BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, July 24, 2025

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

Burbank Unified School District
Third Floor, Board Room
1900 W. Olive Ave.
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/NHc8n1jf443ZoWKz5 3pm on Wednesday, July 23rd. 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 Conference with Labor Negotiator, Pursuant to Government Code 54957.6
Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.c Government Code section 54957
Public employee appointment/employment
Title: Acting/Interim Superintendent

3.d Government Code section 54957.6
Conference with labor negotiator
Name of negotiator: Board President
Unrepresented employee: Acting/Interim Superintendent

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. REPORTS FROM THE BOARD AND STAFF

8.a 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.

8.b Reports from the Superintendent
Oscar Macias, Acting Superintendent will report on items of interest to the Board of Education and the community.

9. REQUESTS TO ADDRESS THE BOARD

9.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.

9.b Superintendent's Comments
Oscar Macias, Acting Superintendent, will respond to public comment.

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

10. REPORTS TO THE BOARD

11. NEW AND/OR UNFINISHED BUSINESS

11.a Ratification of Agreement for Claims Administration Services with Sedgwick Claims Management Services, Inc.
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Sedgwick Claims Management Services, Inc. to provide claims administration services for past uninsured Workers Comp Claims (1979-2005), effective, July 1, 2025 through June 30, 2026, not to exceed $9,500 (01.0-00000.0-00000-00000-9532-0000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.
Sedgwick Agreement 072425.pdf

11.b Ratification of Agreement for Professional Services (Human Resources)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language

interpreting to employees, not to exceed $200,000.00 (010-00000-0-00000-72000-5850-7550000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.
Ratification of Agreement for Professional Services (Human Resources).pdf

11.c Approval of Agreement for Professional Services (Human Resources)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and the Department of General Service/Office of Administrative Hearings to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727, effective July 25, 2025 through until terminated five (5) years on July 25, 2030, not to exceed $48,000.00 (010-00000-0-00000-72000-5850-7550000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD--AR 3314, as presented.
Approval of Agreement for Professional Services (Human Resources).pdf

11.d Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year, effective July 25, 2025 through June 30, 2026, as presented.
Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year.pdf

11.e Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 25, 2025 through June 30, 2026, not to exceed $130,500.00
(010-01500.0-11202-10000-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.
FSA_School_Based_Counseling_7 24 25.pdf

11.f Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care Centers, effective July 25, 2025 through June 30, 2026, not to exceed $100,000 (010-90350.0-57601-11800-5810-7440000) MediCal Admin Activities (MAA) funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.
FSA_Student_Care_Center_7 24 25.pdf

11.g Approval of Agreement for Professional Services with Enterprise Fleet Management, Inc.
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve an agreement between Burbank Unified School District and Enterprise Fleet Management, Inc. for the 60 month lease of a District vehicle to be used by the FACTS program, effective August 1, 2025 through August 31, 2030, not to exceed $6,236 annually (including lease termination fees) (01.0-58100.0-50010-11100-5611-7440000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.
Approval Enterprise Lease FACTS 072425.pdf

11.h Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Extension of Employment Contract for Assistant Superintendent Educational Services effective from July 1, 2025 to December 31, 2025, as presented.
Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services.pdf

11.i Approval of Notice of Completion, Southland Roofing Inc., Bid 2425-029 Clay Tile Roof Replacement, William McKinley Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2425-029 Clay Tile Roof Replacement at William McKinley Elementary School, PO #25003953, not to exceed $94,430.00 (21.3-00000-0-91008-85000-6230-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD R3314, as presented.
NOC_Southland_McKinley_Bond.pdf

11.j Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025
The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.
Board Representation on Committees_Report 2025.pdf

11.k Approval of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias
Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education approve the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective (date pending) and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.
Macias Interim Contract (2025).pdf

11.l Approval of Revised Board Policy 6170.1 Transitional Kindergarten
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 6170.1 Transitional Kindergarten, as presented.
Board Policy 6170.1 Revision.pdf

12. CONSENT AGENDA

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

12.a 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 June 30, 2025, as presented.
2025-2026 Purchase Order Report.pdf

12.b Approval of Amended District Memberships 2025-2026
Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.
Amended District Memberships - CITE 072425.pdf

12.c Ratification of Amended Authorization of Signatures
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.
Amended Authorization Signatures 25-26 072425.pdf

12.d Approval of Personnel Report Number 25-26-02
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-02, covering Certificated and Classified personnel and consisting of Pages 1 to 9 inclusive, as presented.
Personnel Report 25-26-02.pdf

12.e Ratification of Agreement for Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Ratification of Instructional Consultants Consent 072425.pdf

12.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 072425.pdf

12.g Approval of Non-Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Non-Instructional Consultant 072425.pdf

12.h Approval of Agreement for Professional Services Provided by Family Services Agency of Burbank for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying Special Education students, effective July 25, 2025 through June 30, 2026, not to exceed $480,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Family Services Agency of Burbank.pdf

12.i Approval of Agreement for Professional Services Provided by California State University Northridge 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 California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services California State University Northridge.pdf

12.j Approval of Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $135,975 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Aya Healthcare.pdf

12.k Approval of Agreement for Professional Services Provided by MYBASEPAY USA LLC for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and MYBASEPAY USA LLC to provide a credentialed special education teacher, not to exceed $136,622.50 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services MYBASEPAY_Teacher.pdf

12.l Approval of Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed $121,695 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services The Stepping Stones Group_Teacher.pdf

12.mRatification of Agreement for Professional Services Provided by EverDrivenTechnologies, LLC F/K/A/ ALS Schools for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education ratify an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2025, through June 30, 2026, not to exceed $64,754 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services EverDrive Technologies_Ratification.pdf

12.n Amended Agreement for Professional Services Provided by Adams Silva & McNally LLP for Special Education
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $514,164.33 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 18, 2024 for a total not to exceed $300,000. The second amendment added $200,000. This amendment adds an additional $14,164.33. The new not to exceed amount is $514,164.33.
SPED Professional Services Adams Silva & McNally_Amendment.pdf

12.o Approval of Notice of Completion, AME Builders Inc., Emergency Roof Repair, District Administration Office (Emergency Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at the District Administration Office, PO #25002844, not to exceed $92,300.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
NOC_AME_DO_Emergency.pdf

12.p Approval of Notice of Completion, Time and Alarm Systems, Furnish and Install New Bogen Nyquist Integrated Communication System, Burbank Adult School (Adult Education Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install New Bogen Nyquist Integrated Communication System at Burbank Adult School, PO #25002332, not to exceed $97,291.00 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
NOC_Time and Alarm_BAS_Adult Ed Fund.pdf

12.q Approval of Notice of Completion, Asbestos Control Testing Inc., Abatement Services, Kitchen Project, Dolores Huerta Middle School (Fund 13-Food Services)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Abatement Services for Kitchen Project at Dolores Huerta Middle School, PO #25003875, not to exceed $48,250 (130-53100-0-00000-37000-6250-749-0000) Fund 13-Food Services, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
NOC_Asbestos_Huerta_Fund 13 FS.pdf

12.r Approval of Award of Contract, California Marquee Inc., Furnish and Install Marquee Sign,

Providencia Elementary (Gift Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Marquee Inc., to Furnish and Install Marquee Sign at Providencia Elementary, effective July 24, 2025 to July 23, 2026, not to exceed $29,887.68 (010-90201-0-00000-27000-6510-213-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD AR 3314, as presented.
AOC_California Marquee_Prov_Gift.pdf

12.s Ratification of Agreement, Becklars Holding LLC, /Avantguard, District-Wide Fire Alarm Monitoring Services, Various Sites (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Becklars Holding LLC, /Avantguard for the implementation of the District-Wide Fire Alarm Monitoring, effective January 1, 2025 through December 31, 2028, not to exceed $4,600 (01.0-00100.0-00000-83000-5850-752-0000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.
Ratif_Becklars_DistrictWide_General.pdf

12.t Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
AOP_ Class Leasing_BAS_Adult Ed Fund.pdf

13. REPORTS FROM BOARD MEMBERS

13.a Reports from Board Members
Board of Education members will report on items within the jurisdiction of the Board.

14. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Ratification of Agreement for Claims Administration Services with Sedgwick Claims Management Services, Inc.

Background:

The District began the Schools Linked for Insurance Management (SLIM) Joint Powers Authority (JPA) in 1979 to manage workers' compensation claims along with other school districts. From its inception until 2005, SLIM operated under a self-insured model, covering claims up to the self-insurance limit, ranging from $250,000 to $750,000.

On June 30, 2017, Burbank USD determined that transitioning to the West San Gabriel Valley Workers' Compensation JPA, which includes nine other school districts in the region would result in estimated annual savings of $500,000. As a result, the District withdrew from SLIM. On October 5, 2017, the Board ratified an agreement with York Risk Services Group, Inc. for claims administration services through June 30, 2020, with provisions for annual renewals.

Discussion/Issues:

The District's original agreement for claims administration was with York Risk Services Group, Inc., which transitioned to Sedgwick Claims Management Services on September 3, 2019.

Sedgwick has demonstrated a consistent ability to manage claims efficiently and has provided cost effective service over the years. The agreement maintains the District's existing risk management structure and provides continuity.

Annual payments under York began at $11,000 in the first year, increasing incrementally to $11,670 by year three. Since the transition to Sedgwick Claims Management Services the District has paid $10,036 annually. For 2025-26, Sedgwick has offered a reduced annual fee of $9,500, the lowest rate since the District joined the current self-insured JPA structure in 2017

This agreement pertains specifically to claims related to the District's past self-insured liability (1979-2005).

Fiscal Impact:

Not to exceed $9,500 (01.0-00000.0-00000-00000-9532-0000000)

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Sedgwick Claims Management Services, Inc. to provide claims administration services for past uninsured Workers' Comp Claims (1979-2005), effective, July 1, 2025 through June 30, 2026, not to exceed $9,500 (01.0-00000.0-00000-00000-9532-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

SERVICE AGREEMENT FOR ADMINISTRATION OF A CLAIMS PROGRAM

This Service Agreement for Administration of a Claims Program dated July 1, 2025 (the "Agreement"), is entered into by and between Sedgwick Claims Management Services, Inc. ("Sedgwick"), and Burbank Unified School District (the "Client") (Sedgwick and Client together the "Parties").

RECITALS

1. Client self-insures its claims administration program for workers' compensation risks and desires to have Sedgwick provide the specific services set forth below in connection with such self-insured program (the "Program," as defined on the attached Exhibit A).

2. Sedgwick is willing to provide such services on the terms and conditions hereinafter stated.

AGREEMENT

1. Services to Be Performed by Sedgwick: Sedgwick agrees to perform the following services:

A. With regard to Claims Administration, Sedgwick shall:

(1) During the term of this Agreement, review all claim and loss reports received from Client that are required to be reviewed under the Program (a "Qualified Claim"), and process each such claim or loss report in accordance with applicable statutory and administrative regulations;

(2) Conduct an investigation of each Qualified Claim to the extent deemed necessary by Sedgwick in the performance of its obligations hereunder;

(3) Arrange for independent investigators, appraisers, or medical or other experts to the extent deemed necessary by Sedgwick in connection with processing any Qualified Claim;

(4) Pay benefits, expenses, and adjust or settle each Qualified Claim, but only if in the sole judgment of Sedgwick such payment would be prudent for Client and the anticipated amount thereof does not exceed the limit specified in accordance with paragraphs 2F and 2G below, or as Client specifically approves or directs such action in writing;

(5) Maintain a file for each Qualified Claim which shall be the property of Client (for self-insured claims) or Insurer (for insured claims) and which shall be available for review by Client or Insurer during normal business hours upon three (3) days' prior written notice;

(6) Notify Client's first layer of insurance coverage for each Qualified Claim where the values may exceed Client's retention, providing such insurer with necessary information on the current status of those claims, unless relieved of this obligation by Client pursuant to paragraph 2A;

(7) Assist Client's counsel, if requested, in preparing the defense of litigated cases arising out of Qualified Claims, negotiating settlements and pursuing subrogation or contribution actions;

(8) Maintain a current estimate of the expected total cost of each Qualified Claim which is based on facts known at the estimation date, but is not trended or actuarially developed;

(9) Use a proprietary data management system to furnish to Client agreed upon loss and information reports. These reports shall contain information such as each Qualified Claim date, condensed claim description, payments made, estimated future costs and total expected costs of all Qualified Claims, as well as summary and other data deemed relevant by Sedgwick, but not IBNR (incurred but not reported) claims or actuarially developed loss values; and

(10) Annually report federal, state and local 1099 information under Sedgwick's tax identification number(s) for vendor payments issued by Sedgwick on bank accounts established and managed by Sedgwick on behalf of Client, but not for payment authorizations when Sedgwick does not issue the checks. Client recognizes and agrees that any earnings credits realized on the account(s) will be utilized to offset banking analysis fees related to any Sedgwick managed claim fund account. To the extent that earnings credits do not off-set all bank account fees, Client shall pay the additional bank account fees due.

B. Sedgwick will provide managed care services as set forth in the attached Managed Care Service Schedule.

C. Sedgwick will provide the MMSEA/SCHIP Reporting services as set forth in the Medicare Reporting Services Schedule attached hereto.

2. <u>Obligations of Client</u>:

A. Client shall provide Sedgwick in a timely manner with its first layer of insurance coverage for the policy years necessary for proper notification of applicable Qualified Claims to such first layer insurers by Sedgwick. Should Client fail to provide this information, Sedgwick shall be relieved of any such reporting obligations.

B. Client shall pay to Sedgwick a service fee which, in the initial term of this

Agreement, shall be computed and payable as shown on the attached Exhibit B, plus applicable taxes, if any. Client shall reimburse Sedgwick for the reasonable and customary out-of-pocket expenses incurred by Sedgwick such as travel expenses in conjunction with the services being performed. If Client, in its sole discretion, requests Sedgwick to perform services outside of the scope of work listed herein, then Client shall compensate Sedgwick for such services at Sedgwick's then applicable standard rates for such service.

C. Client shall at all times provide funds adequate for the payment of Qualified Claims, including allocated loss adjustment expenses. For purposes of this Agreement, allocated loss adjustment expenses shall mean all costs, charges or expenses incurred by Sedgwick, its agents or its employees which are properly chargeable to a Qualified Claim including, without limitation, court costs; fees and expenses of attorneys; appeal bonds; independent adjusters; investigators; appraisers; vocational services, training or evaluation; medical expenses and medical cost containment service providers (including those provided by Sedgwick, if applicable); durable medical equipment; rehabilitation services; experts and witnesses; fees for obtaining statements, diagrams, reports, records, documents, transcripts, depositions, Medicare reporting and compliance services fees and costs, index bureau filings and re-filings, and photographs; cost of file retrieval; cost associated with the pursuit of subrogation and/or Special Injury Fund claims; hearing representation services; and travel fees and expenses incurred at Client's request. Sedgwick may, but need not, elect to utilize its own staff or affiliated entities to perform these services. Associated fees and costs will be charged as allocated loss adjustment expenses.

D. Client shall deposit funds for payment of Qualified Claims, including allocated loss adjustment expenses, in a bank account or accounts (the "Claim Account"). Client shall be responsible for providing sufficient funds to enable Sedgwick to write checks on the Claim Account for use in the payment of Client's Qualified Claims. Such funds shall be provided by electronic funds transfer at the inception of the Program and replenished by electronic funds transfer promptly from time to time thereafter. The amount of the escrow required for the Claim Account may be modified in the following instances:

(1) There is a substantial increase or decrease in claims payment activity;

(2) Client fails to fund the Claim Account within the agreed upon time period;

(3) There is a change in funding cycle;

(4) The escrow is recalculated at Client's request; or

(5) The escrow amount is automatically recalculated on an annual basis.

E. It is expressly understood that Sedgwick shall not be required to advance its own

funds to pay losses or allocated loss adjustment expenses for any Qualified Claim hereunder. It is further understood that if Client fails to promptly provide funds sufficient to allow required payments to be made timely, or if funds previously provided by or on behalf of Client are seized, frozen or otherwise unavailable to Sedgwick to allow required payments to be made timely on account of the bankruptcy, receivership, or other insolvency proceeding of Client [or Insurer, in cases where Insurer funds claim account], Sedgwick will have no obligation to perform any claims payments services during any period of underfunding.

F. Sedgwick shall have full discretion to make an individual payment of an allocated loss adjustment expense in an amount up to $25,000 on any Qualified Claim and shall not need the approval of Client to make such payments. This amount may be changed at any time by Client upon ten (10) days' prior written notice to Sedgwick. It is agreed that Sedgwick shall have full authority and control in all matters pertaining to the payment, processing, investigation and administration of Qualified Claims within the limit established by this paragraph.

G. Sedgwick shall have full discretion to redeem, compromise or settle any Qualified Claim for an amount not to exceed $0 and shall not need the approval of Client to consummate such redemption, compromise or settlement. This amount may be changed at any time by Client upon ten (10) days' prior written notice to Sedgwick. Failure of Sedgwick to settle a Qualified Claim within such limit, however, shall not subject Sedgwick to any liability whatsoever in the event of an adverse judgment entered by any court or the settlement of such Qualified Claim for an amount in excess of such limit.

H. Should Client fail to make timely payments of any service fees due Sedgwick or should Client in any other way breach a material term of this Agreement, Sedgwick shall then have the right to refuse to perform any further services or terminate this Agreement. If Sedgwick elects to exercise its rights under this paragraph, in addition to all other legal or equitable remedies, Sedgwick will have the right to its full minimum fee, if any, as well as any other fees for which Sedgwick may be eligible, and may collect such fees from any loss fund that may be in Sedgwick's care, custody and control.

I. Upon receipt of any form of notice advising of facts which are or may be a Qualified Claim, Client shall promptly assign the Qualified Claim to Sedgwick for management. Client shall promptly provide Sedgwick with such information as Sedgwick may require, including, but not limited to, any copy of documents describing its Program, including but not limited to documents submitted to any legal, administrative or regulatory authority for approval of the Program, as well as incident reports and related information in Client's possession and otherwise cooperate with Sedgwick in carrying out Sedgwick's tasks hereunder.

3. Discontinuance of Operations:

Should Client discontinue its business for any reason, all fees due Sedgwick shall be paid immediately. Sedgwick shall have no further obligation to continue to provide the services called for in this Agreement, and, at Sedgwick's option, this Agreement shall be considered terminated as of the date Client ceases operations or is subject to a bankruptcy or receivership filing, either voluntarily or involuntarily.

4. Covered Jurisdictions:

This Agreement shall cover all operations of Client in the state of California.

5. Term of Agreement and Termination:

A. The term of this Agreement shall be for the period commencing on July 1, 2025 and ending on June 30, 2026.

B. This Agreement may be terminated by either party at any time, provided that at least sixty (60) days' prior written notice of the effective date of termination is given to the other party.

C. Sedgwick is providing services to Client on a life of contract basis. If requested by Client, Sedgwick will continue to process Client's Qualified Claims remaining open at the expiration or termination of this Agreement, if any, provided that Client shall continue to make adequate funds available for the payment of such Qualified Claims, including any allocated loss adjustment expenses and pay information technology fees, fees for encrypted data files, program management fees, and any other applicable fees. This provision shall not apply unless the additional fee for this service shall have been negotiated and agreed to in writing prior to the effective date of termination.

C. If Sedgwick is required by Insurer to adjust Client's insured Qualified Claims after expiration or termination of this Agreement, Client shall continue to fund claims payments and allocated loss adjustment expenses as otherwise provided herein, and Client shall pay Sedgwick a mutually agreed upon fee, plus the prevailing fee for any information technology or encrypted data files required by Insurer.

D. If Insurer fails to pay Sedgwick service fees which it is obligated to pay, then Sedgwick may present all unpaid invoices to Client and Client shall pay such service fees within thirty (30) days of presentment. If Insurer is responsible for funding the Claim Account and fails to adequately do so, then Client shall immediately and adequately fund the Claim Account upon notice from Sedgwick of the deficiency.

F. Upon expiration or termination of this Agreement, Sedgwick shall deliver, at

Client's sole cost, the hard copy and imaged files that Sedgwick has maintained for Qualified Claims (but not including any computer hardware, firmware, software or other proprietary information of Sedgwick), except those Sedgwick has agreed in writing to continue to process or files that are owned by Insurer; provided, however, that Sedgwick or its agents, employees or attorneys shall continue to be entitled to inspect all such files and make copies or extracts there from. Imaged files shall be transferred to Client in the same electronic format. Client shall pay Sedgwick a one-time payment for transition of Qualified Claims as consideration for Sedgwick's associated costs, which costs may include, but are not limited to, carrier coordination, coordination with the new third party administrator, if any, necessary mailings and notifications, catalog and transfer of hard inventory, digital recording retrieval & transfer, advanced TTD payments, multiple loss runs, payment history for advanced TTD, claim hot list, banking reconciliation, validation of billings paid in field prior to transfer, field examiners validation and release of pending payments, client services & parameters group time (B2B interface shutoff, intake shutoff, CSI shutdown), as well as technology items such as preliminary and final data extract, image extract, bill review extract, MMSEA extract and hierarchy structure extract. If Client does not agree to accept such files, they will be retained or destroyed at Sedgwick's option and Client shall have no recourse against Sedgwick for failure to retain them.

G. Should Client terminate the Agreement for convenience within the first twelve months of the Agreement, the Client shall pay Sedgwick fees equal to three months of the service fees. Should Client terminate for convenience within the second twelve months of the Agreement, the Client shall pay Sedgwick fees equal to two months of the service fees. Termination fees are payable within thirty (30) days of the date of notice of such termination.

6. <u>Professional Advice</u>:

Nothing in this Agreement is intended to require Sedgwick to engage in the practice of law, and services provided shall not be considered legal, tax or accounting advice, and Sedgwick shall in no event give, or be required to give, any legal opinion or provide any legal, tax or accounting representation to Client. Client acknowledges that Sedgwick has been engaged to provide certain services and that it is not the intent of the Parties that Sedgwick assume any insurance risk. Sedgwick shall not act as an insurer for Client, and this Agreement shall not be construed as an insurance policy; it being understood that Sedgwick is in no event financially responsible for payment or satisfaction of Client's claims, lawsuits, or any form of cause of action against Client from Sedgwick funds.

7. <u>Indemnification</u>:

A. Sedgwick shall be fully responsible for exercising reasonable care at all times in the performance of its obligations hereunder. However, if Sedgwick is named as a party to any litigation or proceeding, or is the subject of any claim or demand because of its actions on behalf of Client, Client agrees to indemnify, defend, and

hold Sedgwick, its officers, directors, employees and agents harmless from any and all losses, damages, costs, judgments and expenses (including attorneys' fees and costs) with respect to any such litigation, proceeding, claim or demand, unless and until a finding is entered to the effect that Sedgwick failed to exercise such reasonable care in the performance of its obligations hereunder. Sedgwick agrees to indemnify, hold harmless and defend Client, its directors, officers, employees and agents from and against any and all liabilities, loss or damage that they may suffer as a result of any claim, demand, cost or judgment against them arising out of the negligence or willful misconduct of Sedgwick in connection with its performance under this Agreement, provided that such acts or omissions do not arise out of or relate to oral or written instructions, procedures or forms supplied by Client or to Client's internal management or adjustment of its claims. Each party agrees to keep the other fully informed of any matter for which it is defending, holding harmless or indemnifying the other party. Each party reserves the right to appoint its own counsel, at its own expense, regarding any matter defended hereunder and to approve any settlements of same.

