$171,900	36%
DSA Approval	$19,100	4%
Bidding and negotiating	$9,550	2%
Construction Administration	$119,375	25%
Close-out- Certification	$28,650	6%
reimbursable	$7, 500	
Total Contract Price:	**$485,000**	100%

7. **Design Consultants**. Design Consultants to the Architect for the design disciplines required for the Assigned Project are as follows: VCA- Civil; RTM-Structural & MP; OCMI- Cost Estimating; AG Designs-Electrical; RLA- Landscaping Architect

8. **Agreement Terms**. All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

IN WITNESS WHEREOF, the parties hereto have executed this Project Assignment Amendment as of the date set forth above.

District:

Burbank Unified School District

By: _____

Print Name: _____

Title: _____

Architect:

Westgroup Designs _____

By: _____

PariSima Hassani

Print Name: _____

CEO + Managing Principal

Title: _____

[END OF EXHIBIT "H']

Attachment B

MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

BETWEEN

BURBANK UNIFIED SCHOOL DISTRICT

AND

WESTGROUP DESIGNS

November, 2025

EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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RESPONSIBILITIES AND SERVICES OF ARCHITECT

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

Unless specifically noted otherwise in the approved Project Assignment Amendment, the Architect shall provide all Services set forth in this Exhibit for each Project covered by a Project Assignment Amendment.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Pursuant to the standard of care, Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any known or discovered errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Architect shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.

3. The District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
   a. Physical characteristics;
   b. Legal limitations and utility locations for the Project site(s);
   c. Written legal description(s) of the Project site(s);
   d. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
   e. Adjacent drainage;
   f. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
   g. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
   h. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
   i. Surveys, reports, as-built drawings, record drawings; and
   j. Subsoil data, chemical data, and other data logs of borings.

   Architect shall Visually Verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by the District.

   If Architect determines that the information or documentation the District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that the District has not provided, then, at the

soonest possible time after Architect has become aware that this additional information is needed, the Architect shall request that the District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through the Architect, who may invoice the District for those services as Extra Services.

4. **Technology Backbone.** Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with the District's technology consultant, and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by the Architect based on the information provided by the District's technology consultant as appropriate to the level of design completion.

5. **Interior Design.** Architect shall provide interior design and other similar services required for or in connection with selection and color coordination of materials. Architect is required to coordinate the placement of furniture, equipment layout, or schematic space allocation. The District shall procure furnishings and moveable equipment. Architect shall advise the District on lead times and availability of all Project equipment, materials, supplies, and furnishings to ensure that all of these will be available to the District in a timely fashion so as not to delay the Project and/or the District's beneficial occupancy of the Project.

6. **District Standards.** Architect shall incorporate into its work and the work of all Consultants the District standards for facilities and construction at such time as they are adopted.

7. **High Performance Schools.** If the District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by the Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

8. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

C. PRE-DESIGN AND START-UP SERVICES

1. Project Initiation

Upon final execution of the Agreement with the District, Architect shall:

a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in Exhibit "C" to the Agreement and prepare a detailed scope of work list and work plan for documentation in a computer-generated Project schedule to the District's satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Architect shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for review and approval by the District and by all regulatory agencies and additional definition of deliverables.

b. Review the developed work plan with the District and its representatives to familiarize

them with the proposed tasks and schedule and develop necessary modifications.

2. **Development of Architectural Program**

Architect shall prepare for the District's review of an architectural program as follows:

a. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional needs, directives and constraints imposed by regulatory codes. Review all data pertinent to the Project including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by District.

b. Review DSA codes pertaining to the proposed Project design.

c. Identify design issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.

d. Based on survey and topography data provided by the District, input into computer and develop existing conditions base for the Schematic Design Phase.

e. Administer Project as required to coordinate work with the District and among Consultants.

f. Develop District standards for facilities and construction, including but not limited to designation of any material, product, thing or service by specific brand or trade name pursuant to Public Contract Code section 3400, subdivision (c).

3. **Construction Cost Budget**

a. Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget within the parameters of the Construction Budget established by the District for the Project. The estimates forming the basis of the Construction Cost Budget are to be based on the developed functional architectural program as approved by the District. The following conditions apply to the Construction Cost Budget prepared by the Architect:

i. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be approved by the District and its representatives.

ii. Format shall be in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute ("CSI") categories for buildings being modernized.

iii. Contingencies for design, bidding, and construction are to be included as individual line items, with the percentage and base of calculation clearly identified.

iv. Architect shall include all information and estimates from the District and/or the Construction Manager that are intended to be part of the Construction Cost Budget.

v. One week prior to submittal of documents, Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

vi. Mechanical, electrical, civil, landscape and estimating consultant(s) shall participate in the progress meeting as appropriate and shall provide input and

feedback into the development of the Construction Cost Budget.

b. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget for the Project. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

4. **Presentation**

Architect, along with any involved consultant(s), shall present and review with the District and, if directed, by the District or the District's Governing Board, the summary and detail of work involved in a Phase, including two-dimensional renderings of any proposed facility suitable for public presentation.

Deliverables and Numbers of Copies

Within five (5) days of the end of this Phase, Architect shall provide to the District One (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The Architectural Program (include comparison between developed program and "model" program, include narrative explaining any substantial deviations);

b. The Site Plan;

c. The revised Construction Cost Budget;

d. The final Schedule of Services;

e. The meeting Reports/Minutes from the Kick-off and other meetings; and

f. The renderings provided to District for public presentation;

g. The specifications

5. **Meetings**

During this Phase, Architect shall attend, take part in, and conduct meetings, take meeting minutes, site visits, and workshops.

D. SCHEMATIC DESIGN PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare for the District's review a Schematic Design Study, containing the following items as applicable to the Project scope, as follows:

1. Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities of the Architect, required completion times necessary for the review and approval by the District and by pertinent regulatory agencies and additional definition of deliverables.

2. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

3. **Architectural**

a. Scaled floor plans showing overall dimensions, identifying the various major areas and

their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.

b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.

c. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.

d. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

4. Identify code requirements, include occupancy classification(s) and type of construction.

5. **Structural**

a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.

b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.

6. **Mechanical**

a. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.

b. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.

c. Show selected system on drawings as follows:

i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.

ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces.

iii. Schematic piping.

iv. Temperature control zoning.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

7. **Electrical**

a. Calculate overall approximate electrical loads.

b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.

c. Show system(s) selected on drawings as follows:

i. Single line drawing(s) showing major distribution system.

ii. Location and preliminary sizing of all major electrical systems and components including:

a. Load centers.

b. Main panels.

c. Switch gear.

d. Provide design criteria to include the intent base of design for the Project.

e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

8. **Civil**

a. Develop on and offsite utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.

b. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

c. Coordinate finish floor elevations with architectural site plan.

9. **Landscape**

Develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

10. **Acoustical (if applicable)**

Develop and coordinate acoustical design concepts, entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description.

11. **Specifications**

Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of the Project design and specifications. Architect shall review and comment on District's construction bid contracts and contract documents (the "Division 0" and "Division 1" documents) as part of its Services under the Agreement.

12. **Construction Cost Budget**

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Phase, the following conditions apply to the revised Construction Cost Budget:

a. Schematic Estimates: This estimate consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.

i. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.

b. The estimate shall separate the Project's building cost from site and utilities cost. Architect shall submit to the District the cost estimating format for prior review and approval.

c. Escalation: all estimates shall be priced out at current market conditions. The

estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

d. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

e. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

f. At the end of this Phase, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

13. **Scheduling**

Architect shall prepare a preliminary project schedule. Schedule shall include, but is not limited to:

a. District Review Time (5 days minimum per phase)

b. Fire Department Reviews

c. DSA Submittal Date

d. DSA Plan Check

e. Bid Open

f. Bid Date (minimum 21 days)

g. BD Meeting for Contract Approval

h. Punch List

i. District Occupancy

14. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District One (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The breakdown of Construction Cost Budget as prepared for this Phase;

b. The meeting reports/minutes;

c. The Schematic Design Package with alternatives;

d. Specifications

e. Drawings

f. A statement indicating changes made to the Architectural Program and Schedule; and

g. The DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

h. Schedules

15. **Presentation**

a. Architect shall present and review with the District the detailed Schematic Design.

b. The Schematic Design shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

16. **Meetings**

During this Phase, Architect shall attend, take part in, and, conduct meetings, take meeting minutes, site visits, and workshops.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Schematic Design Phase, the Design Development Phase documents consisting of the following for each proposed system within Architect's scope of services:

1. **Architectural**

a. Scaled, dimensioned floor plans with final room locations including all openings.

b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.

c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.

d. Identification of all fixed equipment to be installed in Project.

e. Interior finishes identified and located within the rooms of all buildings.

f. Site plan completely drawn with beginning notes and dimensions including grading and paving.

g. Preliminary development of details and large scale blow-ups.

h. Legend showing all symbols used on drawings.

i. Floor plans identifying all fixed and major movable equipment and furniture.

j. Further refinement of Outline Specifications for architectural, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.

k. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:

i. Light fixtures.

ii. Ceiling registers or diffusers.

iii. Access Panels.

l. Signage schedule.

2. **Structural**

a. Structural drawings with all major members located and sized.

b. Establish final building and floor elevations.

c. Preliminary specifications.

d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.

e. Identify foundation requirement (including fill requirement, piles) with associated soil

pressure, water table and seismic center.

3. **Mechanical**

   a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.

   b. Major mechanical equipment should be scheduled indicating size and capacity.

   c. Ductwork and piping should be substantially located and sized.

   d. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.

   e. Devices in ceiling should be located.

   f. Legend showing all symbols used on drawings.

   g. More developed Outline Specifications indicating quality level and manufacture.

   h. Control Systems identified.

   i. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

4. **Electrical**

   a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.

   b. All major electrical equipment should be scheduled indicating size and capacity.

   c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.

   d. Legend showing all symbols used on drawings.

   e. More developed and detailed Outline Specifications indicating quality level and manufacture.

   f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

5. **Civil**

   a. Further refinement of Schematic Design Phase development of on and off site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

   b. Further refinement of Schematic Design Phase roadways, walkways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

6. **Landscape**

   Further refinement of Schematic Design concepts. Includes coordination of hardscape, landscape planting, ground cover, and irrigation main distribution lines.

7. **Bid Documents**

Architect shall review and comment on District's construction bid contracts and contract documents (the "Division 0" documents and "Division 1" documents) as part of its Services under the Agreement.

8. **Construction Cost Budget**

a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:

i. Design Development Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item. The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, Contractor's mark-ups, and general conditions shall be listed separately.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

b. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

9. **Schedule**

Revise project schedule for the project.

10. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District one (1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, AutoCAD, form that files were produced in, Word, etc. as appropriate including, but not limited to:

a. The Design Development drawing set from all professional disciplines necessary to deliver the Project;

b. The Specifications;

c. The revised Construction Cost Budget and comparison from previous phase;

d. Schedules;

e. The DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA; and

f. Material list.

g. The Design Development deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

11. **Meetings**

During this Phase, Architect shall attend, take part in, and conduct meetings, take meeting

minutes, site visits, and workshops.