B. Notwithstanding anything to the contrary contained in the above paragraph, it is understood and agreed that if Client, directly or through a subcontractor or vendor of Client's choosing, including any prior subcontractor, third party administrator, or vendor ("Client Subcontractor"), retains administration of a claim or performs or performed any services for a claim Sedgwick administers, or if Client otherwise directs the administration of a claim, Client will indemnify, defend, and hold Sedgwick, its officers, directors, employees and agents harmless from the losses, damages, costs, judgments and expenses (including attorneys' fees and costs) as a result of any litigation or proceeding, fines, penalties, revocation of license, or any other state regulatory investigation or action arising against Sedgwick related to the acts or omissions of Client or the Client Subcontractor.

C. If Client's access to claim data includes the ability to add and modify data, Sedgwick shall not be required to verify, or otherwise be responsible for, the accuracy of data added or modified by Client. Client shall indemnify, defend and hold Sedgwick, its officers, directors, employees and agents harmless for any loss, cost (including attorneys' fees), claim or judgment which is attributable to Client's input or modification of data.

D. The Parties agree that in no event shall Sedgwick's liability under this Agreement exceed the service fees paid to Sedgwick for the six (6) months immediately prior to the event from which the claim or matter arises. IN NO EVENT SHALL SEDGWICK BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS OR GOODWILL OR OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS AGREEMENT OR RESULTING FROM THE FURNISHING, PERFORMANCE, USE OR LOSS OF USE OF ANY SOFTWARE, SYSTEM, SITE, OR DELIVERABLE PROVIDED TO CLIENT HEREUNDER, INCLUDING WITHOUT

LIMITATION ANY INTERRUPTION OF BUSINESS, OR FOR ANY DAMAGES OR FINES ARISING FROM ANY ACTS OR OMISSIONS OF CLIENT SUBCONTRACTOR, EVEN IF SEDGWICK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

E. Notwithstanding the foregoing, an indemnifying party will not settle a claim without the indemnified party's written consent, unless such settlement results in (i) a full release of all Parties, (ii) no liability to the indemnified party or future obligation of the indemnified party, and (iii) no admission of wrongdoing by Client or Sedgwick.

F. The provisions of this section shall survive the expiration or termination of the Agreement.

8. <u>Network Security/Confidentiality</u>:

A. If Client's access to the data management system requires a network connection (the "Network Connection") between Client's network and Sedgwick's network, Sedgwick and Client shall take reasonable and customary precautions to prevent unauthorized access to or use of the Network Connection through their respective networks. The Parties agree, however, that each party is responsible for the security of its own network. Neither party shall be liable to the other for unauthorized access to the Network Connection, so long as the accused party shall have taken reasonable and customary precautions to prevent such unauthorized access.

B. Whether or not marked as such, and without regard to the media in which such records are stored, "Confidential Information" shall mean:

(1) any business or technical information pertaining to the Parties or to third parties, which is furnished, disclosed or made available by one party to the other, including, without limitation, specifications, prototypes, software, marketing plans, financial data and personnel statistics; and

(2) Medical records, reports and information, as well as any other non-medical records, reports or information pertaining to claimants under the Program.

C. Each party agrees to protect Confidential Information received hereunder with the same degree of care that such party exercises with its own confidential information (but in no event less than reasonable care) and to limit access and disclosure of Confidential Information only to their employees, agents and contractors who have a "need to know," and who agree to maintain confidentiality in accordance with this section. Notwithstanding the foregoing, Client agrees to permit Sedgwick to compile and disseminate aggregate, de-identified information for auditing, compliance, internal assessments, process improvement and related

analytics, benchmarking purposes or forward to a data collection facility data for Qualified Claims handled pursuant to this Agreement, provided that such facility agrees in writing to keep Client's data confidential. Further, Sedgwick shall be entitled, without violation of this section and without the prior consent of Client, to retain claims administration information and to forward claims administration information to government agencies to the extent required by law for the proper performance of the services set forth herein.

D. The provisions of this section shall survive the expiration or termination of the Agreement.

9. Notices:

Any notice required to be given under this Agreement shall be sent by certified or registered mail, postage prepaid, to General Counsel - Americas, Sedgwick Claims Management Services, Inc., 8125 Sedgwick Way, Memphis, TN 38125, in the case of Sedgwick, and to Andrew Cantwell, Assistant Superintendent of Administrative Services, 1900 W Olive Ave, Burbank CA 91506, in the case of Client.

10. Assignment:

The Client may not assign its rights or obligations under this Agreement. Sedgwick may assign or subcontract part of the services required hereunder and may at its discretion delegate to a subsidiary or affiliate such of its duties as it deems appropriate, provided that such subcontracting or delegation shall not relieve Sedgwick of any of its obligations hereunder.

11. Entire Agreement and Modification or Amendment:

This Agreement and its attached exhibits and schedules represents the full and final understanding of the Parties with respect to the subject matter described herein and supersedes any and all prior agreements or understandings, written or oral, express or implied. This Agreement may be modified or amended only by a written statement signed by both Parties.

12. Applicable Law:

The terms and conditions of this Agreement shall be governed by the laws of the State of California without regard to conflicts of law principles. If any dispute or claim arises hereunder that the Parties are not able to resolve amicably, the Parties agree and stipulate that such litigation shall be resolved in the State of California, and the Parties irrevocably submit to the exclusive venue and jurisdiction of such court for the purpose of any such action or proceeding. In the event of a dispute between the Parties resulting in litigation, the prevailing party may, in addition to any other relief obtained, recover its court costs and reasonable attorney's fees.

13. Force Majeure:

Neither party shall be liable to the other party or be deemed to have breached this Agreement for any failure or delay in the performance of all or any portion of its obligations under this Agreement if such failure or delay is due to any contingency beyond its reasonable control (a "Force Majeure Event"). Without limiting the generality of the foregoing, such contingency includes, but is not limited to, acts of God, fires, floods, pandemics, storms, earthquakes, riots, boycotts, strikes, lock-outs, acts of terror, wars and war operations, restraints of government, power or communication line failure or other circumstance beyond such party's reasonable control, or by reason of the bankruptcy, receivership or other insolvency proceeding of any bank or other financial institution where funds to pay losses and allocated loss adjustment expenses are held, or by reason of a judgment, ruling or order of any court or agency of competent jurisdiction or change of law or regulation subsequent to the execution of this Agreement. Both Parties are obligated to provide reasonable back-up capability to avoid the potential interruptions described above. If a Force Majeure Event occurs, the party delayed or unable to perform shall give immediate notice to the other party. Client acknowledges that the foregoing provision does not apply to Client's obligation to make timely payment of any fees due Sedgwick, and that Sedgwick shall be entitled to all remedies set forth in this Agreement and those allowed by law for Client's failure to timely pay such fees.

14. Headings:

Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

15. Relationship of Parties; Expenses:

Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between the Parties; the only relationship among the Parties shall be that of independent parties to a contract. Except as expressly provided herein, no party hereto shall have authority or shall hold itself out as having authority to act for or bind any other party hereto. Except as expressly set forth herein, each party shall bear all expenses it may incur in connection with the execution, delivery and performance of this Agreement.

16. Waiver of Breach:

Failure of either party hereto to require the performance by the other party hereto of any obligation under this Agreement shall not affect its right subsequently to require performance of that or any other obligation. Any waiver by any party hereto of any breach of any provision of this Agreement shall not be construed as a continuing waiver of any such provision or a waiver of any succeeding breach or modification of any other right under this Agreement.

17. Subcontractor Disclosure:

Through contractual arrangements with subcontractors, Sedgwick provides a full range of medical management and investigative services to its clients, as well as structured settlements, claim indexing services, imaging, auto-bill adjudication, and extra-territorial claims administration services. Medical management services include, but are not limited to, bill review, network access, pharmacy benefits management, peer review, field case management, electro-medical devices, bone growth stimulators, orthotics, prosthetics, translation and interpretation, transportation, medical supplies, IV and respiratory therapy, home health, and durable medical equipment. Client recognizes and agrees that delivery of some of these services are being provided pursuant to separate agreements between subcontractors and Sedgwick. Invoices for these services will be paid as allocated loss adjustment expenses on individual claims, unless otherwise agreed between Client and Sedgwick. Notwithstanding the foregoing, Client agrees and understands that Client is obligated to make payment to the subcontractors either directly or by remitting such payment to Sedgwick, for any money due for subcontracted services which have been provided under this Agreement. Client acknowledges that Sedgwick receives a portion of charges for subcontracted services as reimbursement for cost of program management, administration, and technological and service enhancements. In no event will charges to Client exceed the amount indicated in the Agreement.

18. Equitable Adjustment:

This Agreement contemplates that the standards applicable to this Agreement are those in effect on the date of this Agreement, whether such standards are set forth in statutes, regulations, rules, orders, case law or otherwise. In the event of a change in a service standard, Sedgwick shall be entitled to an equitable adjustment in its compensation if such change increases Sedgwick's cost of providing the services under this Agreement or reduces its profitability.

19. Non-Solicitation:

Client acknowledges and agrees that Sedgwick personnel who perform the services are a valuable asset to Sedgwick and difficult to replace. Accordingly, Client agrees that, during the term of the Agreement, and for twelve months thereafter, it will not solicit, contract or hire Sedgwick personnel or encourage them to seek employment or any other contractual arrangements with Client. The Parties further agree that in the event Client breaches the provision of this Section, Client shall pay Sedgwick liquidated damages in the amount of two times the annual compensation to be paid to such person for each such breach, which is the Parties' good faith estimate of the amount of damages to Sedgwick from such breach. This Section shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the dates written below.

Burbank Unified School District	Sedgwick Claims Management Services, Inc.
By_____	By _____
Title_____	Title _____
Date_____	Date_____

EXHIBIT A

SERVICE PROGRAM OVERVIEW

I. Introduction

Sedgwick is administering the workers' compensation claims for Client as follows:

State Serviced: California

Sedgwick Servicing Office: Rancho Cucamonga

II. Account Coordination

On behalf of Client, this service program will be coordinated by:

Client Representative: Andrew Cantwell
Client Name: Burbank Unified School District
Client Address: 1900 W Olive, Burbank CA 91506
Telephone #: 818-729-4400
Fax #: 818-729-4483

On behalf of Sedgwick, this service program will be coordinated by:

Sedgwick Representative: Juan Rangel
Sedgwick Claims Management Services, Inc.
Sedgwick Office Address: 8855 Haven Ave, Rancho Cucamonga, CA 91730
Telephone #: 818-399-0076

Each party reserves the right to change its designated representative during the term of the Agreement.

EXHIBIT B

SERVICE FEES

Client shall pay the following fees on a life of contract basis for services provided during the term of this Agreement:

1. Annual Flat Fee:

Line of Business	07/01/2025 through 06/30/2026
Workers' Compensation	$9,500

2. Miscellaneous Charges:

Client shall pay the following fees for services provided during the period beginning on July 1, 2025 and ending on June 30, 2026:

via One access, which includes 4 users, is provided for a fee of $0. Additional access is available for a fee of $1,645 per user per year. Sedgwick will make available, through Sedgwick's proprietary claims system, claim-related data with "web-enabled" access. Client will have "view only" access to the system for the term specified or as contemplated in Section 5(C) of this Agreement. Client will bear responsibility for its own hardware, software, connection and similar costs for accessing the electronic claims management system.

3. Invoicing:

All recurring fees such as claims service, program management and information technology fees are billed on actuals on a monthly basis in advance.

4. Care Management Fee Schedule:

All claims administration fees and services contemplate the deployment of Sedgwick's managed care services for all bill review, case management services, and ancillary network services (i.e. DME, home health, diagnostics, etc.). The rates shall increase each year over the expiring rates by the 3.0%.

Service	Rate
Medical bill review and other savings	
State fee scheduling/usual, customary and reasonable; state reporting	$10.12 per bill
All other savings (PPO, OON, other savings)	30% of savings
Telephonic clinical services	

Service	Rate
Telephonic case management (TCM): • Telephonic nurse case manager • Surgery nurse case manager	Evaluation and recommendation only: $160 $111 per hour
Behavioral health specialist (BHS)	$111 per hour [(1)]
Customized nurse services (e.g., assessment nurse)	$111 per hour [(1)]
Utilization review (UR) and physician advisor	
UR and pharmacy UR	$168 per review
Physician advisor/peer review	$313 per review
Physician review of records	$313 per hour
Physician advisor appeal	$372 per review
Complex pharmacy management	Pharmacy nurse management/pain coaching: $122 per hour Physician and PharmD management (as needed): $313 per hour
Field case management (FCM)	
Medical FCM: Full field	$111 per hour, plus direct expenses [(1)(2)]
Catastrophic/crisis care management	$175 per hour [(1)]
FCM tasks:	
– One visit clinical assessment	$764 flat fee
– Limited assignment task	$111 per hour [(1)]
– Specialty task services: life care plan, expert testimony, customized services	$175 per hour

5. MMSEA/SCHIP Medicare Reporting Fee:

The charges set forth below are the current fees for the services listed, and these fees may change from time to time upon sixty days' prior written notice to Client:

One time $9 charge per claim for claims involving bodily injuries (WC, liability, no fault).

Sedgwick will make reasonable efforts to obtain the relevant Medicare reporting data from the Client's prior claim system during the implementation process, however, closed claims may contain Medicare reporting errors that are not in compliance with Medicare rules and regulations and may require additional Sedgwick resources to correct. Sedgwick will charge $15 per claim to correct these errors.

6. Payment Terms:

Client acknowledges that all fees set forth in the Agreement are due and payable within thirty (30) days of the invoice. Any and all past due fees will incur interest at the rate of 1.5% per month, unless otherwise prohibited by law. Client acknowledges that in the event Sedgwick undertakes collection proceedings for any outstanding fees, then Client will reimburse Sedgwick

for all costs associated with such collection action, including a reasonable attorney fee and court cost.

MANAGED CARE SERVICE SCHEDULE

Client has chosen the following managed care services, as defined herein:

(1) Provider Fee Management - The bill review process reviews bills against up-to-date and accurate mandated state fee schedules or the usual and customary ("UCR") data base, whichever is appropriate, to reveal excessive, duplicate, or inappropriate charges.

(2) Preferred Provider Organization ("PPO") Networks - Sedgwick will arrange for access and channeling to national and regional PPO networks including specialty networks (Diagnostics, Physical Therapy, etc.) under the managed care program in conjunction with the Provider Fee Management service.

(3) Hospital Bill Review - Hospital or outpatient non-PPO bills will be reviewed by a nurse for possible errors or excessive charges relative to the patient's medical diagnosis at Sedgwick's or Client's request.

(4) Out of Network Bill Review – Bills from out of network health care providers will be reviewed, and if appropriate a negotiation with the billing provider will be pursued. Additionally, inpatient and outpatient procedures that are not addressed by an individual state's fee schedule or UCR will be repriced to a geographically driven and cost to charge repricing database to determine appropriate reimbursement.

(5) Specialty Usual and Customary Review – Sedgwick's vendors will apply geographic charges (fee for same procedure charged by other providers in same area) and cost to charge ratios (actual cost to provider for procedure or hospital stay v. amount charged) to determine reimbursement of medical services billed that are not addressed within the jurisdictional fee schedule or usual and customary reimbursement.

(6) Field Case Management and Crisis Care - Sedgwick will assign appropriate cases for field medical, crisis care, and vocational management services.

(7) Utilization Review, which includes the following components:

(a) Prospective Review - a review prior to treatment or admission conducted by an experienced registered nurse to validate or negotiate the necessity, setting, frequency, intensity and duration of care delivery.

(b) Concurrent Review - during the course of treatment, a review of treatment and planned procedures and establishment of target completion dates.

(c) Retrospective Utilization Review- a review post treatment conducted by an experienced registered nurse to identify inappropriate treatment utilization.

(d) Peer Review - physician-to-physician contact to resolve treatment and

diagnosis questions.

(8) Prescription Services – Pharmacy program made available to Client's employees whereby a network of pharmacies, local to Employer sites/employee residences will provide prescription medications related to the work related injury with no out of pocket expenses to the employee.

(9) Pharmacy review services include a review of all current medications prescribed to the claimant as well as a review of over the counter medication being taken by the claimant. The purpose of the review is to evaluate whether the medications prescribed to and/or taken by the claimant are appropriate for treatment of the injury or ailment which is the subject of the underlying claim being administered by Sedgwick.

(10) Telephonic Case Management - Sedgwick will assign appropriate cases for telephonic medical, vocational/return to work, or behavioral health management services.

(11) Complex file review (nurse review) - Hospital or outpatient non-PPO bills that meet specific, pre-established criteria may be reviewed by a nurse for possible errors or excessive charges relative to the patient's medical diagnosis.

MEDICARE REPORTING SERVICES SCHEDULE

To assist the Client in fulfilling Client's Medicare beneficiary reporting obligations under Medicare, Medicaid and State Children's Health Insurance Program Extension Act of 2007 ("MMSEA") Section 111 as set forth in 42 U.S.C. §1395y(b)(7)&(8) and the CMS User Guide ("User Guide") published on March 16, 2009 (and as amended and revised), Sedgwick will perform the following reporting services:

1. Sedgwick will electronically interface with the Centers for Medicare and Medicaid Services ("CMS") to capture and report data in the format prescribed by the CMS Specifications.

2. Sedgwick will report directly to CMS on behalf of Client as an Account Designee (reporting agent), as such term is defined in the CMS User Guide as amended from time to time by CMS.

3. Client will be considered a Responsible Reporting Entity ("RRE") as that term is defined in the User Guide.
    a. Client will be responsible for maintaining a valid RRE Identification Number as described in the User Guide and is a condition precedent to Sedgwick preforming the duties under this section. Failure to maintain the RRE Identification Number will result in Sedgwick's inability to properly report claims on behalf of the Client. Sedgwick assumes no responsibility for maintaining a valid RRE Identification Number on behalf of the Client.

4. Sedgwick will assist Client as follows:
    a. Sedgwick will electronically interface with the Centers for Medicare and Medicaid Services ("CMS") to capture and report data in the format prescribed by the User Guide.
    b. Sedgwick will report directly to CMS on behalf of the Client as an Account Designee (reporting agent), and/or Account Manager as such term is defined in the User Guide.
    c. Sedgwick will prepare the required data files and submit them to CMS on a periodic basis in order to properly query and report the appropriate files as defined in the User Guide.

5. Sedgwick will be responsible for payment of any and all fines assessed to Client regarding compliance with the Medicare beneficiary reporting requirements of Medicare, Medicaid and SCHIP Extension Act of 2007 that relate to the negligent acts or omissions of Sedgwick except to the extent that:
    a. Such fines or penalties are the direct result of specific direction given by Client and/or its agent or the actions or omissions of Client and/or its agent; or
    b. Sedgwick did not receive information or received erroneous information from Client (or Client's designated agent or prior subcontractor, third party administrator, or vendor) that is essential to the performance of the duties set forth

herein in a timely manner so as to be able to comply with the terms of this Agreement.

c. Furthermore, Sedgwick will not be responsible for any fines where Sedgwick properly reported a claim to CMS but it should've been or could've been reported by an entity that handled the claim before Sedgwick.

6. Notwithstanding anything to the contrary in the Agreement, Sedgwick may from time to time utilize vendors to assist in obtaining information that is necessary to comply with its responsibilities under this section.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	July 24, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Human Resources)

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

Discussion/Issues
The District has contracted with Sign Up Interpreting Services, LLC, to accommodate and support employees working within the Deaf and Hard of Hearing (DHH) program who are Deaf themselves.

The California Fair Employment and Housing Act (FEHA) requires employers to provide reasonable accommodations to employees with disabilities, including communication access through interpreters. Similarly, the federal Americans with Disabilities Act (ADA) mandates that employers and public institutions ensure effective communication with Deaf and hard of hearing individuals, which often includes the provision of qualified American Sign Language (ASL) interpreters. Hiring interpreters for the Deaf and hard of hearing is not only a best practice in Deaf education, but also a necessary step to comply with these legal mandates.

Failure to provide appropriate accommodations can result in legal liability and undermine the district's commitment to equity and inclusion.

Fiscal Impact
The amount of agreement is not to exceed $200,000.00 (010-00000-0-00000-72000-5850-7550000).

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $200,000.00 (010-00000-0-00000-72000-5850-7550000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

SIGN UP
INTERPRETING SERVICES, LLC

PRICING AND POLICIES
for Burbank Unified School District

DEFINITIONS

- **EMERGENCY**: Requests made with less than two (2) business days' notice.
- **AFTER HOURS (Monday–Friday)**: 5:00 PM – 10:00 PM or 6:00 AM – 8:00 AM
- **WEEKEND**: Saturday and Sunday
- **OVERNIGHT**: 10:00 PM – 6:00 AM
- **SPECIALTY**: Assignments that are complex in nature, involve a third language, tactile or protactile communication, or may have legal implications.

TEAMING REQUIREMENTS

To maintain service quality and ensure interpreter safety, all assignments exceeding two (2) hours, or those classified as complex, will require a team of two (2) interpreters or captionists.
If an assignment exceeds two (2) hours and a team was not requested, the Company reserves the right to bill at a rate equivalent to two interpreters or captionists with the Client Management's approval of client management. *An exception may be granted for settings where there is significant downtime such as labs or Art classes. The Company will collaborate with the DSPS Management to determine the appropriate number of interpreters required.*

RATES (Per Hour)

Rates are inclusive of all fees. Transcripts are not billed separately.

Virtual rates are billed at the same rates as on-site services.

Service Type	Interpreting	Captioning
Standard Business Hours	$ 115.00	$ 120.00
Emergency Standard	$ 143.75	$ 150.00
Evening / Weekend Hours	$ 130.00	$ 135.00
Emergency Evening / Weekend	$ 156.00	$ 162.00
Overnight Hours	N/A	N/A
Emergency Overnight	N/A	N/A
Specialty Rate	$150.00 – $200.00	

ADDITIONAL CONDITIONS

- **Mileage**: May be assessed at the prevailing IRS rate when:

1. The practitioner travels more than 20 miles roundtrip from the assignment location, **and**
2. The Client Management approves the estimated cost.
   All mileage estimates will be presented to the Client Management prior to interpreter confirmation to allow for informed decision-making.

- **Parking**: Reimbursable at cost if the Client is unable to provide complimentary parking.
- **Travel Between Sites**: Considered standard billable time and charged at the applicable hourly rate.
- **Cancellations**: Assignments canceled within two (2) business days of a confirmed booking are billable in full.
- **Transcripts**: Captionists typically use Case Catalyst or Eclipse software, which allows us to deliver a transcript at no additional cost. StreamText imposes an additional cost of $0.10 per minute, which would need to be incorporated into the service rate.

BILLING & PAYMENTS

- Payment is due upon completion of services.
- Invoices are issued at assignment completion and must be paid within **14 days** of receipt.
- **Minimum billing**: Two (2) times the hourly rate per assignment.
- Acceptable payment methods: Check or money order (other options may be available upon request).
- Past-due accounts are subject to late and finance charges.
- If collections are necessary, Client agrees to cover all associated costs, including legal fees, to the extent permitted by law.

CLIENT RESPONSIBILITIES

- Provide a **safe and secure environment** for interpreters.
- **Disclose** any safety concerns, health risks, or potential hazards.
- Maintain **appropriate liability insurance** for visitors.
- Offer **direction and guidance** as needed to support interpreter effectiveness.

DISCLAIMERS AND LIMITATIONS

- Interpreters provided will meet industry skill standards.
- Client agrees to **indemnify and hold harmless** the Company and its personnel from liabilities, except in cases of gross negligence.
- No warranties are offered beyond those expressly stated.
- Sign Up Interpreting Services may assign or transfer this Agreement to a third party (“Buyer”) upon providing the Client with no less than sixty (60) days’ prior written notice. Such assignment or transfer shall be subject to the Client’s prior written consent, which shall not be unreasonably withheld, delayed, or conditioned. Upon the effective date of such assignment or transfer, all rights, duties, and obligations of Sign Up Interpreting Services under this Agreement shall be assumed by the Buyer, and the Client shall thereafter be bound to the Buyer under the terms of this Agreement as if the Buyer were the original contracting party.

RATE ADJUSTMENTS

- Prices may be adjusted midyear if the **CPI for All Urban Consumers (Los Angeles area)** increases more than 2% by the end of the calendar year. in any quarter.
- The Company may also increase pricing if the Client implements new protocol enhancements to comply with changes in Client policies, laws, government regulations, or industry practices that materially impact the Company’s operational costs.
- A **60-day written notice** will be provided for any midyear pricing adjustments.

- The Company will implement an annual rate increase of 4.5% or, alternatively, will apply the most recently released data from the U.S. Bureau of Labor Statistics—specifically, the Consumer Price Index (CPI-U) for All Items in the Los Angeles-Long Beach-Anaheim, CA area —plus an additional 1%, whichever is higher. This policy ensures fair, sustainable compensation adjustments that reflect current economic conditions.

NON-SOLICITATION OF INTERPRETERS

Client agrees not to solicit, suggest, recommend, or in any way induce or coerce any interpreter dispatched by Sign Up Interpreting to provide services directly to Client, or indirectly through another agency or third party, without the prior written consent of Sign Up Interpreting. This restriction shall remain in effect for a period of twelve (12) months following the last date the interpreter provided services to the Client through Sign Up Interpreting.

AGENCY STATUS

Sign Up Interpreting Services, LLC operates as a **referral agency**. All associated parties are independent contractors and responsible for their own tax obligations.

CONFIDENTIALITY NOTICE

All information provided on this "Cost Proposal Form" is considered **confidential** and constitutes a **trade secret** as defined under **California Civil Code § 3426.1**. Unauthorized disclosure, duplication, or distribution of this information is strictly prohibited.

The Client confirms that they have read, understood, and agree to the terms and conditions herein. The undersigned also certifies that they are authorized to enter into this agreement on behalf of the Client.

Client/Business Name: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Billing Information:

Contact Person: _____ Phone No. _____

Email address: _____ @ _____

Billing Address: _____

_____

Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.

Effective July 2025 and supersedes any previous pricing and policies.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▸ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SIGN UP INTERPRETING SVCS, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▸ S

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▸

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P O BOX 941

Requester's name and address (optional)

6 City, state, and ZIP code
SUNSET BEACH, CA 90742

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Text

Social security number
[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

or

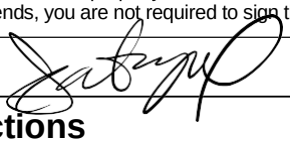
Employer identification number
[ ][ ] – [ ][ ][ ][ ][ ][ ][ ]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▸  **Date** ▸ May 14, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services (Human Resources)

Background
The purpose of this Agreement for Professional Services with the Department of General Services/Office of Administrative Hearings (OAH) is to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727.

In addition to administrative hearings, California and state local agencies are able to contract with the OAH for law judge services, including administrative hearings, meditations, arbitrations and other dispute resolution processes.

The contract is effective upon approval of all signatures. The term of this contract is five years from the effective date of the contract unless cancelled or terminated without cause by either party.

Discussion/Issues
The agreement with the Department of General Services/Office of Administrative Hearings shall perform all case management and hearing services which they deem necessary for the proper handling and adjudications of cases.

Fiscal Impact
The financial impact is not to exceed $48,000.00 (010-00000-0-00000-72000-5850-7550000).

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and the Department of General Service/Office of Administrative Hearings to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727, effective July 25, 2025 through until terminated five (5) years on July 25, 2030, not to exceed $48,000.00 (010-00000-0-00000-72000-5850-7550000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD—AR 3314, as presented.

STANDARD AGREEMENT

AGREEMENT NUMBER

1. This Agreement is entered into between:

LOCAL AGENCY'S NAME

Burbank Unified School District

CONTRACTOR'S NAME

Department of General Services / Office of Administrative Hearings

2 The term of this Agreement is: Upon the date of approval and execution by all parties through five years

3. The maximum amount of this Agreement is: $ 48,000.00
Forty Eight Thousand Dollars and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	6 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C – General Terms and Conditions	1 pages
Exhibit D - Service Revolving Fund (SRF) Directive – Payment By Wire Transfer	2 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR'S NAME

Office of Administrative Hearings

BY *(Authorized Signature)* | DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

Bob Varma, Deputy Director and Assistant Chief Administrative Law Judge

ADDRESS

2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833

LOCAL AGENCY NAME

Burbank Unified School District

BY *(Authorized Signature)* | DATE SIGNED *(Do not type)*

I declare under penalty of perjury that I have full authority to execute this agreement on behalf of the Local Agency.

PRINTED NAME AND TITLE OF PERSON SIGNING

Sarah Rudchenko, Ed.D, Assistant Superintendent of Human Resources Services

ADDRESS

1900 W. Olive Ave. Burbank, CA 91506

EXHIBIT A

SCOPE OF WORK

1. Upon request of Burbank Unified School District (hereinafter referred to as "Local Agency"), the Office of Administrative Hearings (OAH) agrees to furnish the services of Administrative Law Judges (ALJs) and case management staff to the Local Agency, for the purpose of managing cases and conducting hearings under Government Code section 27727 when required personnel are available by OAH. The assignment of ALJs for hearings will be at the discretion of the Director and/or Presiding Administrative Law Judges, who may elect to hear the matter themselves.

2. Project Representatives

The project representatives during the term of this agreement will be:

Office of Administrative Hearings
Susan L. Formaker, Division Chief Presiding Administrative Law Judge
Phone: 213-576-7200
Email: Susan.Formaker@dgs.ca.gov

Local Agency: Burbank Unified School District
Name: Sarah Rudchenko, Ed.D
Title: Assistant Superintendent, Human Resources Services
Phone: (818) 729-4410
Email: sarahrudchenko@burbankusd.org

Direct all inquiries regarding this agreement to:

Office of Administrative Hearings
Leon Vang, Contract Analyst
2349 Gateway Oaks Dr. Suite 200
Sacramento, CA 95833

Phone: (279) 227-4024

Email: Leon.Vang@dgs.ca.gov

Local Agency: Burbank Unified School District

Attention: Sarah Rudchenko, Ed.D

Address: Assistant Superintendent, Human Resources Services

Phone: (818) 729-4410

Email: sarahrudchenko@burbankusd.org

All invoices and billing shall be to directed to:

Local Agency: Burbank Unified School District

Attention: Sarah Rudchenko, Ed.D

Address: Assistant Superintendent, Human Resources Services

Phone: (818) 729-4410

Email: sarahrudchenko@burbankusd.org

The Project Representative and Agreement and Billing Representative may be changed through written confirmation to the other party. This change shall not require an amendment to this agreement. It may take up to two billing cycles for a change to the Local Agency Billing Contact to be in effect.

3. Services to be Performed:

    a. The Local Agency shall provide OAH a written request to set a matter for hearing or mediation with all pleadings, documents, papers, or other materials that have been provided to the other party. The Local Agency agrees to provide OAH copies of all applicable laws and ordinances governing the hearing at the time the request for hearing or mediation is made. The Local Agency agrees that OAH will not be able to schedule a hearing or mediation until these materials are provided. The Local Agency shall indicate in the request to set a matter for hearing if OAH is to issue a proposed or final decision in the matter. If a proposed decision is required, Local Agency shall provide the name and contact information for the decision-maker who is responsible for making the final decision.

b. The Local Agency shall electronically file the request to set a matter for hearing and all other required pleadings and papers with OAH using the secure electronic filing system offered by OAH or otherwise in accordance with OAH requirements.

c. The Local Agency shall inform OAH if the hearing is to be electronically recorded or if a court reporter is required. If a court reporter is required, the Local Agency shall indicate at the time they request a hearing if they will be providing a court reporter or if OAH should provide one. Unless the Local Agency or OAH determines a court reporter is required by statute, ordinance, or regulation, the hearing will be electronically recorded by OAH.

d. OAH shall perform all case management and hearing services that OAH, in its sole discretion, deems necessary to the proper handling and adjudication of the case.

e. The Local Agency agrees to inform OAH 30 days prior to the hearing if any accommodations or interpreters are required. Local Agency shall be responsible for the costs of accommodations or interpreters. If OAH incurs costs for providing reasonable accommodations, interpreter or translation services for any matter under this agreement, those costs shall be borne by the Local Agency.

f. Record Retention: OAH shall retain all records in accordance with its current record retention schedule. If the Local Agency requests OAH to issue a proposed decision, the exhibits will be returned to the Local Agency Project Representative along with the proposed decision at the conclusion of the matter, and the Local Agency shall be deemed the custodian of the administrative record.

4. Service Location: The services shall be performed at a location convenient for OAH and all parties. The Local Agency shall file a request for mediation or hearing directly with the local OAH office which is handling the matter.

5. Record of the Proceeding:

   a. If a Court Reporter is not used, OAH shall be responsible for electronic recording of all hearings, and shall impose a recording fee not to exceed the amount set by the Department of General Services through the Price Book. The current Price

Book is located at: https://www.dgs.ca.gov/OFS/Price-Book. The electronic recording fee shall only be imposed following the actual recording of a proceeding and shall not be included as part of the filing fee or electronic evidence fee.

b. If OAH provides a Court Reporter, the Local Agency is responsible for all costs associated with the Court Reporter, in accordance with the current contract rates. Current contract rates, including Court Reporter and transcription costs, can be found at: https://www.dgs.ca.gov/OAH/Case-Types/General-Jurisdiction/Resources/Page-Content/General-Jurisdiction-Resources-List-Folder/Find-Contract-Information-to-Obtain-OAH-Court-Reporter-Services.

c. OAH shall arrange for transcription of hearing recordings upon the request of any party to the proceeding or the Local Agency Project Representative and upon receipt of payment for transcription costs. OAH may use a vendor for transcription services.

d. OAH will charge a requesting party the actual cost of preparing the administrative record. If the requesting party has been declared in forma pauperis, or has received a waiver of court fees from a court of competent jurisdiction in a case arising out of the OAH matter, and is seeking judicial review of the case before OAH, the Local Agency shall pay the full costs for preparing the administrative record and/or transcript. OAH will notify the Local Agency of the associated costs prior to preparing such records.

e. OAH will not include within its administrative record any records or hearing exhibits the custody of which has been transferred to the Local Agency. OAH may prepare a clerk's record upon request and payment of associated fees in these circumstances.

6. Rates

a. In consideration of the performance of such services by OAH, the Local Agency agrees to pay to OAH the full cost of rendering such services at the rate established at the time the services are rendered. The Local Agency is responsible for the filing fee for each case filed, an electronic evidence fee for

each case filed, ALJ (including Presiding Administrative Law Judge, and Division Chief Administrative Law Judge) time billed at an hourly rate, an electronic recording fee if the proceedings are electronically recorded, the cost of all accommodation or interpreter services requested, and the full cost of any preparation of the clerk's record or transcript at the current contract rates.

b. In the event a calendared case is taken off-calendar, or needs to be re-calendared, other than by OAH, and OAH is unable to schedule the ALJ for work on another case, the Local Agency agrees to pay OAH for the original hearing time or until the ALJ is assigned to another case, whichever occurs first. Every effort will be made to promptly reassign the scheduled ALJ in the event a calendared matter is cancelled, taken off-calendar, settled, re-calendared or continued.

c. The costs of OAH's services include filing fees, ALJ hourly rates, electronic evidence fees, any reasonable costs related to any requested accommodations, and translator/interpreter fees as required. All costs associated with providing a record of the hearing (reporter/transcription, etc.) shall be billed directly to the requesting party or the Local Agency in accordance with Section 5 above. ALJ hourly rates and filing fees charged by OAH will be the rates set forth in the Department of General Services' Price Book at the time the services are rendered. Rates for electronic evidence will be the current contract rates at the time the services are rendered. Rates for court reporters will be the current contract rates at the time the services are rendered, which vary by geographical location. Fees for translator/interpreters and transcription services will be based on current contract rates at the time the services are rendered. All rates are subject to change annually. The current contract rates for these services can be found on OAH's website.

d. The Local Agency agrees to be responsible for the full costs of any service provided by OAH on a Local Agency case, regardless of any agreement the Local Agency may have with a third party or any other cost-sharing provision.

7. The contract is effective upon approval and execution of all signatures to this contract. The term of this contract is five years from the effective date of the contract. This

contract may only be amended for term and amount upon mutual agreement of the parties.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. The Office of Administrative Hearings is a reimbursable entity as detailed in Government Code section 11370.4. Notwithstanding any other provision of law, the total cost of services provided by the OAH shall be collected from the Local Agency entering into this agreement.

2. Parties shall keep apprised of the balance of this agreement at all times. Local Agency agrees to notify OAH when the expended amount is close to exhausting the funds in this agreement.

3. For services rendered in accordance with the Scope of Work, the Local Agency shall compensate the OAH for the full cost of services and actual expenditures incurred in accordance with the rates specified herein. Compensation for services rendered by OAH pursuant to this agreement shall not be dependent on the decision rendered by the ALJ in a hearing involving the Local Agency. OAH charges shall include the following: filing fees, electronic evidence fees, electronic recording fees, Administrative Law Judge hourly charges, and translator/interpreter fees as required. Additionally, all costs associated with providing a record of the hearing (reporter/transcription, etc.) shall be billed directly to the Local Agency.

4. Invoices shall be paid promptly and delays in payment may result in OAH's discontinuation of services.

5. ALJ hourly rates, electronic recording fees and filing fees charged by OAH will be the rates set forth in the Department of General Services' Price Book at the time the services are rendered. Rates for court reporters will be the current contract rates at the time the services are rendered, which vary by geographical location. Rates for electronic evidence will be the current contract rates at the time the services are rendered. Fees for translator/interpreters and transcription services will be based on current contract rates at the time the services are rendered. All rates are subject to change annually. Any training required of the ALJs by the Local Agency to conduct

these hearings will be paid out of the contract funds by the Local Agency at the prevailing ALJ hourly rate. The Price Book is available at https://www.dgs.ca.gov/OFS/Price-Book

6. OAH shall be paid not more frequently than monthly, in arrears, upon issuance of an invoice by the Department of General Services which details charges, expenses, direct and indirect costs.

7. Payment may be completed by check or through direct transfer, in accordance with Service Revolving Fund Directive, SRF #1025, attached hereto as Exhibit D. For questions about establishing a wire transfer process with OAH/DGS, the Local Agency shall contact DGS at SRFFISCALSERVICES@dgs.ca.gov or the OAH Project Representative.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties.

2. AMENDMENT: Except as noted in Exhibit A, Paragraph 2, no amendment or variation of the terms of this Agreement shall be valid, unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

3. CANCELLATION/TERMINATION:

A. This agreement may be cancelled or terminated without cause by either party by giving 30 calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

B. Upon receipt of a notice of termination or cancellation from the Local Agency, OAH shall take immediate steps to stop performance and to cancel or reduce subsequent contract costs.

C. OAH shall be entitled to payment for all allowable costs authorized under this agreement, including authorized non-cancelable obligations incurred up to the date of termination or cancellation, provided such expenses do not exceed the stated maximum amounts payable.

4. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

5. SETTLEMENT OF DISPUTES: In the event of a dispute, the Local Agency shall file a "Notice of Dispute" with the Director of OAH within 10 days of discovery of the problem. Within 10 days, the Director of OAH may meet with the Local Agency for purposes of resolving the dispute. The Director of OAH shall make the final administrative decision regarding a dispute.

EXHIBIT D

Service Revolving Fund (SRF) Directive – Payment By Wire Transfer

SERVICE REVOLVING FUND (SRF) DIRECTIVE

Number:	Subject:	Date Issued:
SRF # 1025	**PAYMENT BY WIRE TRANSFER**	**REV 10/2018**
References: SAM Section 8091		

PURPOSE
To outline the process for a private company to set up wire transfer documents with their banking institution in making payments to the State of California, Department of General Services (DGS).

PROCEDURES
The following instructions are for the private company and their banking institution, the DGS Office contact person, and the DGS SRF Receivables Analyst in requesting and processing wire transfers:

A. APPROVAL REQUESTED TO TRANSFER FUNDS INTO DGS ACCOUNT

Either the private company or the DGS Office is to contact SRF Receivable Analyst by E-mail at SRFFISCALSERVICES@dgs.ca.gov to obtain **approval to wire transfer funds into the DGS Account**. The following information is needed along with any pertinent data that would help identify the nature of the payment:

1. Company Name
2. Company Representative (name, phone, e-mail and fax number)
3. DGS Office contact person name
4. Escrow Account Number
5. Reason for payment
6. Amount

If you have any questions regarding the wire transfer process, please contact SRF Receivables Analyst by E-mailing to SRFFISCALSERVICES@dgs.ca.gov or by phone at 916-376-5182.

B. WIRE TRANSFER PROCESS

1) PRIVATE COMPANY & BANKING INSTITUTION

Provide your banking institution with the following information to set up wire transfer payments to DGS (banking customer is responsible for the payment of any processing fee):

ABA Routing Number: 026009593
Account Number: 14360-80784

Department of General Services
OFS - SRF Fiscal Services
707 Third Street, 10th Floor
West Sacramento, CA 95605

2) DGS OFFICE CONTACT PERSON

Provide DGS OFS 2028 Report of Check/Cash Collection to the SRF Receivable Analyst as soon as you know that a wire transfer payment is in process. This will ensure the money is recorded properly in the Financial Information System for California (FI$Cal) Accounts Receivable Module.

3) DGS SRF RECEIVABLES ANLYST

Once the wire transfer has been made, SRF Receivable Analyst will run the State Treasury Bank of America Report and apply the transfer using the Report of Check/Cash Collection or the E-mail from the private company or the DGS Office to record the transfer of funds in FI$Cal.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	July 24, 2025
SUBJECT:	Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year

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Background

Burbank Unified School District and the Los Angeles County of Education (LACOE) wish to enter a Memorandum of Understanding for the Beginning Teacher Program Interns. The District intern program represents a collaborative effort between district/schools, employee organizations, representing teachers and institutes of higher education. This partnership is designed to ensure high-quality induction and support for new educators entering the profession, in alignment with California Commission on Teacher Credentialing (CCTC) standards.

The LACOE district program is designed to:

1) Reduce the number of non-Every Student Succeeds Act (ESSA) compliant teachers employed in California
2) Improve the educational performance of pupils through improved training, information and assistance in the local context for developing teachers
3) Enhance the developing teachers' learning by interweaving theory with the contextual experience of teaching in developmentally, culturally, and linguistically appropriate bias-free practices. Ensure professional success and retention of new teachers.
4) Ensure intensive individualized coaching from a Practicum Supervisor.
5) Improve the rigor and consistency of individual teacher performance and the usefulness of assessment results for teachers.
6) Utilize an effective, coherent system of performance assessments that are based on the Teacher Performance Expectations.
7) Provide an alternate path to a California Preliminary Credential.
8) Recruit candidates into the teaching profession.

Discussion/Issues

This MOU represents a strategic partnership aimed at advancing the professional growth of beginning teachers and facilitating their successful integration into the classroom. Through this collaboration, BUSD and LACOE are committed to providing new educators with the mentorship, training and resources essential for their development and for fostering positive student relationships.

BUSD will play a key role in the Beginning Teacher Intern Program through the following commitments:

- Administrative Oversight
- Candidate Review
- Mentorship and Support
- Clinical Experience

LACOE will provide comprehensive program administration and instructional support including:

- Program Management
- Instructional Resources
- Training and Supervision
- Program Evaluation

Fiscal Impact

The total cost of this Memorandum of Understand will depend on the number of interns hired from LACOE. Each intern will cost approximately….not to exceed…

Recommendation

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year, effective July 25, 2025 through June 30, 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, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 24, 2025
SUBJECT:	Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

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Background:

The Family Service Agency of Burbank (FSA) provides counseling services to members of the Burbank community. FSA has also been providing group and individual counseling services to students at all elementary and secondary schools in Burbank. Most of these programs have been supported by funding from the City of Burbank and FSA, and school staff has reported very positive results. FSA began to expand counseling services to include elementary schools in 2007 starting with Providencia Elementary. For the past several years, FSA has been providing these services to all elementary, secondary schools, and on alternative campuses.

During the 2015/2016 school year, Family Service Agency of Burbank (FSA) opened an on-site Wellness center at Burbank High School (BHS). An additional on-site Wellness Center was opened at John Burroughs High School (JBHS) in the spring of 2017. These wellness Centers were opened because of an identified need to offer students a tranquil and supportive respite to collect their thoughts and share their feelings in an environment staffed with therapists from FSA. Since opening, the programs at both schools have served hundreds of students and have become a valuable resource for the District. After the 2017-2019 school year, the name, "Wellness Center" at each comprehensive high school was changed to "Student Care Center".

District Wide Goals for 2023-2024:

2.0 Students and Staff will be physically, emotionally and mentally healthy.

Discussion and Issues:
The Burbank City Council recommended that the City of Burbank continue to fund the counseling services provided by FSA needed at all schools in the Burbank Unified School District for the 2024-2025 school year. The City of Burbank has agreed to provide $245,000 for this program. Additional funding will be provided by Family Service Agency to support these services, as well as $131,500 from the District LCAP Supplemental funds.

FSA staff will meet with students during the school day as resources allow. Students will receive group counseling and/or individual counseling referrals to be made by a school counselor, psychologist, teacher,

assistant principal, principal or parent. Students will be eligible for counseling services when their parents or guardians have signed Informed Consent and Release of Information forms. The overall goal will be to promote skills that build resiliency and improve the student's ability to succeed.

Fiscal Impact:

The contract period will be effective July 25, 2025 through June 30, 2026. The District will contribute $131,500.00 of LCAP supplemental Funds to support these counseling services provided by FSA.

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 25, 2025 through June 30, 2026, not to exceed $131,500 (010-01500.0-11202-10000-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

Family Service Agency of Burbank

ELEMENTARY, MIDDLE & HIGH SCHOOL AGREEMENT 2025-26.
The Youth Mental Health CARE Program at Burbank Unified School District.

This agreement made and entered into this twenty-fifth day of July 2025 between Burbank Unified School District, hereinafter referred to as "District", and Family Service Agency of Burbank, hereinafter referred to as "FSA" for the purpose of providing mental health services to all "District" Schools as allowed by program design and resources.

Program Description

The Youth Mental Health CARE Program's mission on "District" campuses and in the Burbank, community is to protect our youth from adversity, promote socio-emotional learning and psychological well-being, and ensure access for our youth to quality community-focused, community-based mental health care, which has proven critical for their overall healthy development and well-being.

In 2001, a partnership was formed between the "District," The City of Burbank, and "FSA." It has grown to provide individual and/or group counseling to students on:

- 11 Elementary
- 3 Middle
- 2 High
- 1 Alternative
- 1 Adult

school campuses, and to students enrolled in the "District's" Independent Learning Academy. Individual/group sessions focus on depression, anxiety, self-harm, isolation and alienation, substance abuse, all forms of violence, family communication and relationships, and emotional regulation.