F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Architect's scope of work:

1. **Construction Documents ("CD") 50% Stage:**

   a. **General**

      Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the Contractor in a timely fashion so as not to delay the Project.

   b. **Architectural**

      i. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.

      ii. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.

      iii. Architectural details and large blow-ups started.

      iv. Well-developed finish, door, and hardware schedules.

      v. Site utility plans started.

      vi. Fixed equipment details and identification started.

      vii. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

   c. **Structural**

      i. Structural floor plans and sections with detailing well advanced.

      ii. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.

      iii. Completed cover sheet with general notes, symbols and legends.

   d. **Mechanical**

      i. Mechanical calculations virtually completed with all piping and ductwork sized.

      ii. Large scale mechanical details started.

      iii. Mechanical schedule for equipment substantially developed.

      iv. Complete design of Energy Management System ("EMS").

   e. **Electrical**

      i. Lighting, power, signal and communication plans showing all switching and controls. Fixture schedule and lighting details development started.

      ii. Distribution information on all power consuming equipment; lighting and device branch wiring development well started.

      iii. All electrical equipment schedules started.

      iv. Special system components approximately located on plans.

      v. Complete design of low-voltage system. Low-voltage system includes fire alarm system, security system, clock and public address system, voice-data system, and

telecom/technology system.

f. **Civil**

All site plans, site utilities, parking, walkway, and roadway systems updated to reflect update revisions from Design Development Phase Documents.

g. **Landscape**

All landscape, hardscape, and irrigation plans updated to reflect update revisions from Design Development Phase Documents.

h. **Acoustical (if applicable)**

Develop and coordinate acoustical design concepts, entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description.

i. **Construction Cost Budget**

i. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the Design Development Phase revisions to the Construction Cost Budget. Architect shall provide a Construction Cost Budget sorted by Project Bid Packages, if more than one.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

iv. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than five percent (5%) in the cost estimates.

j. **Specifications**

More than fifty percent (50%) complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

i. No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

a. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code, section 3400, or

b. The designation is allowable by a specific allowable exemption or exception pursuant to Public Contract Code, section 3400.

ii. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District's prior approval.

iii. Specifications shall be in CSI format.

k. **Schedule**

Revise project schedule for the project.

l. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District one

(1) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. The working drawings;

ii. The Specifications;

iii. The materials list;

iv. Schedules;

v. The statement of requirements for testing and inspection of service for compliance with Contract Documents and applicable codes; and

vi. A statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

2. **Construction Documents – 100% / Completion Stage:**

a. **Architectural**

i. Completed site plan.

ii. Completed floor plans, elevations, and sections.

iii. Architectural details and large blow-ups completed.

iv. Finish, door, and hardware schedules completed, including all details.

v. Site utility plans completed.

vi. Fixed equipment details and identification completed.

vii. Reflected ceiling plans completed.

b. **Structural**

i. Structural floor plans and sections with detailing completed.

ii. Structural calculations completed.

c. **Mechanical**

i. Large scale mechanical details complete.

ii. Mechanical schedules for equipment completed.

iii. Completed electrical schematic for environmental cooling and exhaust equipment.

iv. Complete energy conservation calculations and report.

d. **Electrical**

i. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.

ii. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.

iii. All electrical equipment schedules completed.

iv. Special system components plans completed.

v. Electrical load calculations completed.

e. **Civil**

All site plans, site utilities, parking and roadway systems completed.

f. **Construction Cost Budget**

i. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the fifty percent (50%) Construction Documents Phase revisions to the Construction Cost Budget.

ii. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

iii. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

iv. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

g. **Specifications**

i. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.

ii. No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:

a. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or

b. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.

iii. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District's prior approval.

iv. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to the District.

v. Coordination of the Specifications with specifications developed by other disciplines.

vi. Specifications shall be in CSI format.

h. **Constructability Review**

The District and/or its designee, at its sole discretion, shall have the right to conduct a constructability review of the Construction Documents. A report shall be given to the Architect who shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse the Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.

i. **Deliverables and Numbers of Copies**

Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. The working drawings;

ii. The Specifications;

iii. The engineering calculations;

iv. The revised Construction Cost Budgets and comparison from previous phase;

v. A statement of requirements for testing and inspection of service for compliance with Construction Documents and applicable codes;

vi. The cut sheets:

a. Hardware

b. Fire Alarm

vii. Material board and list of materials;

viii. The DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and

ix. A statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

3. **Construction Documents Final Back-Check Stage:**

a. The Construction Documents final back-check stage shall be for the purpose of the Architect incorporating all regulatory agencies' comments into the drawings, specifications, and estimate. All changes made by the Architect during this stage shall be at no additional cost to the District.

b. Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, form that files were produced in Word, etc. as appropriate including, but not limited to:

i. DSA approved documents including, but not limited to:

a. Drawings;

b. Specifications;

c. Calculations; and

d. Cut sheets.

ii. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.

c. All other Documents required for bidding.

4. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

G. BIDDING PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Bidding Phase services for District as follows:

1. Contact potential bidders and encourage their participation in the Project.

2. Coordinate the development of the bidding procedures and the construction Contract

Documents with the District.

3. The development of the bidding procedures and the construction Contract Documents shall be the joint responsibility of the District and Architect. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance.

4. While the Project is being advertised for bids, all questions concerning intent shall be referred to the District for screening and subsequent processing through Architect.

5. Respond to District and potential bidder questions and clarifications.

6. In the event that items requiring interpretation of the drawings or specifications are discovered during the bidding period, those items shall be analyzed by the Architect for decision by the District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by the Architect and issued by the Architect and/or the District.

7. Attend all bid walks.

8. Attend bid opening.

9. Coordinate with Consultants.

10. Deliverables and Number of Copies

11. Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf, AutoCAD`, form that files were produced in Word as appropriate including, but not limited to:

    a. The meeting report/minutes from the kick-off meeting;

    b. The meeting report/minutes from the pre-bid site walk; and

    c. Upon completion of the Bidding Phase, Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued thus far. Architect shall supply District with the plans and specifications marked as a Conforming Set.