Accessing Program Services

Student referrals are generally initiated by designated school personnel, including the principal, vice principal, school psychologist, or school counselor. Upon submission of a student referral packet by the District, an FSA Director is responsible for conducting a comprehensive assessment of the student and involving their parent. Following this assessment, an FSA therapist is assigned to the student for weekly care and treatment. This process is typically completed within a three-week period. Challenges in this process include human resource constraints, availability of school facilities, coordination with class schedules, and parental

engagement. FSA leadership actively maintains and shares a collaborative Referral Status Report with the District using a Google Docs platform.

If a student with an existing IEP or 504 plan is referred to the Youth Mental Health CARE Program a copy will be provided prior to the scheduling of the assessment. It is acknowledged that the existing Youth Mental Health CARE Program provided by FSA on campus will not be used as a substitute for specialized services provided through the SPED Program.

Costs and Additional Resources

The available resources ultimately determine the design and capacity for care and enrollment of the Youth Mental Health CARE Program.

"FSA" hosts two fundraisers annually to support the program's youth services. Additionally, the City of Burbank has awarded "FSA" funding for program services for the 2025-26 fiscal year.

Program Impact

The program will provide 6000 units of CARE directly to youth in the "District's" elementary, middle, and high schools. It will have a significant positive impact on hundreds of students, with indirect benefits extending to their classmates, teachers, families, neighborhoods, and the broader Burbank community.

Students will engage in the program at scheduled intervals. While the primary focus of treatment will be on the youth, parental involvement will be incorporated as necessary to reinforce and support the therapeutic process.

Program Location

Services will be provided on District campuses. In exceptional clinical circumstances, an alternative location may be deemed more appropriate, subject to mutual agreement by the "District," "FSA," and the parent(s)/guardian(s).

The "District" will collaborate with "FSA" to arrange suitable space for individual or group CARE within the program.

Dates of Implementation and Completion

The program aligns with the school calendar.

Staffing

The program will employ the required clinical, educational, and administrative staff to accomplish the scope of work.

"FSA" is highly regarded as a leading institute for mental health training in the region, operating with the same level of excellence as a distinguished teaching hospital. "FSA's" comprehensive training program is designed to nurture the professional growth of approximately 45 master's and/or doctoral-level graduate students each year.

"FSA's" team includes a diverse group of gifted licensed clinicians and individuals working towards a clinical license in the state of California. These individuals provide quality mental health services

under the close guidance/supervision of a diverse group of highly experienced clinicians. “FSA’s” team is fiercely committed to this dual mission – providing quality mental health services to everyone and developing the next generation of mental health providers. It is this unique model, in partnership, that allows “FSA” to provide unobstructed access to high-quality, community-driven mental healthcare services.

Equipment and Supplies
All program equipment and supplies will be supplied by “FSA.”

GENERAL PROVISIONS

Modifications and Amendments
This agreement may be modified or amended by a written document executed by "FSA" and the "District." Administrative changes that do not affect the counseling services can be made at any time during the contract term, as mutually agreed by "FSA" and the "District."

Independent “FSA” Status
In fulfilling the agreement, “FSA” acts as an independent contractor, not as an officer, employee, or agent of the “District”.

Termination
Either party shall provide one hundred twenty (120) calendar days’ written notice to terminate the agreement.

Inspection and Audit
"FSA" shall grant reasonable access or forward any pertinent books, documents, papers, reports, records, or other materials concerning the contract upon a reasonable request by the "District." "FSA" abides by all current state confidentiality laws governing the provision of mental health services.

Confidentiality
"FSA" will treat all information received during service as confidential and will not disclose it without written consent. "FSA" complies with state confidentiality laws for mental health services.

Indemnification
“FSA” shall, at its own expense, cost, defend, hold harmless, and indemnify “District” and its officers, agents, and employees from all liabilities and claims for damages for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of “FSA”, its agents, or employees.

The “District” shall, at its own expense, cost, defend, hold harmless, and indemnify “FSA” and its officers, agents, and employees from all liability and claims for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of “District”, its agents, or employees.

Insurance

During the entire term of this contract and any extension or modification thereof, “FSA” shall keep in effect a policy or policies of comprehensive general liability insurance, $2,000,000 for each person, and Sexual Molestation and Abuse coverage, $3 million per occurrence/$3 million aggregate. “FSA” shall, at its own cost and expense, procure and maintain insurance under the Worker’s Compensation Law. All policies will name the “District’ as Additional Insured.

Notices

All notices required by this contract must be in writing and can be sent via certified or registered mail with postage prepaid. Notices intended for the "District" should be addressed to the Superintendent for contracts. Notices for "FSA" should be sent to the address specified herein for "FSA". The effective date of notice will be determined by the postmark date.

Payment Provisions

Payment invoices will be submitted to the "District" monthly and shall be payable within thirty days of receipt. The total payment for the contract year 2025-26 shall not exceed $131,500.00. "FSA" will provide the "District" with a quarterly report detailing the number of students served and the units of care provided.

IN WITNESS WHEREOF
the parties hereto have executed this agreement to be as of
the day and year first above written.

This contract is effective from July 25, 2025, to June 30, 2026, ending at 12:00 p.m.,
unless terminated earlier as stated herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE:_____DATE _____
Oscar Macias, Ed.D., Acting Superintendent

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE:_____DATE _____
Laurie Bleick, Executive Director

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 24, 2025
SUBJECT:	Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

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Background:

During the 2015/2016 school year, Family Service Agency of Burbank (FSA) opened an on-site Wellness Center at Burbank High School (BHS). An additional on-site Wellness Center was opened at John Burroughs High School (JBHS) in the spring of 2017. These Wellness Centers were opened because of an identified need to offer students a tranquil and supportive respite to collect their thoughts and share their feelings in an environment staffed with therapists from FSA. Since opening, the programs at both schools have served hundreds of students and have become a valuable resource for the District. After the 2017- 2019 school year, the name, "Wellness Center" at each comprehensive high school was changed to "Student Care Center."

District Wide Goals for 2022-2023:

2.0 Students and Staff will be physically, emotionally and mentally healthy

Discussion and Issues:

It is the District's intention to fund the administrative and counseling costs on an annual basis for the Student Care Centers at John Burroughs High School and Burbank High School. To fund the level support necessary to operate these programs, including on-site therapists a well as agency administrative support. It is estimated that the total costs will be approximately $100,000 per year.

For the 2025-2026 school year, the District's proposed fiscal support for this program is MediCal Admin Activities (MAA) funds.

The following table represents only the distribution of BUSD's funds for the provision of Student Care Centers program services at both Burbank High School and John Burroughs High School for the 2025-2026 school year.

Position/Title	# of Personnel	Full Time (F/T) Or Part Time (P/T) Equivalent	Time Allocation	Cost
Center Director	1	P/T	10%	$8,000
Center Coordinator/Lead Counselor (T.F.)	1	F/T	100%	$57,000
Clinical Supervisor (G.H.)	1	P/T	25%	$14,500
*Counselor Expense	3 x 30 hrs./week	F/T		$10,000
Administrative/Development/Support Services		P/T		$10,500
Total BUSD Expense				**$100,000**

**includes training and program expenses*

Fiscal Impact:

The contract period will be effective July 25, 2025 through June 30, 2026. The District will provide $100,000 for counseling and administrative services at the JBHS and BHS Student Care Centers.

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS Student Care Centers, effective July 25, 2025 through June 30, 2026, not to exceed $100,000 (010-90350.0-57601-11800-5810-7440000) MediCal Admin Activities (MAA) funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FAMILY SERVICE AGENCY OF BURBANK
BURBANK & JOHN BURROUGHS - AGREEMENT 2025-26
STUDENT CARE CENTERS

This agreement was made and entered into this twenty fifth day of July 2025, between Burbank Unified School District, hereinafter referred to as "District," and Family Service Agency of Burbank, hereinafter referred to as "FSA," for the purpose of providing program development, management, and care for both schools Student CARE Centers hereinafter referred to as "The Centers" at Burbank High School and John Burroughs High School, hereinafter referred to as BHS and JBHS, respectively.

PROGRAM DESCRIPTION

"The Centers" are dedicated to fostering the social-emotional growth and development of students, all while honoring and respecting their individual, cultural, and spiritual differences.

The Mission of "The Centers" on campus is to provide the BUSD student community with a confidential therapeutic environment where they can decompress, receive situational counseling/support, psycho-educational interventions, and, when beneficial, **a link to critical mental health care in real-time.**

"The Centers" staff will be available to students on campuses daily from 10 to 4 Monday through Friday, before and after school hours, weekends, and during vacations by way of "The Center's" designated WARMLINE, by directly contacting "FSA," and by using the CARE Center QRCode to schedule an appointment. A clinical emergency occurring after hours is best directed to local medical professionals.

The "District" will provide opportunities to best inform "District" staff, students, and parents of "The Center's" presence and purpose on campus.

Center Services

- Crisis intervention.
- Brief situational support/counseling through a model that focuses on strengths to formulate solutions to the challenges of high school life and beyond.
- Early psycho-intervention/prevention in situations that could lead to a negative personal outcome.
- Life skills educational support to enhance performance and personal effectiveness.

- Student-referred link to no-cost individual/group therapy offered by “FSA’s” on-campus Youth Mental Health CARE Program.
- Parent consultation.

Future Center Service goals include, as resources allow:

- to train and support a Peer Educators/Counselor Support Program to provide peer support and campus programs that foster peer-driven “safe and healthy choices.”
- to provide faculty, staff, and parents with informative presentations on mental health issues related to student needs/concerns.
- to provide consultative support to faculty, staff, administrators, and campus offices.
- to implement and expand a range of preventative programs for students, staff, and parents that will be directed toward adolescent health and well-being.

Center Participation

“The Centers” welcome all JBHS and BHS students.

While no walk-in student with an immediate need will be turned away, appointments are encouraged. Students are offered a designated CARE Center phone number where they may call/text for a CARE Center appointment. They will also be provided a QR Code/Confidential Google Doc by which they may also schedule an appointment.

“FSA” requires students to sign in and out of “The Center “(Google Doc) with their Student ID. To preserve the safety and well-being of all students.

“District” and “FSA” leadership will work together to protect and preserve the “Center's” mission.

To that end, both reserve the right to redirect any student who consistently fails to demonstrate the ability or willingness to respect the “Center's” purpose on campus and/or adhere to its policies and procedures.

“District” and “FSA” leadership agree to meet regularly to review and refine program practices to best serve students, including but not limited to frequency of use.

“District” leadership will partner with “FSA” leadership to communicate with students and staff how to best access support services. The “District” will also inform parents of “The Center’s” existence and mission on both High School campuses.

Program locations

“The Centers” are located on Burbank and John Burroughs High School campuses. The “District” will provide for the daily maintenance of the space. “FSA” will continue to improve the space as needed to support current and future work.

Dates of implementation and completion
"The Center's" on-site schedules will coincide with the school calendar. "The Center's" WARMLINE is available 365 days a year. This contract may be renewed annually.

Staffing
The program will utilize the appropriate level of clinical, educational, and administrative staff necessary to complete the scope of work.

"FSA" is highly regarded as a leading institute for mental health training in the region, operating with the same level of excellence as a distinguished teaching hospital. "FSA's" comprehensive training program is designed to nurture the professional growth of approximately 45 master's and/or doctoral-level graduate students each year.

FSA's team includes a diverse group of licensed clinical professionals and individuals working towards a clinical license in the state of California. These individuals provide quality mental health services under the close guidance/supervision of a diverse group of highly experienced clinical supervisors. FSA's team is fiercely committed to this dual mission – providing quality mental health services to everyone and developing the next generation of mental health providers. It is this unique model, in partnership, that allows "FSA" to provide unobstructed access to high-quality, community-driven mental healthcare services.

Equipment and Supplies
"FSA" will supply equipment and supplies, and the "District" will provide daily janitorial services.

GENERAL PROVISIONS

Independent "FSA" Status
While engaged in carrying out and complying with the terms and conditions of the Agreement, "FSA" is an independent contractor and not an officer, employee, or agent of the "District."

Termination
To terminate the contract, either party shall give one hundred and twenty (120) calendar day's written notice.

Inspection and Audit
"FSA" shall provide reasonable access to or forward of any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the "District." "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

Modifications and Amendments
This contract may be modified or amended by a written document executed by "FSA" and the "District." Changes in the administration agreements of the contract that do not alter the

counseling services may be made at any time during the term of the contract, as mutually agreed by the "FSA" and the "District."

Indemnification

"FSA" shall, at its own expense, cost, defend, hold harmless, and indemnify the "District" and its officers, agents, and employees from all liabilities and claims for damages for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of "FSA," its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless, and indemnify "FSA" and its officers, agents, and employees from all liability and claims for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of "District," its agents, or employees.

Insurance

During the entire term of this contract and any extension or modification thereof, "FSA" shall keep in effect a policy or policies of comprehensive general liability insurance, $2,000,000 for each person, and Sexual Molestation and Abuse coverage, $3 million per occurrence/$3 million aggregate. "FSA" shall, at its own cost and expense, procure and maintain insurance under the Worker's Compensation Law. All policies will name the "District' as Additional Insured.

Notices

All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to the "District" shall be addressed to the Superintendent, for contracts. Notices to "FSA" shall be addressed to "FSA's" address designated herein. The effective date of notice shall be the date of the postmark.

Payment Provisions

The "District's" commitment to these special education mental health care services shall not exceed $100,000.00 for the 2025-2026 school year. "FSA" will submit a quarterly report to the "District" documenting the number of students served, units of care provided, and the focus of treatment.

Confidently of Treatment

"FSA" shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

IN WITNESS WHEREOF,
the parties hereto have executed this agreement to be as of the day and year first above written. This contract is effective July 25, 2025, and terminates at 12:00 PM June 30, 2026, unless sooner terminated as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE_____ Date:_____
Oscar Macias, Ed.D., Acting Superintendent

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE_____ Date:_____
Laurie Bleick, Executive Director

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Office
PREPARED BY:	Lori Schleinkofer, Program Specialist II, WorkAbility Coordinator
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services with Enterprise Fleet Management Inc.

Background:

The FACTS (Foothill Area Community Transition Services) Program supports students with special needs by providing real-world job training and life skills. FACTS students are moderate/severe special education students aged 18-22 that receive community instruction and temporary work placements to assist them with transition to competitive, integrated employment. The worksites that contract with BUSD to provide hands-on employment training in real-world practical skills are located in Burbank and surrounding areas. Identifying worksites willing to contract with BUSD to provide this kind of specialized training to moderate/severe special education students is challenging, therefore at times the FACTS teachers need to work with business that are not in Burbank.

For almost three decades, for those worksites that are not easily walkable or accessible by bus, the FACTS teachers have used their own personal vehicles to transport students. FACTS teachers were asked to provide their driver's license and proof of full coverage insurance to the Burbank Adult School Principal and BUSD Human Resources. They paid for gas for their own vehicles and purchased umbrella policies as well as full coverage insurance. They also send out the attached forms (see Appendices A & B) to parents and adult students to provide permission for BUSD staff to drive these students to and from worksites and indemnify the district of liability.

Specifically, students are driven to Sharky's Woodfire Grill in Studio City, which is very supportive of the Program. A bus cannot be taken for this purpose because it would take two busses to get there and the FACTS teachers are unable to leave early in the morning, as they must set up their classrooms for the day. Multiple groups of students are taken out daily to different sites. The teachers also need to drive around to check on other groups that are working and be available to pick up students in an emergency or if students miss the bus.

Discussion/Issues:

The practice of FACTS teachers using their personal cars has been in place for some time. Initial approval was received from District Human Resources years ago. Following a review of best practices and District liability policies, it was determined that the use of a personal vehicle poses unnecessary risk. Per BUSD Business Services, vehicles used to drive students must be District vehicles and be maintained/insured by the District. Additionally, the car should be marked and registered as a District vehicle, allowing it to be filled with gas at city gas stations.

Since 2016, BUSD has funded FACTS student work placements through the Department of Rehabilitation (DOR) We Can Work (WCW) Contract. This contract only provided one service: work-based learning experiences and provided funds for staff and student wages only. As of July 1, 2025, the District switched to a Transition Partnership Program (TPP) contract with DOR, which provides three services: job exploration counseling, workplace readiness training and work-based learning experiences. This new TPP contract also allows significant funding for operating expenses.

It is proposed that this contract fund the cost of leasing a car (including gas) for the aforementioned purpose to lower the risk exposure for the District, the FACTS teachers and the student workers themselves. With a leased vehicle, the District can manage regular vehicle upkeep, ensuring the car is properly maintained. The FACTS teachers could then drive the leased vehicle on days when FACTS student groups work at sites not easily accessible by bus or by walking. The leased vehicle could also be used should emergencies arise. It would be parked at FACTS for easy accessibility.

The District currently leases ten vehicles though Enterprise Fleet Management for use by the Facilities Department and has found this model to be cost-effective and reliable. Consistent with this approach, the District has secured a quote from Enterprise for a 2025 Nissan Sentra to be leased over a 60-month term (see Appendix C for quote). The selected vehicle is suitable for transporting small groups of students and program materials. Unlike other lease agreements that include third party maintenance plans, this lease excludes a maintenance package, as the District employs a full-time mechanic who services our fleet internally. The vehicle will be enrolled under the District's exempt license plate status and insured per existing district protocols.

Fiscal Impact:

The monthly lease cost is $482.14, not to exceed $5,786 annually. The final year should include a one-time service charge of $450 due at lease termination, not to exceed amount of $6,236. Furthermore a $2,167.20 reduced book value at 60 months is offered if the District chooses to purchase the vehicle at that time. This is based on estimated annual mileage of 4,500. The cost of the lease is included in the budget of the TPP Contract with the Department of Rehabilitation.

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve an agreement between Burbank Unified School District and Enterprise Fleet Management, Inc. for the 60 month lease of a District vehicle to be used by the FACTS program, effective August 1, 2025 through August 31, 2030, not to exceed $6,236 annually (including lease termination fees) (01.0-58100.0-50010-11100-5611-7440000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

APPENDIX A: FACTS Permission to Drive Form

Burbank Adult School
3811 Allan Avenue
Burbank, CA 91505
818-558-4611
"Our goal is to help students reach their goals."

Permission to Drive:

I _____ (name of parent/guardian) understand that my child is participating in a Community Access Skills-Based instructional program and that it may be necessary for him/her to be transported in a FACTS staff member's vehicle. I agree to allow _____ (insert name of student) to be transported by a FACTS staff member to and from the instructional program.

This agreement extends from _____ (insert date) to _____ (insert date) unless otherwise changed or modified in writing by the undersigned, with a copy provided to FACTS.

FACTS agrees it will notify parents/guardians of the name of the staff member or members who will be providing transportation services. Upon FACTS notification and parent's/guardian's signature on this agreement, parent/guardian acknowledges and accepts transportation from the staff member or members identified above.

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

APPENDIX B: Permission Slip



Burbank Adult School
3811 Allan Avenue
Burbank, CA 91505
818-558-4611
"Our goal is to help students reach their goals."



Community Access Skills Training:

I understand, acknowledge and agree that California Education Code section 44808 provides that "…no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific understanding, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board."

I also understand, acknowledge and agree that Education Code section 35330(d) provides, "All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

Permission for Emergency Care:
In the event of an accident, illness, injury, or emergency, when the parent/guardian/caregiver is unavailable, I hereby authorize a representative of the Transition Program to make such arrangements as he/she considers necessary for this individual to receive, including, but not limited to, medical or surgical treatment and hospital care, including any necessary transportation to obtain such care. I hereby authorize such treatment as is considered necessary in the best judgment by an attending physician, surgeon, or dentist which treatment shall be performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. A copy of this form may be provided to any medical or dental service provider.

_____	_____	_____
Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
_____	_____	_____
Student (Print Name)	Student Signature	Date

Appendix C: Enterprise Lease Quote

enterprise | FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 8665174

Prepared For: Burbank Unified School District
Lamb, Andrea

Date 07/10/2025
AE/AM PS

Unit #
Year 2025 **Make** Nissan **Model** Sentra
Series S 4dr Sedan
Vehicle Order Type In-Stock **Term** 60 **State** CA **Customer#** 536566

$ 21,487.00		Capitalized Price of Vehicle [1]
$0.00	*	Sales Tax 0.0000% State CA
$ 350.33	*	Initial License Fee
$ 0.00	*	Registration Fee
$ 185.00		Other: (See Page 2)
$ 0.00	*	Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$105.00	*	Taxes
$ 21,672.00		Total Capitalized Amount (Delivered Price)
$ 325.08		Depreciation Reserve @ 1.5000%
$ 110.66		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) [2]
$ 435.74		**Total Monthly Rental Excluding Additional Services**
		Additional Fleet Management
		Master Policy Enrollment Fees
$ 0.00		Commercial Automobile Liability Enrollment
		Liability Limit $0.00
$ 0.00		Physical Damage Management — Comp/Coll Deductible 0 / 0
$ 0.00		Full Maintenance Program [3] Contract Miles 0 — OverMileage Charge $ 0.0500 Per Mile
		Incl: # Brake Sets (1 set = 1 Axle) 0 — # Tires 0 — Loaner Vehicle Not Included
$ 0.00		**Additional Services SubTotal**
$ 46.40		Tax 10.5000% State CA
$ 482.14		**Total Monthly Rental Including Additional Services**
$ 2,167.20		Reduced Book Value at 60 Months
$ 450.00		Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Fresh Powder
Interior Color	(0 I) Charcoal w/Cloth Seat Trim
Lic. Plate Type	Exempt
GVWR	0

Quote based on estimated annual mileage of 4,500
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Burbank Unified School District
BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.
[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.
[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).
[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 60.00
Pricing Plan Delivery Charge	C	$ 125.00
Courtesy Delivery Fee	B	$ 0.00
Total Other Charges Billed		$ 0.00
Total Other Charges Capitalized		$ 185.00
Other Charges Total		$ 185.00

Open-End (Equity) Lease Rate Quote

Quote No: 8665174

VEHICLE INFORMATION:

2025 Nissan Sentra S 4dr Sedan - US

Series ID: 12015

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$20,513	$21,590.00
Total Options	$240.00	$280.00
Destination Charge	$1,140.00	$1,140.00
Total Price	**$21,893.00**	**$23,010.00**

SELECTED COLOR:

Exterior: QM1-(0 P) Fresh Powder

Interior: G-(0 I) Charcoal w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
G_03	(0 I) Charcoal w/Cloth Seat Trim	NC	NC
L92	Carpeted Floor Mats w/Trunk Mat	$240.00	$280.00
PAINT	Monotone Paint Application	STD	STD
QM1_01	(0 P) Fresh Powder	NC	NC
STDEN	Engine: 2.0L DOHC I-4	STD	STD
STDRD	Radio: AM/FM w/RDS/MP3/Aux-In	STD	STD
STDST	Front Bucket Seats	STD	STD
STDTM	Cloth Seat Trim	STD	STD
STDTN	Transmission: Xtronic Continuously Variable (CVT)	STD	STD
STDTR	Tires: 205/60R16 All-Season	STD	STD
STDWL	Wheels: 16" Steel w/Full Wheel Covers	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:
- Number Of Doors 4
- Rear Cargo Door Type: trunk
- Driver And Passenger Mirror: power remote manual folding side-view door mirrors
- Door Handles: black
- Front And Rear Bumpers: body-coloured front and rear bumpers
- Rear Bumper Insert: body-coloured rear bumper insert
- Body Material: fully galvanized steel body material
- Grille: black w/chrome accents grille

Convenience Features:
- Air Conditioning manual air conditioning
- Air Filter: air filter
- Cruise Control: cruise control with steering wheel controls
- Trunk/Hatch/Door Remote Release: power cargo access remote release
- Fuel Remote Release: mechanical fuel remote release
- Power Windows: power windows with driver 1-touch down
- Remote Keyless Entry: keyfob (all doors) remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: proximity key
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: auxiliary driver and passenger-side visor mirrors
- Front Cupholder: front and rear cupholders
- Floor Console: full floor console with covered box
- Overhead Console: mini overhead console with storage
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- IP Storage: bin instrument-panel storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:
- radio AM/FM stereo with seek-scan
- Radio Data System: radio data system
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 4 speakers
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:
- Headlamp Type delay-off reflector halogen headlamps
- Internally Adjustable Headlamps: manual-leveling headlights
- Auto-Dimming Headlights: High Beam Assist (HBA) auto high-beam headlights
- Front Wipers: variable intermittent wipers
- Rear Window Defroster: rear window defroster
- Tinted Windows: light-tinted windows
- Dome Light: dome light with fade
- Front Reading Lights: front reading lights
- Ignition Switch: ignition switch light
- Variable IP Lighting: variable instrument panel lighting

Display Type: analog appearance
Tachometer: tachometer
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Clock: in-radio display clock
Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key In Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:
ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: front disc/rear drum brakes
Vented Disc Brakes: front ventilated disc brakes
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Rear Side Airbag: rear side-impact-impact airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front and rear seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Panic Alarm: panic alarm
Electronic Stability: electronic stability
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:
Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Height Adjustment: manual height-adjustable driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-forward seatback
Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: cloth door panel trim
Headliner Material: full cloth headliner
Floor Covering: full carpet floor covering
Shift Knob Trim: urethane shift knob
Floor Mats: carpet front and rear floor mats
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: carpet trunk lid/rear cargo door
Cargo Mats: carpet cargo mat
Cargo Light: cargo light

Standard Engine:
Engine 149-hp, 2.0-liter I-4 (regular gas)

Standard Transmission:
Transmission 2-speed CVT w/ OD

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	July 24, 2025
SUBJECT:	Ratification of Extension of Employment Contract for 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 current employment contract for the Assistant Superintendent of Educational Services ended on June 30, 2025.

Discussion/Issues
On June 5, 2025, the Burbank Unified School District Board of Education appointed the Assistant Superintendent of Instructional Services, Dr. Oscar Macias, as Acting Superintendent.

Due to Dr. Oscar Macias acting as the Superintendent, this leaves the position of Assistant Superintendent of Instructional Services vacant. The District wants to extend Dr. Peter Knapik, Assistant Superintendent of Educational Services contract by 6 months to assist with this vacancy.

An employee contract is being presented to extend employment for Dr. Peter Knapik, Assistant Superintendent of Educational Services. The contract extension will have an effective date of July 1, 2025 to December 31, 2025, 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, prorated for a 6-month contract.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to ratify the Extension of Employment Contract for Assistant Superintendent of Educational Services, effective July 1, 2025 through December 31, 2025, as presented.

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, Ed. D., Assistant Superintendent, Educational Services Date

By: _____
Oscar Macias, Ed. D., Acting Superintendent Date

By: _____
Dr. Armond Aghakhanian, President of the Board of Education Date

Date: July __, 2025

_____

DATE APPROVED BY THE
BOARD OF EDUCATION

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Notice of Completion, Southland Roofing Inc., Bid 2425-029 Clay Tile Roof Replacement, William McKinley Elementary School (Bond Fund)

Background:
The District is in the process of replacing the auditorium roof at William McKinley Elementary due to severe leaking that was discovered during the rainy season.
The District held a job walk on March 3, 2025. There were six (6) contractors in total, four (4) contractors submitted a bid package.
Qualifying Bids for the Clay Tile Roof Replacement received were as follows:

Southland Roofing Inc.	$94,430.00
Letner Roofing Company	$132,500.00
Commercial Roofing Systems	$158,566.00
AME Builders, Inc.	180,300.00

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

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

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

Discussion/Issues:
The District is in the process of replacing the clay tile roof at William McKinley Elementary School. The roof will have a 5-year workmanship warranty from the installer and a 50-year material warranty on the clay tiles. This work was completed on June 24, 2025.

Fiscal Impact:
$86,930.00 Bid Amount (Bond Fund)
$7,500.00 Allowance (Bond Fund)
$94,430.00 Grand Total (Bond Fund)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2425-029 Clay Tile Roof Replacement at William McKinley Elementary School, PO #25003953, not to exceed $94,430.00 (21.3-00000-0-91008-85000-6230-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Board of Education

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	The President of the Board of Education
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	July 24, 2025
SUBJECT:	Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

Background:

On February 6, 2025, the Board of Education selected its members to serve as representatives on various District and community committees.

On June 11, 2025, the Burbank Unified School District's Board of Education voted to approve Resolution 52, which formally censured Trustee Charlene Tabet. In addition, Trustee Tabet has been absent from all meetings of the Board of Education since May 15, 2025.

Pursuant to Board Bylaw 9140: Board Representatives, the Board may appoint any of its members to serve as its representatives on District committees or advisory committees of other public agencies of organizations. Due to open meeting law requirements, most of the Board shall not be appointed to serve on the same committee. The list of committees and/or groups and Board representatives accompanies this report.

To maintain active and effective Board representation, it is necessary to appoint a new representative to any committee on which Trustee Tabet was previously assigned.

Discussion/Issues:

When making such appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant District approval or endorsement for any activity without prior Board approval.

Should a committee discuss a topic on which the Board has taken a position, the Board member(s) may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

Fiscal Impact:

None

Recommendation:

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Burbank Unified School District
Board of Education

BOARD REPRESENTATION ON COMMITTEES / GROUPS

The list below indicates the Committee / Group assignments as of February 6, 2025.

Subcommittee /	Board Member(s)
Burbank Arts and Education Foundation	Tabet, Cano
District-Level English Learner Advisory Committee (DELAC)	Aghakhanian, Weisberg (Pontzer Kamkar, *alt.)*)
Five Star Coalition *(monthly, 9am, at five school districts)*	Tabet, Aghakhanian (Aghakhanian, *alt.)*
Local Control and Accountability Plan Committee (LCAP)	Weisberg, Pontzer Kamkar *(Cano, alt.)*
Los Angeles County Committee on School District Organization *(one voting event annually in November)*	Aghakhanian
Los Angeles County School Trustees Association (LACSTA)	Weisberg *(Tabet, alt.)*
Special Education District Advisory Committee (DAC)	Weisberg, Cano
School Facilities Oversight Committee *(ex-officio members)*	Tabet, Pontzer Kamkar *(Weisberg, alt.)*
Superintendent's Oversight Sub-Committee	Tabet, Pontzer Kamkar

Please note that meeting dates and times for 2025 are to be determined. Also, the Board may agree to allow other members to attend from time to time when appointed members are not available.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	July 24, 2025
SUBJECT:	Approval of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias

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Background
The Board of Education of the Burbank Unified School District maintains contracted employment agreements for superintendents in an effort to provide continuity and stability in district leadership. Due to the resignation of Superintendent, Dr. John Paramo, the board wishes to appoint an interim superintendent to fill this vacancy.

Discussion/Issues
On June 5, 2025, the Burbank Unified School District Board of Education accepted the resignation of Dr. John Paramo, Superintendent. The Board of Education appointed Dr. Oscar Macias, the Assistant Superintendent of Instructional Services as the Acting Superintendent of Schools. Dr. Oscar Macias has served as Acting Superintendent since June 5, 2025.

An employee contract is being presented to employ Dr. Oscar Macias as Interim Superintendent of Schools. The employee contract will have an effective date of (date pending) and ending date on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law.

Fiscal Impact
The annual base salary will be $270,000. Health and welfare benefits are offered in accordance with Board policy and consistent with all other management employees in the Burbank Unified School District.

Recommendation
Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education approve the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective (date pending) and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.

CONTRACT OF EMPLOYMENT
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
DR. OSCAR MACIAS

This Contract of Employment ("Contract") is entered into by and between the BOARD OF EDUCATION of the BURBANK UNIFIED SCHOOL DISTRICT ("District") of Los Angeles County, California ("Board") and Dr. Oscar Macias ("Interim Superintendent"), and dated, for reference purposes only, July 24, 2025. The Board and the Interim Superintendent hereby agree and promise as follows:

1. TERM

The Board hereby employs the Interim Superintendent for the period beginning ____, 2025 and ending on June 30, 2026, unless terminated earlier as provided by the terms of this Contract or as required by law.

2. SALARY

a. Base Salary. The Interim Superintendent's annual salary shall be TWO HUNDRED SEVENTY-THOUSAND DOLLARS AND ZERO CENTS ($270,000.00) ("Base Salary") for twelve (12) months of full-time employment, prorated for any partial year, payable in twelve (12) equal installments, less all applicable deductions and withholdings required by law or authorized by the Interim Superintendent. The Board reserves the right to increase the Interim Superintendent's salary at any time and such increase shall be effective on any date ordered by the Board in accordance with Education Code section 35032 or, if no such date is ordered, then from the date of the duly held Board meeting at which the increase was approved. Any such increase shall be effective upon Board action at a regularly scheduled meeting of the Board.

3. DUTIES AND RESPONSIBILITIES

The Interim Superintendent shall perform the duties of a public school district superintendent as prescribed by the laws of the State of California and District policies. The Interim Superintendent shall act as Secretary to the Board as permitted in Education Code section 35035 and District policies. In addition to the powers and duties set forth in Education Code section 35035, the Interim Superintendent shall have the powers and duties which are delegated to him by the Board. The Interim Superintendent shall faithfully and competently perform all duties and responsibilities required by the Board and relevant laws.

The Interim Superintendent shall be the Chief Executive Officer of the Board. As such, the Interim Superintendent shall have the primary responsibility for execution of Board policies, whereas the Board shall retain the primary responsibility for governance of the District through the delegation of duties and responsibilities of the Interim Superintendent as well as for formulating and adopting Board policies.

The Board agrees to show appropriate consideration for the fact that the Interim Superintendent is the Chief Executive Officer, and the Interim Superintendent agrees to show appropriate consideration for the fact that the Board is the governing body of the District. The Board agrees

that none of its individual members will direct the work of employees of the District or make decisions on behalf of the District.

4. MORAL CONDUCT

The Interim Superintendent shall conduct himself with due regard to the public conventions and morals. The Interim Superintendent shall not, either while rendering services to the District, or in his private life, commit an offense involving moral turpitude under federal, state, or local laws or ordinances. The Interim Superintendent 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.

5. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Interim Superintendent agrees to devote his full time and efforts to the position of Interim Superintendent for the District. The Interim Superintendent is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Interim Superintendent shall be required to provide twelve months of full-time service to the District. The Interim Superintendent shall receive all legal holidays and such other holidays designated by the Board (15 days). The Interim Superintendent shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year. Any unused vacation remaining at the end of a fiscal year will be paid out to the Interim Superintendent on or before June 30th. The Interim Superintendent's per diem rate will be calculated based on annual salary divided by 262 days. The Interim Superintendent shall be entitled to twelve (12) days of sick leave per year.

6. OUTSIDE PROFESSIONAL ACTIVITIES

With prior written notification to the Board President, the Interim Superintendent may undertake outside professional activities for remuneration including consulting, speaking, teaching and writing provided that all such outside professional activities do not interfere with the Interim Superintendent's ability to perform required duties under the Contract. In no case shall the Board be responsible for any expenses related to any outside professional activity. During the period of any such professional activity, the Interim Superintendent shall not be acting as an employee of the District and shall not be covered by District workers' compensation or any legal indemnification by the District or Board.

7. PROFESSIONAL MEETINGS AND DEVELOPMENT

With prior Board approval, the Interim Superintendent may attend professional conferences inside and outside of California. The Interim Superintendent is not precluded from attending such professional conferences at his own expense. Prior approval is not required for California legislative and finance/budgetary conferences, and conferences held by the Association of California School Administrators and the California City Superintendents, and the California School Boards Association in California. The District shall pay all necessary and reasonable business expenses related to such meetings and conferences including registration fees, travel, meals, and lodging.

The Interim Superintendent shall endeavor to maintain and improve his professional competence by all available means. The Interim Superintendent may subscribe to appropriate periodicals and journals at District expense, and may join and participate in appropriate professional organizations with prior approval of the Board unless otherwise specified in the Contract.

8. PERFORMANCE OBJECTIVES

Prior to September 30, the Board and the Interim Superintendent shall meet to mutually develop and establish the Interim Superintendent's performance objectives for the year. The Interim Superintendent's performance objectives shall be based on duties referenced in the Contract, the goals and objectives of the Board, and such other criteria or indices of achievement which may be mutually agreed to by the Board and the Interim Superintendent, or if they cannot mutually agree, then as determined by the Board.

The Board shall formally evaluate the Interim Superintendent at least annually during the term of the Contract. This evaluation shall be in writing, and shall be based on the established goals and objectives. The Board shall devote a portion of at least one (1) meeting annually to the Interim Superintendent's evaluation. On a date mutually agreed upon between the Board and the Interim Superintendent, but in no event later than 30 calendar days from the Interim Superintendent's receipt of the written evaluation, the Board shall devote a portion of a subsequent Board meeting to conduct a follow-up discussion of the written evaluation with the Interim Superintendent. The Board, however, reserves the right to continuously evaluate the Interim Superintendent on an informal basis. In the event the Board determines that an area of the Interim Superintendent's performance is unsatisfactory, the written evaluation shall indicate the reasons for the unsatisfactory evaluation, and shall make recommendations to give guidance and direction to the Interim Superintendent so that he may improve his performance. If subsequently requested by the Interim Superintendent in writing, a follow-up evaluation shall be held on a date mutually agreed upon by the Board and the Interim Superintendent.

The Board and the Interim Superintendent agree that the evaluation procedure contained in this provision fully satisfies all requirements of any laws or regulations applicable to the evaluation of certificated, classified and/or management employees. Nothing contained in this provision shall be interpreted as a waiver by the Board of any legal right it may have to terminate or non-renew the Contract. Nothing contained in this provision shall interfere with any legal right the Interim Superintendent may have to contest the termination or non-renewal of the Contract.

9. HEALTH AND WELFARE BENEFITS

The Interim Superintendent shall receive medical, dental, vision, and such other fringe benefits as are provided by the Board to other certificated management employees. The Interim Superintendent shall participate in the health and welfare benefit plans in the same manner as other certificated management employees.

10. RETIREMENT BENEFITS

Board policy states that any management level employee whom remains employed with the District for a consecutive total of five (5) years of satisfactory service in a certificated management position, may, upon retirement from active service from the District under the CalSTRS System, elect at their

option, to have the Board pay the premiums for medical, dental, vision, and other fringe benefits as are provided by the Board to other certificated management employees. If the employee makes this election, the benefits shall be available for either (1) any continuous five-year period after date of retirement, or (2) until age 65.

11. DOCTORATE, MASTERS AND LONGEVITY STIPEND

The Interim Superintendent shall be entitled to a stipend for an earned master's degree, a stipend for an earned doctorate degree, and a stipend for longevity in the same amounts as granted by the Board generally to other certificated management employees of the District. Computation of longevity shall include all time spent in a management position within the District. The stipend for possessing a master's and/or doctorate degree as well as for longevity steps shall be as listed on the Contracted Certificated Management Salary Schedule.

12. EXPENSE REIMBURSEMENT

The District shall reimburse the Interim Superintendent for actual and necessary expenses incurred by the Interim Superintendent within the scope of employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Superintendent shall submit an expense claim to the Board in writing for the Superintendent's reimbursable expenses for the prior month. The Superintendent's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.

13. PROFESSIONAL DUES

The Board shall pay membership dues for the Interim Superintendent in up to three (3) professional associations, including the Association of California School Administrators (ACSA), The School Superintendents Association, (AASA) and a third association as approved by the Board.

14. PHYSICAL EXAMINATION

The Board encourages the Interim Superintendent to have annual physical examinations in order to maintain the good health necessary to perform the job functions of his position. The Interim Superintendent agrees to facilitate a comprehensive fitness for duty examination by a District-selected physician at any time in the future if so requested by the Board.

15. TERMINATION OF CONTRACT

The Contract may be terminated under the following conditions.

A. Hiring New Permanent Superintendent. This Contract shall terminate automatically, without the need for any additional notice to Interim Superintendent, on the first date of service of a permanent Superintendent unless otherwise agreed in writing.

B. Mutual Consent. The Contract may be terminated at any time by mutual consent of the Board and the Interim Superintendent.

C. Resignation. The Interim Superintendent may resign and terminate this Agreement only by providing the Board with at least fourteen (14) days advance written notice unless the Parties agree otherwise.

D. Written Notice of Termination. The Board may terminate this Contract for any reason whatsoever by providing Interim Superintendent with at least fourteen (14) days advance written notice unless the Parties agree otherwise.

E. Reversion to Previous Position. The Parties recognize that Dr. Macias is currently the Assistant Superintendent for Instructional Services for the District. Upon termination of this Contract for any reason except for cause pursuant to Section 15(f), he shall have the right to return to the position of Assistant Superintendent for Instructional Services for the District under the terms and conditions of his most recent employment agreement as Assistant Superintendent for Instructional Services.

F. Termination for Cause. The Board may terminate the Interim Superintendent for: (1) acts done in bad faith to the detriment of the District; (2) refusals or failures to act in accordance with specific provisions of the Contract or lawful Board directives; (3) breach of the Contract; (4) unsatisfactory performance; (5) misconduct or dishonest behavior; or (6) conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person. The existence of such cause shall constitute a material breach of the Contract and shall extinguish all rights and duties of the parties under the Contract. If such cause exists, the Board shall meet with the Interim Superintendent and shall submit a written statement of the grounds for termination and copies of written documents the Board believes support the termination. If the Interim Superintendent disputes the charges, the Interim Superintendent shall then be entitled to a conference before the Board in a closed session meeting. The Interim Superintendent and the Board shall each have the right to be represented by counsel at their own expense. The Interim Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges. The conference with the Board shall not be an evidentiary hearing, but both parties shall have the opportunity to call witnesses, with reasonable mutually agreed upon limitations on the scope of inquiry or, if the parties are unable to agree, then as determined by the Board in its sole discretion. If the Board, after considering all evidence presented, decides to terminate the Contract, it shall provide the Superintendent with a written decision. The decision of the Board shall be final. The Interim Superintendent's conference before the Board shall be deemed to satisfy the Interim Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive right to any conference or hearing otherwise required by law. The Interim Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Interim Superintendent's administrative remedies and then authorizes the Interim Superintendent to contest the Board's determination in a court of competent jurisdiction.

16. TAX/RETIREMENT LIABILITY

Notwithstanding any other provision of this Contract, the District shall not be liable for any retirement or state/federal tax consequences to the Interim Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Interim Superintendent. The Interim Superintendent shall assume sole responsibility and liability for all state and federal

tax consequences of this Contract and all retirement consequences of this Contract. The Interim Superintendent agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.

17. MISCELLANEOUS

A. The Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies, and its effectiveness is contingent upon approval by the Board in open session as required by law.

B. 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, the Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

C. The Contract is the full and complete agreement of the parties and supersedes all prior negotiations, understandings, or agreements. Any amendment, modification, or variation from the terms of the Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by mutual consent of the Board and Interim Superintendent.

D. A waiver of any breach of any term or provision of this Contract shall be in writing and shall not be construed to be a waiver any other breach of this Contract.

E. Each party has cooperated in the drafting and preparation of the Contract. In any construction to be made of the Contract, the same shall not be construed against any party on the basis that the party was the drafter.

F. This Contract may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

Dated: _____, 2025

_____
Dr. Oscar Macias,
Interim Superintendent

Dated: _____, 2025

_____
Dr. Armond Aghakhanian, President
Board of Education of the
Burbank Unified School District

BOARD APPROVED:
July 24, 2025

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:	July 24, 2025
SUBJECT:	Approval of Revised Board Policy 6170.1 Transitional Kindergarten

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Background:

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

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for the Transitional Kindergarten program.

The proposed changes in the attachments show the deletions of language that is outdated or no longer needed. New language is in bold print.

Changes to the Board Policy include:

- Eligible age for enrollment
- Enrollment at the child's school of residency
- Transfer request process aligned to all grade levels
- Staffing ratios
- Setting priority to locate Transitional Kindergarten classrooms in larger classrooms, attached to play yards, convenience to drop-off and pick-up procedures, storage, and restrooms preferably in the classroom

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 6170.1 Transitional Kindergarten, as presented.

Policy 6170.1: Transitional Kindergarten Status: ADOPTED

Original Adopted Date: 12/20/2018 | Last Revised Date: 05/06/2021 | Last Reviewed Date: 05/06/2021

The Board of Education desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

~~The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)~~

The district's TK program shall admit children as follows: (Education Code 48000)

1. **For the 2024-25 school year, children whose fifth birthday is between September 2 and June**
2. **For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1**

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program, including, but not limited to, a Head Start program, a child care center serving children through an alternative payment program, a general child care and development program, a California State Preschool Program (CSPP), a migrant child care and development program, child care and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after ~~December 2~~ **the specified date for admittance** of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

All TK eligible students shall enroll in their school of residency. Families may pursue placement at another district school following the transfer procedures that apply to all grade levels.

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

Students in TK are not required to be assessed in English listening and speaking for purposes of initial identification as an English learner. However, the district shall conduct the Home Language Survey during enrollment to identify whether the primary or native language of a student is other than English.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long**, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120**. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a California State Preschool Program as long as all of the **following** requirements of each program are met**:** ~~and the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten~~. (Education Code 8235, 48000)

1. **The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten**

2. **An observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS Environmental tool are completed for the classroom**

3. **All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272**

4. **The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256**

5. **The classroom is in compliance with the adult-child ratio specified in Education Code 8241**

6. **Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program**

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, ~~2021~~ 2025, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children**, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.**

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the

Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

Facilities

When a new Transitional Kindergarten classroom is built it shall follow the specifications delineated in Title 5, California Code of Regulations, Article 4. Standards, Planning and Approval of School Facilities § 14030. Standards for Development of Plans for the Design and Construction of School Facilities or following the most current regulations.

It is the goal and priority for the school district to place Transitional Kindergarten classrooms following the specifications for newly constructed TK classrooms as reasonably as permissible.