H. CONSTRUCTION ADMINISTRATION PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Construction Administration Phase services for the District as follows:

1. Architect's responsibility to provide basic services for the Construction Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon the District's terminating the Agreement, whichever is earlier.

2. **Construction Oversight and Project Certification Process**

    a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more

current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).

b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.

c. Prior to commencement of construction, Architect shall provide two (2) copies of the DSA approved construction documents and two (2) of the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.

d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.

e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved construction documents. Personal contact shall include visits to the Project site by the Architect or engineer or their qualified representative to observe construction.

f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved construction documents.

g. Architect shall respond to DSA field trip notes as necessary.

h. Architect shall conduct weekly construction meetings and take meeting minutes, keep the construction logs including but not limited to:

   i. Change directives (CCD's);

   ii. Change Orders

   iii. Requests for Information;

   iv. Submittals;

   v. Pay applications;

i. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.

j. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.

k. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved construction documents so that the District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of the Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

3. **Change Orders**

a. Architect shall review at District's request all of Contractor's change order requests to determine if those requests are valid and appropriate. Architect shall provide a

recommendation to District as to whether the change should be approved, partially approved, returned to the Contractor for clarification, or rejected, within three (3) day time period.

4. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders. The District shall request these Construction Change Documents and drawings from the Architect, which shall be provided at no additional cost unless designated as Extra Services by the District.

5. **Submittals**

   a. Architect shall review and approve or take other appropriate action upon Contractor's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

   b. Architect shall review Contractor's schedule of submittals and advise the District on whether that schedule is complete. Architect shall provide the District with proposed revisions to this schedule and advise the District on whether the District should approve this schedule.

   c. Architect's action upon Contractor's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of Contractor(s), while allowing sufficient time in the Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed five (5) calendar days from its receipt by the Architect. Architect's response to each submittal shall be a substantive and acceptable response. This five (5)-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.

6. **RFIs.** During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed three (3) calendar days from receipt by the Architect. Architect's response to each RFI shall be a substantive and acceptable response. This three-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce the Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the Project Inspector, if any.

7. **Notices of Deficient Work.** On the basis of on-site observations, Architect shall keep the District informed of the progress and the quality of the work, and shall endeavor to guard the District against defects and deficiencies in the work. Architect shall timely notify the District in writing of any defects or deficiencies in the work by any of the District's Contractors that Architect may observe. However, Architect shall not be a guarantor of the Contractor's performance.

8. **As-Built Drawings.** Architect shall review and evaluate for District the Contractor(s)' documentation of the actual construction performed during the Project that the Contractor(s) should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by

Construction Change Documents and change orders, and detailed by the District's construction Contractor(s) on a Conforming Set.

9. **Record Drawings.** Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) hard copy set together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate of final Record Drawings for the District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and change orders based upon the construction Contractor's representations of actual construction. Architect shall deliver the Record Drawings to the District at completion of the construction in a format acceptable to the District, and it shall be a condition precedent to the District's approval of Architect's final payment. Architect may insert the following notice on the Record Drawings:

   These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

10. **O&M Manuals / Warranties.** Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Architect shall provide one (1) hard copy together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate.

11. **Start-up.** Architect shall also provide, at the District's request, architectural/engineering advice to the District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the Contractor's work.

12. **Payment Statements.** Recommendations of Payment by Architect constitute Architect's representation to the District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.

13. **Deliverables and Number of Copies**

    Within five (5) days of the end of this Phase, Architect shall provide to the District two (2) hard copies of the following items produced in this Phase, together with one (1) copy of each item in electronic format .pdf and AutoCAD, Word, etc. as appropriate including, but not limited to:

    a. The meeting report/minutes from the kick-off meeting;

    b. The observation reports;

    c. The weekly meeting reports;

    d. RFI's in binder with tabs labeled;

    e. As-Built drawings (updated construction drawings in AutoCAD);

    f. Posted set;

    g. Submittals/Shop Drawings;

    h. Change Orders, in binder with tabs labeled; and

i. CCD's – in binder with tabs labeled.

14. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

I. CLOSE OUT PHASE

1. As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for the District as required in a timely manner:

   a. Architect shall review the Project and observe the construction as required to determine when the Contractor has completed the construction of the Project and shall prepare punch lists of items that remain in need of correction or completion.

   b. Architect shall collect from the Contractor, review, and forward to the District all written warranties, operation manuals, and spare parts with Architect's recommendation as to the adequacy of these items.

   c. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.

   d. Architect shall respond to the DSA "90-day" letter.

   e. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the Contractor's contract.

   f. Architect shall prepare a set of As-Built Drawings for the Project, as required by the District.

   g. Architect shall review and prepare a package of all warranty and O&M documentation.

   h. Architect shall organize electronic files, plans and prepare a Project binder.

   i. Architect shall have primary responsibility to coordinate all Services required to close-out the design and construction of the Project with the District and among Consultants.

2. When the design and construction of the Project is complete, the District shall prepare and record with the County Recorder a Notice of Completion for the Project.

3. **Deliverables and Number of Copies**

   a. Two (2) copies of punch lists for each site electronically.

   b. Upon completion of the Project, all related Project documents, including As-Builts and Record Drawings. These are the sole property of the District.

4. **Meetings**

During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

J. MEETINGS / SITE VISITS / WORKSHOPS

1. Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite the District and/or its representative to participate in these meetings. Architect shall

keep a separate log to document design/coordination comments generated in these meetings.

2. **General Meeting, Site Visit, and Workshop Requirements**

   a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, and/or Contractors, as applicable.

   b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the District and/or its representative for inclusion in the overall Project documentation.

   c. As required, Architect shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.

   d. Each meeting may last up to a full day (eight (8) hours) and shall be held at the District office or at the Project site, unless otherwise indicated.