1. **Kindergarten classroom size for permanent structures is not less than 1350 square feet, including restrooms, storage, teacher preparation, wet and dry areas.**
2. **Kindergarten classrooms are designed to allow supervision of play yards (unless prevented by site shape or size) and all areas of the classroom.**
3. **Play yard design provides a variety of activities for development of large motor skills.**
4. **Classrooms are located close to parent drop-off and bus loading areas.**
5. **Storage, casework, and learning stations are functionally designed for use in free play and structured activities; e.g., shelves are deep and open for frequent use of manipulative materials.**
6. **Windows, marking boards, sinks, drinking fountains, and furniture are appropriate heights for kindergarten-age students.**
7. **Restrooms are self-contained within the classroom or within the kindergarten complex.**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 06/03/2025 & 06/30/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000004	DE BARROS- RETIREE, SANDRA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000065	MILLER, RENEE NORMAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$17,338.00
26000066	DIFONZO, RUTHIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,495.00
26000067	HAMBRO, SHERYL	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000068	ELLIS, PAMELA ANN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,093.00
26000069	GRENE, JULIE ANN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,821.00
26000070	ELLIOTT, GINA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,289.00
26000071	GARCIA, ROSE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000072	ENGEL, SANDRA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000073	FLEISHMAN, HALLIE ELIZABETH	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000074	HARMON, LAURIE A	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000075	DY, LOUIS	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000076	DINAPOLI, KATHY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000077	INMAN, SHARON	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$442.00
26000078	HAWA, LESLIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000079	HARRIS, PHILLIP	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000080	DEVALL, BARBARA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000081	DESIMONE, TIFFANY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000082	KLEIN, JOHN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,205.00
26000083	IVANKOVIC, PATRICIA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000084	MARTIN, NANCY J	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,820.00
26000085	LIGHTFOOT, RICHARD D	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,766.00
26000086	LARA, GLORIA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,093.00
26000087	DECARO, MICHAEL A	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,821.00
26000088	LAMBERT, JULIE ANN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,820.00
26000089	MARTE, HELENE K	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000090	LINDLEY, LINDA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00

Printed between 06/03/2025 & 06/30/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000091	MARCY, CATHY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000092	MADOOGLU, KEVORK	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,977.00
26000093	HOWARD, CATHLEEN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,289.00
26000094	FERGUSON, MARTHA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000095	HYMAN, MARY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,767.00
26000096	MADRIGAL, DEBORAH	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$17,338.00
26000097	LEPATAN, IAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,218.00
26000098	MCKENNA, JANET	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000099	MEZA, GLORIA DIANE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000100	LIZARRAGA, RAFAELA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000101	LISTRO, SUSAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,107.00
26000102	JOHNSON, KIMBERLY A	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000103	GOLASKI, PATRICIA VALDIVIA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,820.00
26000104	CARMAN, MARIA MARQUEZ	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000105	JAYNES, DAVID	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$14,449.00
26000106	MITCHELL, CHRISTOPHER ANDREW	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000107	KELLY, MARY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,820.00
26000108	ESCOBAR, CELIA MOLINA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,300.00
26000109	FARMER, DEBORAH ANN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,820.00
26000110	MORGAN, MARGARET	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,495.00
26000111	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$4,000.00
26000112	ACCREDITING COMMISSION FOR SCHOOLS WASC	2025-26 BLANKET ORDER; WASC ACCREDITATION FEES	INSTRUCTIONAL SERVICES	010	$10,000.00
26000113	ADEMCO INC DBA ADI	2025-26 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000114	ALL PHASE ELECTRIC SUPPLY CO	2025-26 BLANKET ORDER; LAMPS AND BULBS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$100,000.00
26000115	AUTOZONE	2025-26 BLANKET ORDER; AUTO PARTS AND ACCESSORIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00

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26000116	CASBO	2025-26 MEMBERSHIP RENEWAL; BOARD APPROVED 6/18/25	BUSINESS OFFICE	010	$5,250.00
26000117	CITY OF BURBANK	2025-26 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; UNRESTRICTED MAINTENANCE	FACILITIES SERVICES	010	$70,000.00
26000118	CITY OF BURBANK	2025-26 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$50,000.00
26000119	DIY HOME CENTER	2025-26 BLANKET ORDER; CUSTODIAL & FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000120	FEDERAL FINGERPRINTING, INC.	2025-26 BLANKET ORDER; FINGERPRINTING SERVICES FOR CNA; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$4,500.00
26000121	ISTVAN 'STEVEN' ORI JR	2024-25 BLANKET ORDER: PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION - BLOCK GRANT AND GENERAL APPROTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$120,000.00
26000122	LOWE'S HOME IMPROVEMENT	2025-26 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$30,000.00
26000123	OUTLOOK NEWSPAPERS	2025-26 BLANKET ORDER; NEWSPAPER ADVERTISEMENTS	BUSINESS OFFICE	010	$600.00
26000124	PEARSON VUE	2025-26 BLANKET ORDER; TESTING MATERIALS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$7,000.00
26000125	SMART & FINAL STORES CORP	2025-26 BLANKET ORDER; CLASSROOM SUPPLIES; ADULT ED GENERAL APPROTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,000.00
26000126	U.S. POSTAL SERVICE	2025-26 BLANKET ORDER; POSTAGE FOR BULK MAILING; ADULT ED GENERAL APPORTIONMENT FUNDS AND ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$60,000.00
26000127	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; FACILITY REPAIR AND OFFICE SUPPLIES AND MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$50,000.00
26000128	THOMSON, DAVID	2026-26 BLANKET; RETIRE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,495.00
26000129	SARKISSIAN, VANOOHI	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,327.00
26000130	NAZEM, SIMA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,530.00
26000131	REYES, DAVID	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000132	SPAULDING, DONNA S	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,300.00
26000133	PERLSTEIN, CAROLYN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000134	SEPRAKI, JASMAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,327.00

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26000135	NICOLAOU, THERESA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000136	ONTIVEROS, JOSE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000137	SARQUIZ, RICHARD JAMES	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,327.00
26000138	TELLEZ, TINA NUNEZ	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000139	ROMERO, MARIA ELENA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000140	PEREZ, MARIA L	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000141	SINGER, JANE ANNE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,766.00
26000142	ROWSEY, CAROL H	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,300.00
26000143	PALMER, MARK	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000144	TOMER, CARYN S	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,895.00
26000145	SESSINGHAUS, KATHRYN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$17,338.00
26000146	SETTLEMOIR, THERESA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000147	ROMERO, DELFINO	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000148	RODRIGUEZ, REBECCA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000149	MULLOY, SHAWN LEE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000150	STEELE, BARBARA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,433.00
26000151	VILLARREAL, FRANCISCO J	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,299.00
26000152	SULLIVAN, CINDY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,773.00
26000153	TRACE, TIMOTHY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000154	SNOWDEN, NANCY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$442.00
26000155	VERANO, STELLA M	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000156	THOMAS, ELIZABETH	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000157	VALLONE, JOANNE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,530.00
26000158	THOMPSON, JEFFREY HERB	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000159	THOMAS, LOREEN M	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,605.00
26000160	WRIGHT, CHRISTINA K.	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,627.00
26000161	WILLIAMS, KIMBERLY	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,552.00

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26000162	YANTZ, GEORGAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000163	RHOADS, DIANA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000164	BUROW, JANICE L	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000165	KNAPIK, PETER	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,107.00
26000166	ALEXANDER JR, HENRY WALLACE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,916.00
26000167	TOOLEY, LAURA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,733.00
26000168	LIDDELL-JOHNSON, MARLA STEPHANIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,370.00
26000169	LANE-LARMOUTH, SUSANNE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,093.00
26000170	JURMAN, MARLA JO	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,085.00
26000171	DIAZ, VICTORIA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,633.00
26000172	MCHORNEY, SUZANNE ELIZABETH	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000173	YAEGER, KATHY J	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,300.00
26000174	WANTLAND, CARIN L	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,269.00
26000175	HESS-WITUCKI, MARGARET	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000176	MOEN, ANA MARIA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000177	RODRIGUEZ, JOSE JULIAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,627.00
26000178	FELLMAN, TRACI ANN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,633.00
26000179	LAM-ZIEGLER, JANET	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,589.00
26000180	CONWAY, SUSAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,633.00
26000181	DAVIS, JACKIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,589.00
26000182	WOLF, DARIN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000183	RIOJAS, ANNETTE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,545.00
26000184	WOOD, ELIZABETH	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,370.00
26000185	ARBOGAST, JULIE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,903.00
26000186	WALTER, MARTHA	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$17,338.00
26000187	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
26000188	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00

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26000189	VIRCO MFG CO.	CLASSROOM FURNITURE	EDISON ELEMENTARY	010	$7,173.13
26000190	CAMBRIDGE UNIVERSITY PRESS	BOOKS; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$36,469.66
26000191	ROCHESTER 100 INC	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$753.17
26000192	CITYWIDE UNIFORMS	2025-26 BLANKET ORDER; NURSING UNIFORMS AND EQUIPMENT; ADULT ED GENERAL APPORTIONMENT FUNDS AND ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$18,000.00
26000193	WESCOTT, CHERIE	2025-26 BLANKET ORDER; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,222.24
26000194	THALHEIMER, VICKI G	2025-26 BLANKET ORDER; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,268.73
26000195	LEVY AUSTIN, SUSAN J	2025-26 BLANKET ORDER; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,270.32
26000196	MNSON WESTERN, LLC	2025-26 BLANKET ORDER; TESTING MATERIALS	SPECIAL EDUCATION	010	$5,000.00
26000197	SCHOLASTIC INC.	MAGAZINES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$2,244.54
26000198	SMART & FINAL STORES CORP	2025-26 BLANKET ORDER; FOOD AND SUPPLIES FOR SPECIAL EDUCATION EVENTS; GIFT FUNDS	SPECIAL EDUCATION	010	$500.00
26000199	ULINE - Attn: ACCOUNTS RECEIVABLES	2025-26 BLANKET ORDER; CUSTODIAL SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000200	ULINE - Attn: ACCOUNTS RECEIVABLES	2025-26 BLANKET ORDER; FACILITY GROUNDS SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	FACILITIES SERVICES	010	$15,000.00
26000201	ADAMS SILVA & MCNALLY LLP	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$500,000.00
26000202	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,200.00
26000203	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,200.00
26000204	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$3,500.00
26000205	CITY OF BURBANK	2005-26 BLANKET ORDER; GASOLINE FOR TECHNOLOGY VEHICLES	TECHNOLOGY SERVICES	010	$4,500.00
26000206	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$290.36
26000207	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	PROFESSIONAL SERVICES AGREEMENT; SEIS INTEGRATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25	SPECIAL EDUCATION	010	$4,732.00
26000208	TARGET SPECIALTY PRODUCTS	2025-26 BLANKET ORDER; FACILITY SUPPLIES; ACCOUNTS PAYABLE FUNDS	FACILITIES SERVICES	010	$10,000.00

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26000209	VROMAN'S BOOKSTORE / BOOK SOUP / THE 1894	BOOKS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$4,633.27
26000210	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$322.70
26000211	WAXIE SANITARY SUPPLY	2025-26 BLANKET ORDER; CUSTODIAL SUPPLIES FOR FACILITIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000212	WAXIE SANITARY SUPPLY	2025-26 BLANKET ORDER; CUSTODIAL SUPPLIES FOR VARIOUS SITES; ACCOUNTS PAYABLE FUNDS	FACILITIES SERVICES	010	$475,000.00
26000213	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$1,000.00
26000214	AMAZON CAPITAL SERVICES	2025-24 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$5,000.00
26000215	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$1,000.00
26000216	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$1,000.00
26000217	SOUTHWEST SCHOOL & OFFICE SUPPLY	2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$5,000.00
26000218	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$5,200.00
26000219	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MILLER ELEMENTARY	010	$5,000.00
26000220	SMART & FINAL STORES CORP	2025-26 BLANKET ORDER;	LUTHER BURBANK MIDDLE SCHOOL	010	$500.00
26000221	DRIFTWOOD DAIRY	2024-25 BLANKET ORDER; MILK AND OTHER DAIRY PRODUCTS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$250,000.00
26000222	GOLD STAR FOODS	2025-26 BLANKET ORDER; FOOD; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$2,200,000.00
26000223	DAILY JOURNAL CORPORATION	2025-26 BLANKET ORDER; NEWSPAPER ADVERTISEMENT	BUSINESS OFFICE	010	$400.00
26000224	CITY OF BURBANK	2025-26 BLANKET ORDER; GASOLINE FOR FOOD SERVICE VEHICLES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$12,000.00
26000225	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	MC KINLEY ELEMENTARY	010	$1,300.00
26000226	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	MILLER ELEMENTARY	010	$650.00
26000227	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	JEFFERSON ELEMENTARY	010	$650.00
26000228	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	WASHINGTON ELEMENTARY	010	$650.00
26000229	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	EDISON ELEMENTARY	010	$650.00
26000230	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	EMERSON ELEMENTARY	010	$650.00
26000231	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$650.00
26000233	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$650.00

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26000234	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$650.00
26000235	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	MC KINLEY ELEMENTARY	010	$379.67
26000236	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$660.84
26000237	LAKESHORE CURRICULUM MATERIAL	CARRYOVER PO 25004353; CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$248.25
26000238	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$373.08
26000239	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$808.73
26000240	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	EMERSON ELEMENTARY	010	$472.24
26000241	SCHOOL NURSE SUPPLY	HEALTH SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$310.35
26000242	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$250.00
26000243	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$1,000.00
26000244	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$1,000.00
26000245	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$3,000.00
26000246	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$5,000.00
26000247	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MC KINLEY ELEMENTARY	010	$232.55
26000248	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	EMERSON ELEMENTARY	010	$300.75
26000249	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$1,500.00
26000250	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$6,500.00
26000251	SCHOLASTIC INC.	MAGAZINES	JOHN BURROUGHS HIGH SCHOOL	010	$384.62
26000252	VIRCO MFG CO.	CLASSROOM FURNITURE	JEFFERSON ELEMENTARY	010	$510.72
26000253	LAKESHORE CURRICULUM MATERIAL	CLASSROOM FURNITURE AND SUPPLIES	JEFFERSON ELEMENTARY	010	$2,788.91
26000254	ALL STAR ANIMAL TRAPPING	2025-26 BLANKET ORDER; PROFESSIONAL SERVICES; ANIMAL TRAPPING; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000255	ANIXTER INC	2025-26 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$25,000.00
26000256	BATTERY SYSTEMS, INC.	2025-26 BLANKET ORDER; FACILITY REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,000.00

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26000257	BEE CATCHERS INC.	2025-26 BLANKET ORDER; BEE REMOVAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,000.00
26000258	CATALINA PAINTS	2025-26 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000259	CITY OF BURBANK	2025-26 BLANKET ORDER; LANDFILL FACILITY USE; ACCOUNTS PAYABLE FUNDS	FACILITIES SERVICES	010	$15,000.00
26000260	COUNTY OF LOS ANGELES, DEPT OF PUBLIC HEALTH	2025-26 BLANKET ORDER; FOOD SAFETY INSPECTION; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$9,000.00
26000261	DIY HOME CENTER	2025-26 BLANKET ORDER; CUSTODIAL AND GROUND SUPPLIES; ACCOUNTS PAYABLE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000262	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$5,262.71
26000263	GENERAL BINDING CORP	EQUIPMENT SERVICE AGREEMENT; LAMINATOR	EMERSON ELEMENTARY	010	$650.17
26000264	GM SUPPLIES	PRINTING SUPPLIES; DISTRICT PRINT SHOP FUNDS	PURCHASING SERVICES	010	$1,337.05
26000265	GRANICUS	PEAK AGENDA MONTHLY MANAGED SERVICE AND SOFTWARE; BOARD APPROVED 6/18/25	SUPERINTENDENT ´S OFFICE	010	$38,983.41
26000266	GRAINGER INC	2025-26 BLANKET ORDER; GROUNDS SUPPLIES; UNRSTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,500.00
26000267	GRAINGER INC	2025-26 BLANKET ORDER; FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$30,000.00
26000268	H & H AUTO PARTS WHOLESALE	2025-26 BLANKET ORDER; VEHICLE REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000269	HD SUPPLY, INC.	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000270	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	2025-26 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00
26000271	INDUSTRIAL METAL SUPPLY	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000272	CARTER FENCE COMPANY INC	2025-26 BLANKET ORDER; FENCING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000273	INTERMOUNTAIN LOCK & SUPPLY CO	2025-26 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000274	JOHNSTONE SUPPLY	2025-26 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000275	LINDE GAS & EQUIPMENT INC	2025-26 BLANKET ORDER; REPAIR MATERIALS AND SERVICE FOR FACILITIES EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,750.00
26000276	MERRY PLUMBING CO INC	2025-26 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$40,000.00
26000277	BMC WEST LLC	2025-26 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000278	NAPA AUTO PARTS	2025-26 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00
26000279	P & R PAPER SUPPLY COMPANY	2025-26 BLANKET ORDER; CAFETERIA SUPPLIES AND PAPER GOODS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$180,000.00
26000280	PLUMBING WHOLESALE OUTLET INC	2025-26 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00
26000281	REFRIGERATION SUPPLIES DIST	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$70,000.00
26000282	RENTOKIL NORTH AMERICA INC	2025-26 BLANKET ORDER; PEST CONTROL SERVICE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$20,000.00
26000283	RUSSELL SIGLER INC	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$30,000.00
26000284	SMARDAN SUPPLY BURBANK	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$55,000.00
26000285	GARVEY EQUIPMENT COMPANY	2025-26 BLANKET ORDER; GROUNDS EQUIPMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000286	STUMBAUGH & ASSOCIATES INC	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000287	SUNBELT RENTALS, INC.	2025-26 BLANKET ORDER; EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$15,000.00
26000288	THE TORO COMPANY	2025-26 BLANKET ORDER; ANNUAL SERVICE AGREEMENT FOR IRRIGATION CONTROLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,800.00
26000289	T-MOBILE	2025-26 BLANKET ORDER; FACILITIES SERVICES STAFF CELL PHONE AGREEEMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000290	TOOL TIME	2025-26 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,500.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000291	US AIR CONDITIONING DISTRIBUTORS	2025-26 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$40,000.00
26000292	WRIGHT'S SUPPLY INC	2025-26 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000293	BESTLINK NETWARE INC	2025-26 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,500.00
26000294	GRAYBAR	2025-26 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,500.00
26000295	EDMENTUM, INC.	SOFTWARE LICENSE; A-G ACCESS/SUCCESS FUNDS; BOARD APPROVED 5/1/25	INSTRUCTIONAL SERVICES	010	$237,208.00
26000296	KR NIDA CORPORATION	MAINTENANCE AGREEMENT FOR REPEATERS AND RADIO EQUIPMENT	FACILITIES SERVICES	010	$4,950.00
26000297	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$10,000.00
26000298	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
26000299	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER: OFFICE SUPPLIES	BUSINESS OFFICE	010	$3,000.00
26000300	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	BURBANK ADULT SCHOOL	110	$6,000.00
26000301	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	TECHNOLOGY SERVICES	010	$1,500.00
26000302	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	MONTEREY HIGH SCHOOL	010	$1,000.00
26000303	EXPRESS READERS INC	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$362.09
26000304	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$3,000.00
26000305	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$2,000.00
26000306	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	SPECIAL EDUCATION	010	$2,500.00
26000307	KAREN KAMBOURIAN	PROFESSIONAL SERVICES AGREEMENT; SCHOOL PSYCHOLOGIST; STATE MENTAL HEALTH RELATED SVC FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$80,000.00
26000308	TOTAL EDUCATION SOLUTIONS, INC.	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$1,900.00
26000309	SIGN UP INTERPRETING SERVICES, LLC	PROFESSIONAL SERVICES AGREEMENT; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$200,000.00
26000310	MILLER, RENEE N	PROFESSIONAL SERVICES AGREEMENT; SCHOOL PSYCHOLOGIST; STATE MENTAL HEALTH RELATED SVC FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$20,000.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000311	DOLORES (DEE) NIEDRINGHAUS, BSN RN	CONSULTANT AGREEMENT; CURRICULUM SPECIALIST; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 6/5/25	BURBANK ADULT SCHOOL	110	$30,375.00
26000312	JAYME EVE ADELSON-GOLDSTEIN	CONSULTANT AGREEMENT; ENGLISH LANGUAGE INSTRUCTORS' WORKSHOP; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 6/5/25	BURBANK ADULT SCHOOL	110	$2,700.00
26000313	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	SUPERINTENDENT ´S OFFICE	010	$1,500.00
26000314	CINTAS CORPORATION	DISTRICT-WIDE DUST MOP RENTAL SERVICE; UNRSTRICTED MAINTENANCE FUNDS; BOARD APPROVED 6/18/28	FACILITIES SERVICES	010	$6,402.00
26000315	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	FACILITIES SERVICES	010	$5,000.00
26000316	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$1,500.00
26000317	IHEARTMEDIA + ENTERTAINMENT, INC.	CONSULTANT AGREEMENT; MARKETING SERVICE; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 6/5/25	BURBANK ADULT SCHOOL	110	$35,200.00
26000318	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$4,000.00
26000319	PRIVATIZER TECHNOLOGIES, LLC	EQUIPMENT MAINTENANCE AGREEMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$669.00
26000320	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	MILLER ELEMENTARY	010	$5,000.00
26000321	PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD	BOOKS	MC KINLEY ELEMENTARY	010	$362.92
26000322	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$1,000.00
26000323	VIRCO MFG CO.	CLASSROOM FURNITURE	MC KINLEY ELEMENTARY	250	$4,548.56
26000324	SCHOOL OUTFITTERS	CLASSROOM EQUIPMENT	MC KINLEY ELEMENTARY	250	$797.43
26000325	LAKESHORE CURRICULUM MATERIAL	CARPET	MC KINLEY ELEMENTARY	250	$570.25
26000326	MAP OF THE MONTH	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$210.90
26000327	SCHOOL MATE	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$1,257.05
26000328	CARAHSOFT TECHNOLOGY CORPORATION	SOFTWARE LICENSES; CHILD NUTRITION SCHOOL PROGRAM; BOARD APPROVED 6/20/24	TECHNOLOGY SERVICES	010	$2,459.55
26000328	CARAHSOFT TECHNOLOGY CORPORATION	SOFTWARE LICENSES; CHILD NUTRITION SCHOOL PROGRAM; BOARD APPROVED 6/20/24	TECHNOLOGY SERVICES	130	$133.95
26000329	PAPER DIRECT INC	OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$346.73
26000331	FELLERS INC	2025-26 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	WAREHOUSE	010	$9,000.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000332	ICS SERVICE CO.	2025-26 BLANKET ORDER; CELLULAR SERVICE FOR FIRE ALARM MONITORING; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,600.00
26000333	HASA INC	2025-26 BLANKET ORDER; POOL MAINTENANCE SUPPLIES; GENERAL AND ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$35,000.00
26000334	T-MOBILE	2025-26 BLANKET ORDER; TECHNOLOGY SERVICES STAFF CELL PHONE AGREEMENT	TECHNOLOGY SERVICES	010	$1,900.00
26000335	BIG BRAND TIRE AND SERVICE	2025-26 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000336	AREY JONES EDUCATIONAL SOLUTIONS	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$30,490.00
26000337	4A CRANE SERVICE CO.	2025-26 BLANKET ORDER; CRANE RENTAL SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00
26000338	MCCALLA COMPANY JANITORIAL SUPPLIES	2025-26 BLANKET ORDER; WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$10,000.00
26000339	PALI INSTITUTE	FIELD TRIP ADMISSION; OSS; PALI INSTITUTE; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,500.00
26000340	NORTHERN SAFETY & INDUSTRIAL	2025-26 BLANKET ORDER; GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000341	KING'S CUSTOM SHEET METAL	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000342	DeSOTO SALES, INC.	2025-26 BLANKET ORDER; FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
26000343	FERGUSON ENTERPRISES, INC.	2025-26 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$50,000.00
26000344	EWING IRRIGATION PRODUCTS	2025-26 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000345	TOOLS4EVER	SOFTWARE LICENSE; BOARD APPROVED 6/18/24	TECHNOLOGY SERVICES	010	$20,765.07
26000346	DUNN EDWARDS CORPORATION/LA	2025-26 BLANKET ORDER; PAINTING AND FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000347	MOTION AND FLOW CONTROL PRODUCTS INC	2025-26 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$500.00
26000348	JAMF SOFTWARE LLC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$23,067.00
26000349	NEW PRECISION TECHNOLOGY, LLC	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$550.29

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000350	VARITRONICS, LLC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$408.84
26000351	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR COMPENSATORY EDUCATIONAL SERVICES FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/17/25	SPECIAL EDUCATION	010	$6,000.00
26000352	DOCUMENT TRACKING SERVICES LLC	SOFTWARE LICENSE; CAASPP TESTING FUNDS; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$10,230.00
26000353	TRACY M. GLEN	PROFESSIONAL SERVICES AGREEMENT; STAFF TRAINING FOR IEPS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$60,000.00
26000354	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,875.00
26000355	TOTAL APPTITUDE	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	MC KINLEY ELEMENTARY	010	$996.00
26000356	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT	MUIR MIDDLE SCHOOL	010	$2,600.00
26000357	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$12,000.00
26000358	HAYNES FAMILY OF PROGRAMS	SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/5/25	SPECIAL EDUCATION	010	$29,400.00
26000359	SOCIAL THINKING	CLASSROOM SUPPLIES; MAA FUNDS	SPECIAL EDUCATION	010	$1,307.49
26000360	SCHOLASTIC INC.	MAGAZINES	MUIR MIDDLE SCHOOL	010	$1,076.86
26000361	MAGMALL	MAGAZINES	MUIR MIDDLE SCHOOL	010	$217.00
26000362	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$400.00
26000363	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2025-26 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$500.00
26000364	UNITED PARCEL SERVICE	2025-26 BLANKET ORDER; UPS PICK-UPS; GENERAL FUNDS	WAREHOUSE	010	$600.00
26000365	LEVEL 3 FINANCING, INC.	2025-26 BLANKET ORDER; COMMUNICATION AGREEMENT; VOIP SIP TRUNK SERVICE; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$14,400.00
26000366	CSM CONSULTING INC	PROFESSIONAL SERVICES AGREEMENT; SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS; BOARD APPROVED 6/5/25	TECHNOLOGY SERVICES	400	$28,500.00
26000367	AVS TEES	CUSTOM CLOTHING	LUTHER BURBANK MIDDLE SCHOOL	010	$2,680.18
26000368	AVS TEES	CUSTOM CLOTHING	LUTHER BURBANK MIDDLE SCHOOL	010	$663.00
26000369	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$131.99
26000370	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$8,000.00
26000371	AVS TEES	CUSTOM CLOTHING; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,537.05

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26000372	GLOBAL EQUIPMENT COMPANY INC	OUTSIDE FURNITURE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$2,861.94
26000373	READ NATURALLY INC	SOFTWARE LICENSE; MEDI-CAL FUNDS; BOARD APPROVED 6-18-25	SPECIAL EDUCATION	010	$3,300.00
26000374	XELLO	SOFTWARE LICENSE; SPECIAL EDUCATION-WORKABILITY GRANT; BOARD APPROVED 6/18/25	SPECIAL EDUCATION	010	$899.00
26000375	TYPINGCLUB	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	MC KINLEY ELEMENTARY	010	$1,881.00

PO Count: **310** **Total:** **$6,928,462.31**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	178	$3,046,446.39
110	Adult Education Fund	12	$321,905.50
130	Cafeteria Fund	8	$2,673,995.89
250	Capital Facilities Fund	3	$5,916.24
400	Special Res./for Cap. Outlay	1	$28,500.00
670	Self Insurance Fund	109	$851,698.29
		Total:	**$6,928,462.31**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Chief Administrative Officer
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Amended District Memberships 2025-2026

Background:

The membership to California IT In Education (CITE) is for the Technology Department.

Discussion/Issues:

CITE has been added to the list of memberships which was approved by the Board of Education on June 18, 2025.

Fiscal Impact:

Organization	Site	Amount	Appropriation#
CITE	Technology	$375	01.0-00000.0-00000-77000-5310-7730000

Please note: Changes in bold and with an asterisk.

Recommendation:

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Burbank Unified School District Memberships for 2025-2026

Organization	Type of Membership	Estimated Cost 2025-26	Funding Source	String
Amazon Capital Services	District-Wide	$ 3,858.00	Purchasing	01.0-00000-0-00000-72000-5310-7531000
America's Battle of the Books	School Site	$ 50.00	Emerson	01.0-00000.0-11100-10000-4310-2031000
Association for California School Administrators (ACSA)	Individual	$ 1,950.00	Superintendent	01.0-00000.0-00000-71500-5310-7411000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
Association for California School Administrators (ACSA)	Individual	$ 3,600.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Human Resources	01.0-00000.0-00000-72000-5310-7551000
Association for Supervision and Curriculum Development (ASCD)	Individual	$ 150.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
CA Career Development Association	School Site	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Art Education Association	School Site	$ 35.00	Muir	01.0-00000.0-17001-10000-5310-3221000
California Association of School Business Officials(CASBO)	Institutional	$ 5,250.00	District Office	01.0-00000.0-00000-72000-5310-7401000
California Association of School Business Officials(CASBO)	Individual	$ 300.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
California Career Development Association	Individual	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Coalition for Adequate School Housing (CASH)	Individual	$ 209.00	Facilities	01.1-81500.0-00000-81100-5310-7523100
California Consortium for Independent Study	School Site	$ 60.00	Independent Learning	01.0-00000.0-00000-27000-5310-5750000
California Council for Adult Education (CCAE)	School Site	$ 750.00	Adult Education	11.0-63900.0-41100-27000-5310-5330000
California School Board Association (CSBA)	Board	$ 14,500.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
California School Nutrition Association	District	$ 2,700.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
***California IT In Education (CITE)**	**District**	**$ 375.00**	**Technology**	**01.0-00000.0-00000-77000-5310-7730000**
Collaborative for High Performance Schools (CHPS)	District	$ 50.00	Districtwide	01.0-00000.0-00000-71500-5310-7411000
Costco	District	$ 110.00	Districtwide	01.0-00000.0-00000-72000-5310-7471000
Edjoin/San Joaquin County of Education	District	$ 2,189.85	Human Resources	01.0-00000.0-00000-72000-5310-7401000
Los Angeles County School Trustees Association (LACSTA)	Board	$ 150.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
National Academy Foundation Program	BHS/JBHS	$ 14,000.00	CTE	01.0-06350.0-38000-10000-5310-7910000
National Association for Gifted Children (NAGC)	Individual	$ 119.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421300
National Association of Secondary School Principals	School Site	$ 215.00	Luther Burbank MS	01.0-62640.0-00000-21503-5310-7429000
National Council of Teachers of Mathematics (NCTM)	School Site	$ 165.00	Edison	01.0-00000.0-11100-10000-5310-2021000
National Honor Society (NASSP)	School Site	$ 385.00	JBHS	01.0-00000.0-11100-10000-5310-4321000
National Student Clearinghouse	School Site	$ 1,200.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
San Gabriel Valley Purchasing Association (SGVPA)	Individual	$ 30.00	Purchasing	01.0-00000.0-00000-72000-5310-7531000
School Employers Association of California (SEAC)	District	$ 2,350.00	Human Resources	01.0-00000.0-00000-72000-5310-7401000
SKILLS USA (JBHS/BHS)	JBHS/BHS	$ 3,500.00	CTE	01.0-06350.0-38000-10000-5310-7910000
Southern California School Nutrition Association (CSNA)	Institutional	$ 500.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
Student Television Network	Individual	$ 125.00	JBHS	01.0-00000.0-18005-10000-5310-4321000
Super Co-Op Lodi USD (Lead Agency)	District	$ 2,200.00	Food Services	13.0-53100.0-00000-37000-5310-7490000

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 24, 2025
SUBJECT:	Ratification of Amended Authorization of Signatures

Background:
Education Code Sections 35143, 42632, and 42633 provide for authorized officers of the Burbank Unified School District to sign notices of employment, contracts and orders drawn on the funds of the District.

Discussion/Issues:
In order to conduct the daily business of the District, individual officers, as named by formal board of Education action, must be authorized to sign warrants, checks, contracts, notices or other legal documents. If persons authorized to sign such documents are unable for any reason to do so, the law requires that a majority of the Board members sign in their place for the particular document.

The attached "Certification of Signatures" form is the form required by the Los Angeles County Office of Education to be used to process the District's paper work associated with warrants, checks, contracts, notices or other legal documents. This form indicates which persons have been approved by the Board of Education to sign the documents indicated.

Please note: Changes in bold and with an asterisk.

Fiscal Impact:
None.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.

Document and/or Transaction	Name Approved/Authorized by	Title
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders, and other legal documents	Andrew Cantwell	Chief Administrative Officer
authorized to sign any or all warrants, checks, contracts, notices or other legal documents of the District	Oscar Macias	Acting Superintendent
authorized to sign human resource services related contracts and invoices	Sarah Rudchenko	Assistant Superintendent, Human Resources
authorized to sign instructional services related contracts and invoices	Oscar Macias	Assistant Superintendent, Instructional Services
authorized to sign instructional services related contracts and invoices	***Peter Knapik**	Assistant Superintendent, Educational Services
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders	Mariam Abdelhamid	Assistant Superintendent, Business Office
authorized to sign instructional services related contracts and invoices	Julie Markussen	Director, Secondary Education, Diversity Equity and Inclusion
authorized to sign instructional services related contracts and invoices	Rebecca Roundtree Harris	Director, Elementary Education, Diversity Equity and Inclusion
authorized to sign facilities-related contracts, notices, invoices and purchase orders	Dennis Maxwell	Director, Facilities
authorized to sign facilities-related contracts, notices, invoices and purchase orders	David Gerharter	Director Purchasing, Warehouse and Reprographics
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents, District purchase orders, alternate signatory for all District imprest accounts	Harmony Trax	Supervisor, Budget and Finance
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents, District purchase orders, alternate signatory for all District imprest accounts	Lisa Sahagun	Supervisor, Budget and Finance
authorized to sign documentation pertaining to the Accumulation Program for Part-Time and Limited –Services Employees (APPLE Plan) and payroll taxes	Tiffany Maxwell	Payroll Supervisor
authorized to sign bond related contracts, notices, invoices and purchase orders	Robin Rickman	Project Manager (Bond)
authorized to sign bond related contracts, notices, invoices and purchase orders	Malihe Shokouhi	Project Manager (Bond)

All of the following are approved to sign invoices as "approved for payment."

Department Heads	Title
Narineh Barzegar	Director, Student Services
Jennifer Nicholson	Director, Special Education
Vacant	Director, Technology Services
Robyn Anders	Director, Instructional Technology
Peggy Flynn	Director, Arts & CTE

Principals	School Site
Tracy Shah	Disney Elementary
Nicole Cody	Edison Elementary
Jennifer Almer	Emerson Elementary
Lucia Bowers	Harte Elementary
Ron Young	Jefferson Elementary
Liz Costella	McKinley Elementary
Judy Hession	Miller Elementary
Kennelyn Celeste	Providencia Elementary
Matthew Osmond	Roosevelt Elementary
Jill Johnson	Stevenson Elementary
Laura Vinyard	Washington Elementary

Department Heads	Title
Juan Noguera	Director, Adult School & FACTS
Rachel Paghunasan	Director, Food Services
Laura Flosi	Director, Childcare Programs
	Children's Center Coordinator
Vacant	Facilities Manager

Principals	School Site
Robin Hatch	Huerta M.S.
***Edwin Taylor**	Luther M.S
Greg Miller	Muir M.S.
Steven Hubbell	Burbank H.S.
Kenneth Knoop	John Burroughs HS
Daniel Di Mundo	Alternative Education
Todd Laventure	Adult School

Burbank Unified School District

SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2025 to June 30, 2026

In accordance with governing board approval dated July 24, 20 25.

Signature _____

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME Emily Weisberg
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Peter Knapik
TITLE Assistant Superintendent of Educational Services
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

FORM NO. 503-804 Rev. 11-20-2002

TO: Board of Education / Superintendent Consent 7/24/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-02. 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 Assignment	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Avanesian, Ellin	Teacher	01.0-00000.0-11100-10000-1110-2060000	100	T-004-05+MA	Transfer from TOSA CS to classroom	08/08/2025
Barclay, Jason	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-006-18	Transfer from ILA to Luther	08/08/2025
Bell, Catherine	Teacher	01.0-00000.0-11100-10000-1110-2020000	100	T-006-14+MA	Transfer from Harte to Washington	08/08/2025
Burke, Madalena	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	2-003-05	Transfer from Muir to JBHS	08/08/2025
Legaspi, Arlene	Teacher	01.0-00000.0-11100-21300-1110-4310000	100	T-006-23	Transfer from SpEd to BHS	08/08/2025
Mohler, Chez-E-Rae	Teacher/TOSA	01.0-01500.0-00000-10000-1910-7420000	100	T-006-24+MA	Transfer from Tchr to Curr. Spec.	08/08/2025
Nittis, Pascal	Teacher	11.0-63910.0-41101-27000-1910-5330000	35	M-001-06+MA	Transfer from SpEd tchr to	08/08/2025
		11.0-39130.0-41106-27000-1910-5330000	10		Resource Tchr at Adult School	
		11.0-63910.0-41106-27000-1910-5330000	55			
Obregon, Gabriel	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-003-08	Transfer from Huerta to Muir	08/08/2025
Ragle, Jason	Teacher	01.0-00000.0-11100-10000-1110-2030000	100	T-006-24	Transfer from Miller to Emerson	08/08/2025
Rivas, Jennifer	Teacher	01.0-00000.0-11100-10000-1110-2020000	100	T-005-19	Transfer from Harte to Edison	08/08/2025
Robertson, Lisa	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-005-09	Transfer from JBHS to BHS	08/08/2025
Stewart, Jenna	Teacher/TOSA	01.0-00000.0-11100-10000-1110-4310000	60	T-006-18	Transfer from Tchr to TOSA ELD	08/08/2025
		01.0-01501.0-47600-21000-1910-7420000	40			
Van Krieken, Loren	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-005-09	Transfer from Huerta to Muir	08/08/2025
Zecena-Rubio, Debora	Teacher	01.0-00000.0-11100-10000-1110-2010000	100	T-006-09+BIL	Transfer from Huerta to Disney	08/08/2025

Change of End Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Adair, Nathan	Sp Ed Lng Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	$250		04/09/25-05/23/25

Change of Salary	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Mindel, Brittany	Teacher SE	01.0-65000.0-57602-11200-1110-7440000	100	$1582	Adding Masters	08/05/2024 -

Correction	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Nicholson, Jennifer	Director Special Ed	01.0-65000.0-50010-21000-1310-7440000	100	T-001-06		07/01/2023
		01.0-00000.0-00000-21000-1310-7440000				
		01.0-65460.0-50010-21000-1310-7440000				

Election: Management	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Hubbell, Steven	Principal-HS	01.0-00000.0-00000-27000-1312-4310000	100	K-002-08+MA +Cell Phone		08/08/2025

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Diaz, Cynthia	Sub Tchr/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/210/day		07/01/2025
Mulligan, Kate	Sub Tchr/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/210/day		07/01/2025
Velasquez, Silvia	Sub Tchr/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/210/day		07/01/2025
Cook, Jacob	Sub Tchr/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	$200/210/day		07/01/2025

TO: Board of Education / Superintendent Consent 7/24/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-02. 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.

Election: Teacher	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Barzegar, Anayis	Teacher	01.0-65000.0-57602-11901-1110-7440000	100	T-006-04+MA+SpEd		08/08/2025
Bruggeman, Maximilian	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	T-003-04+MA		08/08/2025
Castleberry, Jennifer	Psych Intern	01.0-65000.0-50010-31200-1231-7440000	100	X-001-03		08/08/2025
Chakmakchyan, Vartkes	Teacher SpEd	01.0-65000.0-57602-11100-1110-4310000	100	2-03-05+MA+SpEd		08/08/2025
Diaz, Lilyana	Teacher	01.0-65000.0-57602-11100-1110-4310000	100	T-004-08+MA		08/08/2025
Fowler, Kirsty	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-003-05		08/08/2025
Going, Jessica	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	T-003-07		08/08/2025
Heath, Madison	Teacher SpEd	01.0-65000.0-57300-11901-1110-7440000	100	T-004-06+MA+SpEd		08/08/2025
Kim, Alexander	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-003-03		08/08/2025
Marcus, Cayanne	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-03		08/08/2025
Reese-Edwards, Sarah	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-03+MA+SpEd		08/08/2025
Shattuck, Joshua	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	T-003-04		08/08/2025
Zacher, Mariana	Teacher	01.0-65000.0-57602-11100-1110-3200000	100	T-006-07		08/08/2025

Election: Temp	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Maddigan, Deborah	Counselor Temp	01.0-30100.0-00000-31100-1210-3220000	50	T-006-11+MA	Muir	08/08/2025 - 05/29/2026
McDermott, Sara	Teacher Temp	01.0-00000.0-11100-10000-1110-2130000	100	T-006-08 +MA	Providencia	08/08/2025 – 05/29/2026
Morris, Morgan	Teacher Temp	01.0-00000.0-11100-10000-1110-2160000	100	T-004-04 +MA	Washington	08/08/2025 – 05/29/2026
Simon, Erika	Teacher Temp	01.0-00000.0-11100-10000-1110-2130000	100	2-003-02	Harte	08/08/2025 – 05/29/2026

Retirement	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Binda, Lucien	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01	Began service 11/01/1996	06/05/2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Alvarenga, Maryeline	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		05/23/2025
Argott, Maria	School Nurse	01.0-00000.0-00000-31400-1216-7720000	40	S-001-05		06/30/2025
Bitner, Elizabeth	Teacher Sp Ed	01.0-65000.0-57601-11100-1110-4320000	100	T-005-24		06/30/2025
Jackson, Anjelica	Sub School Nurse	01.0-00000.0-00000-31400-1260-7550000	100	S-001-09		05/23/2025
Mack, Jasmine	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		05/29/2025
Raguini, Vincent	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		05/23/2025
Ramirez. Andrea	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		06/02/2025
Smith, Kourtney	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		06/25/2025
Vinyard, Grace	Sub/Sp Ed Teacher	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01		05/23/2025

TO: Board of Education / Superintendent Consent 7/24/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-02. 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
Aleman, Richere	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
Aleman, Richere	Instr Serv	School Nurse	Hourly	$89.03	324	May - August
Alexander, Henry	Instr Serv	Combo Class	Stipend	$400.00		January -May
Alpert, Madeline	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Arevalo, Marianna	Instr Serv	Combo Class	Stipend	$400.00		January -May
Argott, Maria	Health Serv	Retention Bonus	Stipend	$4,000.00		August - June
Armes, Deborah	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Avanesian, Ellin	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Bagramyan, Agavni	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
Beal, Briana	Special Ed	Home Health	Hourly	$42.39	96.45	June - July
Benjelloun, Anass	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Bentley, Jim	Instr Serv	Combo Class	Stipend	$800.00		January -May
Benton, Nathanial	Instr Serv	Combo Class	Stipend	$400.00		January -May
Berich, Erin	Instr Serv	Combo Class	Stipend	$400.00		January -May
Bertole, Gianna	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Bickelmann, Christopher	Instr Serv	Combo Class	Stipend	$400.00		January -May
Casper, Jennifer	Muir	Department Chair	Stipend	$1,735.00		January - June
Castro, Jesus	Instr Serv	Combo Class	Stipend	$400.00		January -May
Choi, Woore	Health Serv	Retention Bonus	Stipend	$8,000.00		August - June
Chiu, Seong	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Clauss, Alyssa	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Cobian, Jeanette	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Corbo, Regina	Instr Serv	Combo Class	Stipend	$800.00		January -May
Corral, Christopher	Instr Serv	Combo Class	Stipend	$400.00		January -May
Crowley, Victoria	Ed Serv	Other Hourly	Hourly	$39.67	36	June
Dagata, Patty	Instr Serv	Combo Class	Stipend	$400.00		January -May
Dawes, Jacqueline	Instr Serv	Combo Class	Stipend	$1,200.00		January -May
Dawes, Jacqueline	Spec Ed	Intervention	Hourly	$53.46	100	August - May
Dawes, Jacqueline	Spec Ed	Other Hourly	Hourly	$39.67	30	August - May
Ermino, Aileen	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Fitzgerald, Kyle	Instr Serv	Combo Class	Stipend	$1,600.00		January -May
Flores, Jessie	Muir	Department Chair	Stipend	$1,735.00		January - June
Forge, Joshua	Instr Serv	Combo Class	Stipend	$400.00		January -May
Glover, Donovan	Instr Serv	Combo Class	Stipend	$400.00		January -May
Gonzalez, Izabelle	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
Hacek, Brittney	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Heckel, Stephen	Burroughs	CTE Teacher	Hourly	$60.43	6.5	November
Hillegaart, Sandy	Muir	ROP Teacher	Hourly	$55.84	91	August 24 – May 25
Holubek, Carol	Monterey	Other Hourly	Hourly	$39.67	39.5	May - June
Holubek, Carol	Instr Serv	Intervention	Hourly	$53.46	39.5	May - June

TO: Board of Education / Superintendent Consent 7/24/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-02. 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
Jackson, Anna	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
James, Stephen	Instr Serv	Combo Class	Stipend	$400.00		January -May
James, Stephen	Muir	Department Chair	Stipend	$1,735.00		May
Jensen, Amy	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Kalachi, Monique	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Keshishyan, Dianna	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
Klauder, Lindsay	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Koontz, James	Muir	Other Hourly	Hourly	$39.67	40	July
Kosbab, Brenda	Instr Serv	Combo Class	Stipend	$800.00		January -May
Kovesdy, Andras	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Kuester, Danielle	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Kukan, Brian	Burroughs	Other Hourly	Hourly	$39.67	3	May
Leyco, Eliza	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
Lorenz, Linda	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Mahoney, Gerald	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Manoukian, Mariam	Health Serv	Retention Bonus	Stipend	$10,000.00		August - June
McDonald, Christy	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
McPherson, Lynda	Instr Serv	Combo Class	Stipend	$1,200.00		January -May
Melendez, Barlon Kent	Summer School	ESY SLP	Hourly	$66.99	24	July
Mendez-Cervantes, Gerardo	Instr Serv	Combo Class	Stipend	$400.00		January -May
Meschkat, Ryanne	Instr Serv	Combo Class	Stipend	$400.00		January -May
Moore, Winston	Instr Serv	Combo Class	Stipend	$400.00		January -May
Nittis, Pascal	Special Ed	Intervention	Hourly	$53.46	100	August - May
Nittis, Pascal	Spec Ed	Other Hourly	Hourly	$39.67	30	August - May
Oganyan, Victoria	Instr Serv	Combo Class	Stipend	$400.00		January -May
Oldroyd, Jennifer	Health Serv	Retention Bonus	Stipend	$8,000.00		August - June
Olfati, Golak	Instr Serv	Combo Class	Stipend	$800.00		January -May
Olfati. Golak	Burbank High	Saturday	Daily	$169.90	2	November - April
Oliver, Lee	Instr Serv	Combo Class	Stipend	$400.00		January -May
Dungereaux-Otis, Michelle	Tech Serv	Site Tech	Stipend	$1,092.00		January -May
Pamperin, Melissa	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Phan, John	Instr Serv	Combo Class	Stipend	$400.00		January -May
Thomas-Pickett, Jonelle	Instr Serv	Combo Class	Stipend	$800.00		January -May
Pisano, Jennifer	Special Ed	Other Hourly	Hourly	$39.67	.75	May
Pisano, Jennifer	Special Ed	Other Hourly	Hourly	$39.67	3.75	May
Pisano, Jennifer	Special Ed	Teacher Addt'l Duties	Hourly	$85.50	60	May-July
Pisano, Jennifer	Special Ed	Home Health	Hourly	$42.39	25	June
Pisano, Jennifer	Special Ed	Home Health	Hourly	$42.39	62	July - August
Platner, Rebecca	Instr Serv	Combo Class	Stipend	$400.00		January -May
Pomfret, Jill	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Pozos, Adriana	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Proano, Leonardo	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Pumilia, Amanda	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June