3. **Meetings During Project Initiation Phase**

   a. Within the first week following execution of the Agreement, Architect shall participate in kick-off meetings to determine the Project intent, scope, budget and timetable, which shall encompass the following:

      i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.

      ii. The Project kick-off meeting will introduce key team members from the District and the Architect to each other, defining roles and responsibilities relative to the Project.

      iii. During this meeting, Architect shall:

         a. Identify and review pertinent information and/or documentation necessary from the District for the completion of the Project.

         b. Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.

         c. Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

         d. Review documentation of the Project kick-off meeting prepared by the District's representative and comment prior to distribution.

   b. Architect shall participate in additional meeting(s) as requested by District.

4. **Initial Site Visits**

   a. Architect shall visit the Project site to complete a visual inventory and documentation of the existing conditions.

5. **Meetings During Architectural Program**

   a. Architect shall participate in community information site meetings to receive input from the community regarding its wishes and expectations regarding the design of Architect's work on the Project and the schedule of use of the site during construction.

   b. Architect shall conduct site visit/meetings with the District's facilities team to gather information from District facilities team and site personnel and to make a visual

presentation regarding the Project.

c. Architect shall conduct a minimum of one (1) additional meetings as requested by District.

d. Electrical, civil, mechanical, structural, landscaping, and estimating consultant(s) shall participate in these meetings as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.

6. **Meetings During Schematic Design Phase**

a. Within the first two weeks following the start of the Schematic Design Phase, Architect shall conduct a design workshop[s] with the District's facilities team and site personnel to complete a basic design framework with computer-aided design equipment ("CADD"). The District may, at its discretion, allow Architect to proceed with this meeting without using CADD. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with the Architect's preliminary design. This workshop shall include the following:

i. Architect shall designate its team member duties and responsibilities.

ii. Architect and District shall review District goals and expectations.

iii. District shall provide input and requirements.

iv. Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

v. Prepare and/or revise the scope of work list and general workplan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.

vi. Establish methods to facilitate the communication and coordination efforts for the Project.

b. Architect shall participate in additional meeting(s) as requested by District.

7. **Meetings During Design Development Phase**

a. At the time designated for completion of the Design Development package, Architect shall conduct meeting[s], per package or submittal, with the District to review the following:

i. Present the Design Development package for review and comment to proceed with preparation of final plans and specification.

ii. Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

b. Value Engineering Workshop

i. Architect shall conduct value engineering workshop(s), as requested by the District, which shall include all of Architect's Consultant(s), the District, and the Construction Manager during the Design Development Phase. This workshop shall be ongoing and may include several meetings.

8. **Meetings During Construction Documents Phase**

a. Prior to beginning work on the fifty percent (50%) design package, Architect shall conduct meeting(s), per package or submittal, with the District to revise the Design Development package and receive comments.

b. At the time designated for completion of the fifty percent (50%) submittal package,

Architect shall conduct meeting(s), per package or submittal, with the District to review the following:

i. Present the fifty percent (50%) submittal package for review and comment to proceed with preparation of final plans and specifications.

ii. Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

c. At the time designated for completion of the one hundred percent (100%) Construction Document package, Architect shall conduct one (1) meeting(s), per package or submittal, with the District to review the following:

i. Present the hundred percent (100%) Construction Document package for review and comment to proceed with preparation of final plans and specifications.

ii. Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

9. **Meetings During Bidding Phase**

a. Conduct and take part in meeting(s), per package or submittal, with all potential bidders, District staff, and Construction Manager.

b. Prepare Bid walk agenda and sign-in / sign – out sheets.

c. Prepare and issue Addenda as required.

d. Conduct post bid interviews with potentially successful bidders.

e. Conduct kick-off meeting with the successful bidder, District staff, and Construction Manager to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.

10. **Meetings During Construction Administration Phase (Weekly Project meetings until entire Project is complete)**

a. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.

b. Conduct weekly Project meetings with District staff to review with District staff the progress of the work. Architect agrees to attend weekly Project meetings, at no additional cost to the District, until the work of the Project is complete.

c. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.

11. **Citizens' Bond Oversight Committee Meetings**

Architect acknowledges that the design and construction of the Project may be subject to oversight by the District's citizen bond oversight committee. Architect shall, at the District's direction, attend District citizen bond oversight committee meeting(s) and present the Architect's design to the District's citizen bond oversight committee for review, as directed by the District.

12. **Governing Board Meetings**

Architect acknowledges that the District's Governing Board must approve all change orders.

Architect shall, at the District's direction, attend District Governing Board meeting(s) and present the Documents to the District's Governing Board for review and approval.

[END OF EXHIBIT "A"]

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by the District, in writing:

A. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

B. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

C. Providing services made necessary by the default of Contractor(s).

D. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

E. Providing deliverables or other items in excess of the number indicated in Exhibit "A." Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform the District, in writing, that expected deliverables may be in excess of the number indicated in Exhibit "A," so that the District can procure the additional deliverables itself or direct Architect to procure the deliverables at the District's expense or on the District's account at a specific vendor.

F. Providing services as directed by the District that are not part of the Service of the Agreement.

G. Providing training, adjusting, or balancing of systems and / or equipment sixty (60) days after completion of work by Contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.

H. Providing services of consultants, if any other than those specified as under this Agreement.

I. Providing services as directed by the District that are not part of the Basic Services of this Agreement.

   a. Approved agency fees

   b. Reimbursable Expenses shall not include the following specified items:

      (i) Travel expenses;

      (ii) Check prints;

      (iii) Prints or plans or specifications made for Architect's consultants and all progress prints;

      (iv) 3D plotting/printing;

      (v) Plans and specifications;

      (vi) Architect's consultants' reimbursables;

      (vii) Models or mock-ups;

      (viii) Renderings, presentation boards or photographs; and

      (ix) Meetings with Cities, planning officials, fire departments, DSA, State Allocation Board, other public agencies, Community and/or Staff, or Citizen's Oversight Committee meetings.

J. Providing services as an expert and/or witness for the District in any mediation, arbitration,

and/or trial in which the Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

K. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement. Architect can insert their standard rate schedule.

Job Title	**Hourly Rate**
Principal In Charge:	
Associate Principal:	
Project Manager:	
Designer:	
Assistant Project Manager:	
Intern Architect:	
Contract Administrator:	

L. The mark-up on any approved reimbursable item of Extra Services shall not exceed zero percent (0%).

M. Approved reimbursable expenses are estimated to be four percent (4%) and this amount shall not be exceeded without the prior written approval of the District.

[END OF EXHIBIT "B"]

EXHIBIT "C"

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement and the corresponding Project Assignment Amendment, Architect shall prepare and submit for approval to the District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) hard copies and one (1) electronic copy to the District along with the monthly billing.

B. Start Design Schedule: **[Start Date]** through DSA Close Out of Project.

[END OF EXHIBIT "C"]

EXHIBIT "D"

PAYMENT SCHEDULE

A. **Compensation**

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel within two hundred (200) miles of a Project location, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in Exhibit "A," or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and Exhibit "B," there shall be no payment for extra costs or expenses.
2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.
3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE		
Phase		**Phase Amount**
Pre-Design/Architectural Program Development Phase		**2.5%**
Schematic Design Phase		**10%**
Design Development Phase		**15%**
Construction Documents Phase-Submittal to DSA Approval by DSA		**25%** **5%**
Bidding Phase		**5%**
Construction Administration Phase		**27.5%**
Close Out Phase		**10%**
Generate Punch List	2%	
Sign Off On Punch List	2%	
Receive and Review All M & O Documents	2%	
Filing All DSA Required Close Out Documents	2%	
Receiving DSA Close Out, including DSA approval of the final set of Record Drawings	2%	
TOTAL BASE COMPENSATION		**100%**

B. **Method of Payment**

1. Invoices shall be on a form approved by the District and are to be submitted to the District via the District's authorized representative.
2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).
3. Architect shall submit to the District for approval a copy of the Architect's monthly pay request format.
4. Upon receipt and approval of Architect's invoices, except as provided in subdivision 4.g. herein, the District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

    a. **Pre-Design/Architectural Program Development Phase:**

    Monthly payments for the percentage of all Services complete up to ninety-five

percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Pre-Design/Architectural Program.

For Schematic Design Phase:

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by the District.

b. **For Design Development Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by the District.

c. **For Construction Documents Phase**:

Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by the District.

d. **For Bidding Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District's award of the bid.

e. **For Construction Administration Phase:**

Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon the District's notice of completion.

f. **For Close Out:**

Lump sum payment no sooner than thirty (30) days and no later than forty (40) days after completion of all items in this Phase.

HOURLY RATES

(Provided by Respondent)



HOURLY RATES

WESTGROUP DESIGNS
ARCHITECT

PRINCIPAL	$320
DIRECTOR	$294
DESIGN DIRECTOR	$277
SR PROJECT MANAGER	$250
SR PROJECT ARCHITECT	$242
QA/QC	$208
SPECIFICATIONS WRITER	$200
SENIOR COORDINATOR	$200
PROJECT ARCHITECT	$185
PROJECT MANAGER	$185
SENIOR JOB CAPTAIN	$171
PROJECT COORDINATOR	$165
PROFESSIONAL STAFF I	$145
PROFESSIONAL STAFF II	$135
PROFESSIONAL STAFF III	$120
ADMINISTRATIVE	$ 77

Please note: The above hourly rates are subject to increase on a yearly basis according to the State of California Cost-of-Living Adjustment

[END OF EXHIBIT "D']

EXHIBIT "E"

INSURANCE REQUIREMENTS

A. Architect shall procure, prior to commencement of the Services of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services provided by the Architect, his agents, representatives, employees and Consultant(s). Architect's liabilities, including but not limited to Architect's indemnity or defense obligations under this Agreement shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Architect's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by the District as a material breach of contract.

B. **Minimum Scope and Limits of Insurance:** Coverage shall be at least as broad as the following scopes and limits:

   1. **Commercial General Liability.** Two million dollars ($2,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.

   2. **Commercial Automobile Liability, Any Auto.** Two million dollars ($2,000,000) per accident for bodily injury and property damage.

   3. **Workers' Compensation Liability.** For all of the Architect's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, a Workers' Compensation policy. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

   4. **Employment Practices Liability.** For all of the Architect's employees who are subject to this Agreement, Architect shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars ($1,000,000) per occurrence. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

   5. **Professional Liability.** This insurance shall cover the prime design professional and his/her consultant(s) on a Claims Made basis for two million dollars ($2,000,000) aggregate limit subject to no more than fifty thousand dollars ($50,000) per claim deductible, coverage to continue through completion of construction plus two (2) years thereafter.

C. The District reserves the right to modify the limits and coverages described herein.

D. **Deductibles and Self-Insured Retention:** Architect shall inform the District in writing if any deductibles or self-insured retention exceeds twenty-five thousand dollars ($25,000). At the option of the District, either:

   1. The District can accept the higher deductible;

   2. Architect's insurer shall reduce or eliminate such deductibles or self-insured retention in

respect to the District, its officers, officials, employees and volunteers; or

3. Architect shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. **Other Insurance Provisions:** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds for liability arising out of activities performed by or on behalf of the Architect; Instruments of Service and completed operations of the Architect; premises owned, occupied or used by the Architect; or automobiles owned, leased, hired or borrowed by the Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.

2. For any claims related to the projects, Architect's insurance coverage shall be primary insurance as respect to the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of Architect's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

4. Architect's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

F. **Acceptability of Insurers:** Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. Architect shall inform the District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of the District, the District may either:

1. Accept the lower rating; or

2. Require Architect to procure insurance from another insurer.

G. **Verification of Coverage:** Prior to commencing with its provision of Services under this Agreement, Architect shall furnish District with:

1. Certificates of insurance showing maintenance of the required insurance coverages; and

2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverages on its behalf. All endorsements are to be received and approved by the District before Services commence.

[END OF EXHIBIT "E']

EXHIBIT "F"

SCOPE OF WORK

The scope of work for each project will be identified on each Project Assignment Amendment.

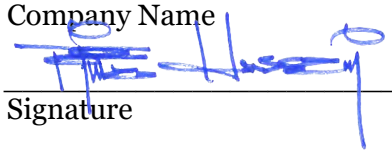
[END OF EXHIBIT "F']

EXHIBIT "G"

CERTIFICATIONS / DECLARATIONS

I, PariSima Hassani certify that I am the bidder's CEO + Managing Principal and that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims.

Westgroup Designs, Inc.
Company Name


Signature

PariSima Hassani
Print Name

CEO + Managing Principal
Title

09.08.2025
Date

[END OF EXHIBIT "G']

EXHIBIT "H"

SAMPLE PROJECT ASSIGNMENT AMENDMENT (PAA) TO MASTER AGREEMENT FOR ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Burbank Unified School District ("District") and _____ ("Architect") as of _____, 20____.

Whereas, the District entered into a written Agreement entitled Master Agreement for Architectural Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect;

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services; and

Whereas, this PAA shall be considered attached to and incorporated into the Agreement as the Parties desire to identify a particular Project that will be completed pursuant to the terms of the Agreement.

NOW THEREFORE, the District and Architect and agree as follows:

1. **Assigned Project Description**. The Assigned Project is described as follows: _____ per the attached Proposal (Attachment 1) from Architect dated _____.

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is _____ .

3. **Assigned Project Basic Services. The Basic Services Phases for the Assigned Project are:**

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following: the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.

Design Disciplines; Design Consultants
As required.

5. **Assigned Project Schedule**. The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date

6. **Assigned Project Contract Price**. The Contract Price for the Assigned Project shall not exceed _____ **Dollars ($_____).** The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation	Percentage of Contract Price
Total Contract Price:	**$**	100%

7. **Design Consultants**. Design Consultants to the Architect for the design disciplines required for the Assigned Project are as follows: _____.

8. **Agreement Terms**. All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

IN WITNESS WHEREOF, the parties hereto have executed this Project Assignment Amendment as of the date set forth above.

District:	**Architect:**
Burbank Unified School District	_____
By: _____	By: _____
Print Name: Andrew Cantwell	Print Name: _____
Title: Assistant Superintendent	Title: _____

[END OF EXHIBIT "H']

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by Uplift Therapy Center LLC for Special Education

---

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education student 960036916, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $7,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Uplift Therapy Center LLC for Special Education student 960036916, for a total not to exceed of $7,500 (01.0-65360.0-57602-11900-5850-7440000), effective December 1, 2025 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF RATIFIED AGREEMENT

This Agreement, made and entered into this 25th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Uplift Therapy Center LLC hereinafter referred to as "Provider."

Payee's Name: Uplift Therapy Center LLC Daytime Phone Number: _____

Mailing Address: 1975 Verdugo Blvd. Unit D La Canada Flintridge, CA 91011

Email Address: contact@upliftherapycenter.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent _____ Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $200 per hour for a total not to exceed **$7,500** **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 12/01/2025 and terminating on: 12/31/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Uplift Therapy Center LLC will provide compensatory education-related services including academics, speech, occupational therapy for special education student 960036916.

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 Uplift Therapy Center 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 Uplift Therapy Center 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

Uplift Therapy Center 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 Uplift Therapy Center 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 Uplift Therapy Center LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Uplift Therapy Center 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 Uplift Therapy Center 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 Uplift Therapy Center LLC demand.

District shall save and hold Uplift Therapy Center LLC, harmless from and against and shall indemnify Uplift Therapy Center 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 Uplift Therapy Center 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, Uplift Therapy Center LLC may defend the same and any expenses, including reasonable attorney's fees, which Uplift Therapy Center LLC may pay or incur in defending said action and the amount of any judgment which Uplift Therapy Center LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Uplift Therapy Center LLC
Provider/Company

Talin Yacubian OTD, OTR/L
Print Representative Name

Founder + CEO
Title

Talin
Signature

11/25/2025
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Hollar Speech and Language Services for Special Education

---

Background:

The Board of Education is being asked to approve the agreement for professional services for Special Education student 960029084, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $3,200.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hollar Speech and Language Services for Special Education student 960029084, for a total not to exceed of $3,200 (01.0-65360.0-57602-11901-5850-7440000), effective December 12, 2025 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF AGREEMENT

This Agreement, made and entered into this 25th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hollar Speech and Language Services hereinafter referred to as "Provider."

Payee's Name: Hollar Speech and Language Services Daytime Phone Number: 818-269-0143

Mailing Address: 166 E. Foothill Blvd. Arcadia, CA 91006

Email Address: speachsue@aol.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 total not to exceed **$3,200**
2. The term of the Agreement shall be the period commencing on: 12/12/2025 and terminating on: 12/30/2026.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hollar Speech and Language Services will provide a speech and language IEE for Special Education Student 960029084.
6. 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.
7. 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.
8. 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.

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

10. 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.

11. 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.

12. 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.

13. Communicate within twenty-four hours to Hollar Speech and Language Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

Hollar Speech and Language Services 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 Hollar Speech and Language Services 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 Hollar Speech and Language Services, its agents, subcontractors, employees or other representatives referred to in this Agreement, Hollar Speech and Language Services 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 Hollar Speech and Language Services 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 Hollar Speech and Language Services demand.

District shall save and hold Hollar Speech and Language Services, harmless from and against and shall indemnify Hollar Speech and Language Services 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 Hollar Speech and Language Services 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, Hollar Speech and Language Services may defend the same and any expenses, including reasonable attorney's fees, which Hollar Speech and Language Services may pay or incur in defending said action and the amount of any judgment which Hollar Speech and Language Services may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Hollar Speech and Language Services
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Every Special Child LLC for Special Education Students

Background:

The Board of Education is being asked to approve an agreement with Every Special Child LLC, to provide speech and language services to Special Education students.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $92,400.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Every Special Child LLC to provide speech and language services to Special Education students, not to exceed $92,400 (01.0-65000.0-57602-11900-5850-7440000), effective December 15, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF AGREEMENT

This Agreement, made and entered into this 25th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Every Special Child LLC hereinafter referred to as "Provider."

Payee's Name: Every Special Child LLC Daytime Phone Number: 323-476-1761 X101

Mailing Address: 288 Durham Avenue Metuchen, NJ 08840

Email Address: sean.hasan@everyspecialchild.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 12/11/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $110 per hour, 40 hours per week, for 21 weeks, for a total not to exceed **$92,400.**

2. The term of the Agreement shall be the period commencing on: 12/15/2025 and terminating on: 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Every Special Child LLC will provide a speech and language pathologist for support and assessments for special education students.

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 Every Special Child 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 Every Special Child 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

Every Special Child 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 Every Special Child 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 Every Special Child LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Every Special Child 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 Every Special Child 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 Every Special Child LLC demand.

District shall save and hold Every Special Child LLC, harmless from and against and shall indemnify Every Special Child 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 Every Special Child 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, Every Special Child LLC may defend the same and any expenses, including reasonable attorney's fees, which Every Special Child LLC may pay or incur in defending said action and the amount of any judgment which Every Special Child LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Every Special Child LLC
Provider/Company

Print Representative Name

Title

Signature

Date

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:	Laura Erisman, Administrative Secretary
DATE:	December 11, 2025
SUBJECT:	Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip to Santa Clara

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Background:

The John Burroughs High School Vocal Music Association wishes to travel to Santa Clara, CA for choir performance at California's Great America on Saturday, April 25, 2026, through Monday, April 27, 2026.

Discussion/Issues:

One hundred and forty-seven students will travel via bus to Santa Clara, CA. Students will board buses at JBHS at 8:00 am, with Brendan Jennings, Teacher and twenty chaperones. Group will be staying at the Hilton Santa Clara at 4949 Great America Parkway, Santa Clara, CA 95054 (408) 330-0001.

Day 1 – Saturday, April 25th Arrival at Hilton is expected around 3:30 pm. Group will meet for dinner at 4:30 pm. At 6:00 pm group will board buses to go to Come From Away. Buses are expected to return to hotel at 10:30 pm with lights out at 11:00 pm.

Day 2 – Sunday, April 26th, students will have breakfast in pods and will meet in the lobby at 9:30 am to walk to Great America. At 6:00 pm students will meet at entrance to park to walk back to the hotel. Dinner in pods at 7:00 pm. Lights out at 11:00 pm.

Day 3 – Monday, April 27th, breakfast will be in pods at 7:00 am. Students will have free time at the hotel till 9:30 am. Group will travel for sight-seeing at Fisherman's Wharf. After lunch buses will depart for JBHS. Expected arrival is 7:00 pm.00 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting is scheduled for March 7, 2026, in the John Burroughs High School choir room at 8:00 pm. All students and parents/guardians are expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to perform at California's Great America in Santa Clara, CA from Saturday, April 25, 2026 through Monday, April 27, 2026, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	December 11, 2025
SUBJECT:	Approval of Amended Agreement for Professional Services Provided by Alpha Interpreting Agency, Corp. for Special Education Students

Background:

The Board of Education is being asked to amend an agreement to hire interpreters/translators for deaf and hard of hearing Special Education students through an agency because the District is unable to secure a full time, temporary or substitute to support special education students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $1,200,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Education Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Alpha Interpreting Agency, Corp., to provide interpreters/translators for deaf and hard of hearing Special Education students, not to exceed $1,200,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 18, 2025 for a total not to exceed $700,000. Due to increased need, this amendment adds an additional $500,000 for a new not to exceed amount of $1,200,000.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 26th day of November 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alpha Interpreting Agency, Corp. hereinafter referred to as "Consultant."

Payee's Name: Alpha Interpreting Agency, Corp. Daytime Phone Number: 310-220-9655

Mailing Address: 1136 Millbrook Rd., Corona, CA 92882

Email Address: roy@alphainterpreters.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~06/18/2025~~ 12/11/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **~~$700,000~~ $1,200,000**

2. The term of the Agreement shall be the period commencing on: 07/01/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Alpha Interpreting Agency, Corp. will provide interpreters/translators for DHH special education students. There will not be services needed on the following dates: July 4, September 1, November 11, 27 and 28, December 22 through January 2, January 19, February 13 and 16, March 16-20 and May 25. There may be other days where it's pupil free days but those will be communicated with staff.

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

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

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

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should 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 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 Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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

Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp., its agents, subcontractors, employees or other representatives referred to in this Agreement, Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. demand.

District shall save and hold Alpha Interpreting Agency, Corp., harmless from and against and shall indemnify Alpha Interpreting Agency, Corp. 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 Alpha Interpreting Agency, Corp. 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, Alpha Interpreting Agency, Corp. may defend the same and any expenses, including reasonable attorney's

fees, which Alpha Interpreting Agency, Corp. may pay or incur in defending said action and the amount of any judgment which Alpha Interpreting Agency, Corp. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Alpha Interpreting Agency, Corp.
Consultant/Company

Print Representative Name

Title

Signature

Date