TO: Board of Education / Superintendent Consent 7/24/2025

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

SUBJECT: Certificated Personnel - Report Number 25-26-02. 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	Hour/Days Cap	Applicable Payrolls
Quezada I, Ramiro	Burroughs	Other Hourly	Hourly	$39.67	35	May
Raisbeck, Erica	Instr Serv	Combo Class	Stipend	$1,200.00		January -May
Real, Edwin	Burroughs	Other Hourly	Hourly	$39.67	100.83	June - July
Reeves, Jamie	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Reily, Michael	Burroughs	Coach, Asst Football	Hourly	$50.00	124.12	August - October
Riner, Justin	Muir	Department Chair	Stipend	$1,735.00		January - June
Rivera, Stephen	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Roy, Kathleen	Burroughs	Other Hourly	Hourly	$39.67	1	May
Shazarian, Arpine	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Sherman, Tara	Muir	Department Chair	Stipend	$1,735.00		January - June
Sousa, Bailey	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Strawn, Kathryn	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Sullivan, Arthur	Burroughs	Other Hourly	Hourly	$39.67	1	May
Sullivan, Arthur	Burroughs	Other Hourly	Hourly	$39.67	35	June
Sullivan, Cyrita	Spec Ed	Teacher- Addtl Duties	Hourly	$62.51	12	June
Timoney, Jennifer	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Topalian, Talar	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Vargas, Theresa	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Varma, Arti	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Viallet, Marianne	Special Ed	Add'l Duties	Hourly	$82.48	23	July – December
Viallet, Marianne	Special Ed	Other Hourly	Hourly	$39.67	2.5	July - December
Viallet, Marianne	Special Ed	Add'l Duties	Hourly	$82.48	23	July – December
Viallet, Marianne	Special Ed	Other Hourly	Hourly	$39.67	2.5	July - December
Wade, Tyler	Burroughs	Other Hourly	Hourly	$39.67	5	May
Walden, Melissa	Muir	Department Chair	Stipend	$1,735.00		January - June
Walden, Melissa	Muir	Other Hourly	Hourly	$39.67	15	May
Walker, Amy	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June
Simon, Erika	Ed Serv	Other Hourly	Hourly	$39.67	36	June
Weber, Rebecca	Health Serv	Retention Bonus	Stipend	$8,000.00		August - June
Wells, Timothy	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Wertlieb, Jessica	Instr Serv	DEI Lead Teacher	Stipend	$1,676.00		May - June
Williams, Dena	Instr Serv	Combo Class	Stipend	$400.00		May
Winn, Amy	Instr Serv	Combo Class	Stipend	$800.00		January -May
Wright, Rhonda	Ed Serv	Other Hourly	Hourly	$39.67	1.5	June

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
BERCINI, Lydia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-14-25		Special Education
GERARD, Peter	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	07-10-25		Special Education
GOING, Jessica	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3220000	.75	38-II	D	08-07-25		Muir Middle School
HAYES, Christine	Paraeducator	01.0-65000.0-57602-11100-2110-3200000	.75	38-IV	D	08-07-25		Luther Middle School
HERNANDEZ, Lislett	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	07-07-25		Special Education
LAVITT, Kimberly	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-2160000	.75	39-III	D	07-04-25		Washington Elementary
Layoff								
MISLANG, Charmaine	At Risk Intervention Specialist	01.0-01500.0-00000-31100-2210-7420000	1.0	53-IV	D	06-30-25		Miller Elementary
Additional Compensation for Working Out of Class								
LEPATAN, Paul	Lead Technology Support Specialist	01.0-00000.0-00000-77000-2410-7730000	1.0	61-VI	A	07-01-25	09-30-25	Technology Services
VAZIRANI, Archana	IT Systems Analyst	01.0-00000.0-00000-77000-2410-7730000	1.0	63-V	A	07-01-25	09-30-25	Technology Services
Additional Compensation for Longevity								
PORTER, Vianey	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	07-01-25		Special Education 10 years - $142/month
Change of Assignment – Classification/Location/FTE								
ABDELHAMID, Mariam	Assistant Superintendent Business Services	01.0-00000.0-00000-72000-2310-7470000	1.0	A-I	A	07-01-25		Fiscal Services

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Temporary Change of Assignment								
MARKOSIAN, Alice	Senior Administrative Secretary - Confidential	01.0-00000.0-00000-71500-2411-7410000	1.0	A-I	A	06-04-25	06-19-25	Human Resources
Election – Monthly								
DEEGAN, Matthew	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education
ESCOBEDO BARONA, Hael Melissa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	08-11-25		Special Education
Election – Hourly								
CARCAMO BARRONDO, Gustavo	Campus Supervisor	11.0-63910.0-41102-83000-2240-5331000 11.0-63910.0-41104-83000-2240-5331000 11.0-00639.0-41120-83000-2240-5331000		35-VI	D	06-09-25	06-30-25	Adult School
COY, Louis	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
DELGADO, Lance	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
DE PAUW, Emily	Visual and Performing Arts Instructor	01.0-67700.0-17007-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
DIPIAZZA, Kellie	Benefits Analyst	01.0-00000.0-00000-72000-2440-7550000		60-VI	A	07-01-25	06-30-26	Human Resources
GONZALEZ, Emily	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2440-7550000		48-II	A	07-01-25	06-30-26	Human Resources
GOULET, Amy	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2440-7550000		48-VI	A	07-01-25	06-30-26	Human Resources
GUEFFROY, Katherine	Educational Interpreter I	01.0-65000.0-57602-11104-2130-7440000		55-VI	D	07-01-25	05-28-26	Special Education
GUEFFROY, Katherine	Educational Interpreter I	01.0-65000.0-57602-11104-2130-7440000		55-VI	D	06-01-25	06-30-25	Special Education
COFFEY, Evelyn	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, Continued								
LOGAN, Nicolina	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2440-7550000		43-VI	A	07-01-25	06-30-26	Human Resources
LOPEZ, Isabella	School Office Manager Elementary (Substitute)	01.0-00000.0-00000-72000-2460-7550000		18.74	F	07-02-25		Human Resources
LOPEZ, Isabella	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		16.50	F	07-02-25		Human Resource
LOZANO, Lauren	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-III	D	08-11-25	05-28-26	Special Education
LOZANO, Lauren	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-III	D	06-02-25	07-11-25	Special Education
LOZANO, Lauren	Educational Interpreter II	01.0-65000.0-57602-11104-2130-7440000		62-III	D	06-02-25	07-11-25	Special Education
MATAS, Dominic	Visual and Performing Arts Instructor	01.0-67700.0-17007-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
MC CORMICK, Lisa Marie	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
MCKAY SCHULTZ, Owen	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
MELARAGNO, Debra	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2440-7550000		48-VI	A	07-01-25	06-30-26	Human Resources
MOFFIT, Barclay	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
OUNDJIAN, Jennifer	Visual and Performing Arts Instructor	01.0-67700.0-17007-10000-2170-4320000		50.00	F	07-01-25	05-31-26	Burroughs High School
SANDOVAL PRECIADO, Brandon	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School

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

Personnel Report No. 25-26-02 July 24, 2025 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, Continued								
SCOVILLE, Daniel	Visual and Performing Arts Instructor	01.0-67700.0-17007-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
SMITH, Aiden Joseph	Visual and Performing Arts Instructor	01.0-67700.0-17006-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
SPOHN, Mary	Visual and Performing Arts Instructor	01.0-67700.0-17005-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
STRATTAN, Jennifer	Visual and Performing Arts Instructor	01.0-67700.0-17005-10000-2170-4320000		50.00	F	08-01-25	05-31-26	Burroughs High School
TRIMBLE, Constance	Human Resources Analyst – Certificated	01.0-00000.0-00000-72000-2440-7550000		50-VI	A	07-01-25	06-30-26	Human Resources
WROBEL, Karen	Human Resources Analyst - Certificated	01.0-00000.0-00000-72000-2440-7550000		50-V	A	07-01-25	06-30-26	Human Resources
Election – Summer School								
DIEGO, Revin	Paraeducator Child Care	01.0-26000.0-11100-10000-2130-5480000		36-I	D	06-02-25	06-02-25	Providencia Elementary

Signature _____

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	July 24, 2025
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays beyond their control, Muir Middle School was unable to submit its consultant agreement before the agenda deadline on April 16, 2025, and the Child Development Department's deadline of May 21, 2025. Therefore, the agreements below are being presented as ratifications. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: July 24, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Child Development	Jackie Morrison	Face Painting	6/6/25 – 7/2/25	$900	12.0-90602.0-11100-10000-5890-7540000
Muir Middle School	Mark Fortier	DJ/Trivia Host for teacher appreciation faculty meeting	5/6/25	$300	01.0-00000.0-11100-27000-5890-3221000

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 8th of May, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ~~Jackie Morrison~~ hereinafter referred to as "Consultant."

Payee's Name Jackie Morrison Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Flosi

Board Approval Date 7-24-25

Account String 12.0-906020-1100-1000-5890-754000

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 $ 100 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 900.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 6, 2026, and terminating on July 2, 2026.
3. Payment Terms: To be paid in full upon completion of services
4. Consultant will provide the following services:

   Face painting

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant [signature] Date 5/8/25

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

JACKIE Morrison

GRAPHIC Artist

tv - comedy

Young Sheldon - Joe Lucky
Twenties - Sammy Wallschlaeger
Superstore - Michael Gallenberg
Will & Grace - Glenda Rovello
His Wives & Daughters - Dina Lipton
Last Man On Earth - Erin Riegel
Crazy Ex Girlfriend - Stephen McCabe
Losing It - Cynthia Charette
Girlboss - Michael Allen Glover
Always Sunny In Philadelphia - Nathan Lay
Baskets - Jamie Hall

tv - family

Walk The Prank - Danny Cistone
Bizaardvark - Kristan Andrews
Switched At Birth - Richard Ramirez
The Fosters - Rachel Kammerman
Chasing Life - Erica Wernick
Girl Meets World - Hilary Smith

tv - reality & game

Ex On The Beach - Michael Levinson
Let's Make A Deal - Toi Whitaker
Big Brother - Angel Bonsorte
Marriage Bootcamp - Narbeh Nazarian
Escape Routes - Bernadette Stewart

tv - drama

Dead To Me - LJ Houdyshell
American Princess - Bill Durrell
Lucifer - Joe Mason
Wisdom Of The Crowd - Carolyn Baumert
Scandal - Meghan Fox
How To Get Away With Murder - Amy Wheeler
Criminal Minds: Beyond Borders - Colie Buck
Hit The Floor - Meghan Brooks
Snowfall - Jackie Kay
Mistresses - Vaughan Edwards
CSI: Cyber - Chris Hansen

film

How To Be A Latin Lover - Marcia Hinds
Sandy Wexler - Karen O'hara
The Wall - Kelly Berry
Susie Sunshine - Chelsea O'Connor
Bone Tomahawk - Eddie Grisco
The Last Summer - Freddy Waff
Wolves At The Door - Bob Ziembicki

clients

SDSA 25th Anniversary - Cal Loukes
Miziker Entertainment - Ryan Miziker
Applebees - Commercial - Hunter McCann
Carmax - Commercial - Sarah Pott

[redacted]

Ithaca College
School of Communications
- B.S. in Cinema Production
- Minor in Scriptwriting
- Art & Animation Classes

Studio Arts
- Concept Design
- Graphic Design
- Photoshop
- After Effects 101

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 6th of May, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Mark Fortier DBA What A Party hereinafter referred to as "Consultant."

Payee's Name Mark Fortier Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Dr. Greg Miller, Principal

Board Approval Date July 24, 2025

Account String 01.0-00000.0-11100-27000-5890-322000

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 $ 300.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $300.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 6th 20225 and terminating on May 6th 2025.
3. Payment Terms: _____
4. Consultant will provide the following services:

   DJ/Trivia Host

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.

		Mark Fortier	5-6-25
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Mark Fortier, DBA What A Party!

[redacted]

Owner of What A Party!, Mark Fortier began his entertainment career as a radio disc jockey until his calling led him to live performance art. His ability to read a crown and establish an outstanding rapport with his audience distinguishes Mark as a truly proficient showman. With a contagious enthusiasm and charisma, Mark will go the extra mile to make all events he emcees a positively spectacular one. Established since 1991, What A Party! offers knowledgeable and experienced execution of any event's coordination. What A Party! acts as Master of Ceremonies which will help to keep smooth the flow of events. They provide a huge music selection and a variety of packages to fit every client's needs. As DJ and emcee to all kinds of entertainment events, they are regular trivia hosts at local venues.

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:	July 24, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: July 24, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Child Development	Alba Johanna Schofield	Teach visual art to the students in the ASES programs at Disney, Washington, and Providencia Elementary schools.	9/6/25 – 3/31/26	$10,800	01.0-26000.0-11100-10000-5810-7429000
Child Development	Garri Dance Studio	Teach Dance and art instruction to all students in the ASES programs at Luther Middle School and Disney, Washington, and Providencia Elementary schools.	8/17/25 – 5/27/26	$27,000	01.0-26000.0-11100-10000-5810-7429000
Child Development	iCook, Inc	After-school cooking and financial literacy enrichment classes.	10/13/25 – 10/23/25	$5700	01.0-26000.0-11100-10000-5810-7429000
Child Development	Ron Romberger	Amazing Athletes will provide enrichment sports to the Luther ASES program	8/24/25 – 2/27/26	$7500	01.0-26000.0-11100-10000-5810-7429000
Miller Elementary	APEX Leadership Co	Provide a two-week leadership and fitness program to help raise money for Miller Elementary.	9/29/25 – 10/10/25	% of funds raised	01.0-90201.0-11100-10000-5810-2100000
Multiple Elementary Sites	Luke Anderson	Provide instruction and training in the Peaceful Playground Program, working with supervisors, teachers, and students.	8/13/25 – 5/28/26	$32,775	01.0-90102.0-11100-10000-5820-2160000-$3800 01.0-00000.0-11100-10000-5810-2010000-$4275 01.0-00000.0-11100-10000-5810-2150000-$3800 01.0-90201.0-11100-10000-5810-2130000-$4275 01.0-30100.0-11100-10000-5810-2100000-$8550 01.0-30100.0-11100-10000-5810-2090000-$3800 01.0-90201.0-17011-10000-5810-2030000-$4275
Stevenson Elementary	APEX Fun Run Franchise No. 7 LLC	Two-week character and leadership program with a final celebration event.	1/5/26 – 1/16/26	% of funds raised	01.0-90201.0-11100-10000-5810-2150000
Stevenson Elementary	Elisa Evans	2nd Grade Theatre Instruction	1/6/26 – 3/10/26	$2500	01.0-90201.0-17000-10000-5810-2150000
Stevenson Elementary	MB Dance, Inc	Dance instruction for TK – 5th grades for 12 weeks, with a winter dance at the end.	9/1/25 – 12/4/25	$15,300	01.0-67700.0-11100-10000-5810-2150000

Stevenson Elementary	PS Science	3rd Grade STEAM Instruction	1/9/26 – 3/6/26	$4480	01.0-90201.0-17000-10000-5810-2150000
Stevenson Elementary	The Art Room	4th Grade Arts Instruction	1/8/26 – 3/12/26	$4150	01.0-90201.0-17000-10000-5810-2150000

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 24 of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alba Johanna Schofield hereinafter referred to as "Consultant."

Payee's Name Alba Johanna Schofield Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Flosi

Board Approval Date 7/24/25

Account String 01.0-26000.0-11100-10000-5810-742-9000-0000

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

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

WITNESSETH:

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

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

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

NOW 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 $ 10,800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/6/25 and terminating on 3/31/26.
3. Payment Terms: To be paid in full upon completion of services
4. Consultant will provide the following services:

   Johanna Schofield will teach visual arts to the students in the ASES Programs at Disney Elem. Washington Elem and Providencia Elem.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title — Date

Consultant — 06/04/2025 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

ALBA JOHANNA SCHOFIELD

SUBSITUTE TEACHER



Contact

[redacted]

[redacted]

Education

CAL STATE UNIVERSITY, NORTHRIDGE

B.A. Sociology - 3.67 G.P.A - 2006
CTC requirements meet by Coursework

Certifications

CPR/AED/ First Aid

Wildress First Aid and Saftey

American Bar Association Paralegal Certificate

Awards

Honorary Service Award, Bret Harte PTA - 2022

Virtual Leader of the Year, Burbank Girl Scouts Unit - 2021

Recognition from City of Burbank and City Council as Employee

Volunteer

BRET HARTE ELEMENTARY

Vice President of the PTA

Vice President of the Fundraising Committee

Guest In-Class Art Teacher

Girl Scout Troop Leader, Troop 76

March of Dimes Parent to Parent Counseling

Co-Chair of the Parent Advisory Committee, Children's Hosptal of Los Angeles

Experience

Art Teacher

Bret Harte Elementary - 2022

Created and implemented a 4 week Modern Art Program which incorporated themes of Diversity, Equality and Inclusion. Program was taught during school hours for children in kinder through third grade, including the LEAP program.

Art Teacher - Summer Camp

Los Anarchists Roller Derby - 2021 & 2022

Served as a guest instructor for a Burbank Park and Recreation Summer Camp. Taught lessons on Modern Art for grades 1st through middle school in an outdoor setting.

After School Playground Supervisor

Youth Services - Osceola ES - 2001 - 2005

Supervised and implemented an After School program at an LAUSD school, which included Tutoring, Sport Program and introduced an Art Program.

Teacher's Aide & Program Assistant

Para Los Ninos Charter School - 2002

Served as a Floating Aide and Program Assistant for a new Charter School in Downtown Los Angeles operated by a nonprofit that offered many additional social and financial services due to the schools demographic needs. Supported Teachers in their bilingual classrooms and Administrative Staff, along with opening the School daily.

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 of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name Garri Dance Studio Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Flosi

Board Approval Date 7/24/25

Account String 01.0-26000.0-11100-10000-5810-742-9000-0000

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

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

WITNESSETH:

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

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

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

NOW 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 $ $27,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/11/2025 and terminating on 5/27/26.
3. Payment Terms: To be paid in full upon completion of services
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

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

_____ BUSD Authorized Signature/Title _____ Date

Megan Brady 6/25/25 Consultant Date

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

Revised 06-19

Garri Dance Studio - Bio

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

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

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 per year, and growing.

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

To learn more about Garri Dance Studio or schedule a free trial lesson, please visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email [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 24 of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and iCook Inc hereinafter referred to as "Consultant."

Payee's Name iCook Inc Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Flosi

Board Approval Date 7/24/25

Account String 01.0-26000.0-11100-10000-5810-742-9600-0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ $19 per student per class per hour☐/ per day ☐/ per session☐ for a total not to exceed $ $5,700 **Amount to include speaker fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on October 13, 2025 and terminating on October 23, 2025.
3. Payment Terms: To be paid in full upon completion of services
4. Consultant will provide the following services:

   After-school cooking and financial literacy enrichment classes.

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.

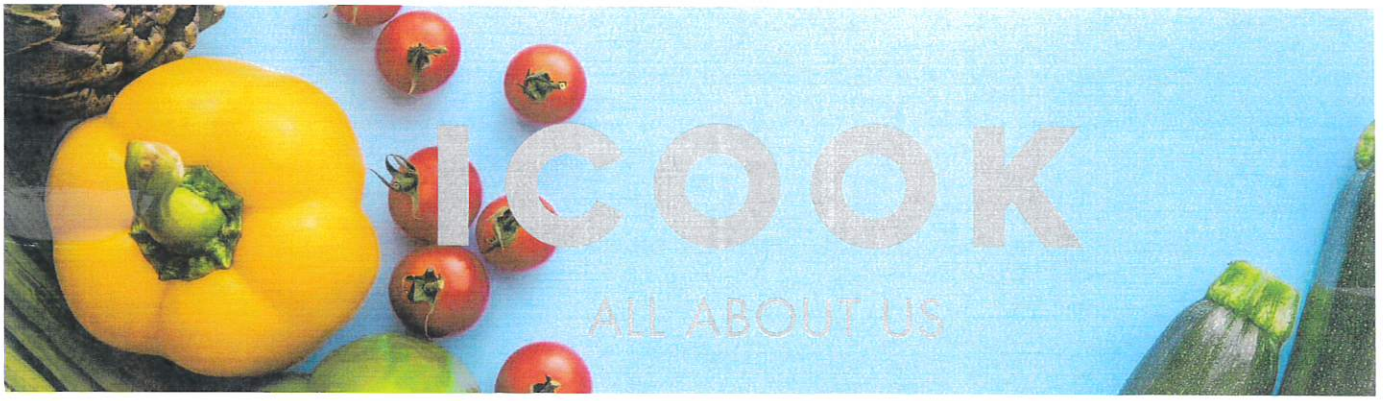
Burbank Unified School District of Los Angeles County

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

		Riley Schorsak	7/2/2025
BUSD Authorized Signature/Title	Date	Consultant	Date

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

Revised 06/19



OUR MISSION

Delicious & Nutritious

Our mission is to encourage young chefs to enjoy the simple goodness of food and cooking through hands-on classes sprinkled with nutrition, cultural diversity and sustainability for good measure.

iCook After School was founded because we are passionate about healthy foods and the education of children. We want to give kids the option to try and experience a variety of foods through an after-school program that is easy for parents, principles, and kids to appreciate and enjoy.

Recent research shows that when children are encouraged to try vegetables prepared in different ways and jazzed up with herbs and spices, they tend to enjoy them even more. Learning skills in the kitchen (chopping, shredding, mixing) also gives them more confidence, and they feel good about sharing new recipes and dishes with their family.

As some of our favorite parts of the cooking class, we will be discovering science behind cooking, as well as practice other crucial skills such as math, reading, collaboration, executive function skills and more.

OUR PROGRAM

Nutritious and Delicious



COOKING

At iCook we believe that a healthy variety of foods equals a healthy life. We want to teach young chefs that healthy food can be delicious, good for the body and lots of fun to make. Our recipes tend to be easy and colorful using mostly fresh ingredients. We choose recipes that teach students about food and cultural diversity. And, we keep waste to a minimum, recycle and compost when we can.

OUR CURRICULUM

OUR STORY

iCook all started with two friends Ilesya and Olga! passionate about food, cooking and health, who wanted to make a difference by helping children learn to cook and enjoy good food that is also good for them. In 2014, iCook was started as an after school cooking school for kids to explore culinary adventures. It started in one community in Chicago and now it is in hundreds of schools across fourteen states.

MEET OUR TEAM



iCOOK MILESTONES

2014 — iCook is Established
Launched our first cooking program at LaSalle Academy in Chicago

2015 — Growing In Illinois
Served 1,500 students during school year and became a CPS Vendor

2018 — WiSTEM @ 1871
Joined the WiSTEM cohort at 1871, a startup accelerator

2019 — Expanded to 14 states
Grew our program to reach students in 14 states through strategic partnerships and word-of-mouth.

2020 — Virtual Programs
Pivoted to offer virtual programs to keep students engaged and learning during the pandemic

2021 — iSTEAM is Established
Created iSTEAM offering engaging, hands-on STEAM classes for kids

2022 — MoneyBee is Established
Launched our first financial literacy program for Middle School students

2023 — Growing in California
Grew in California to become our second-largest state after our home base, now serving over 6,000 students annually.

2024 — New HQ
Moved into new HQ, grew our team to 8 full-time employees and over 250 educators. Served 14,000 students

2025 — District Partnerships
Focused on growing our strategic partnerships with school districts across the country with over 650+ partner schools

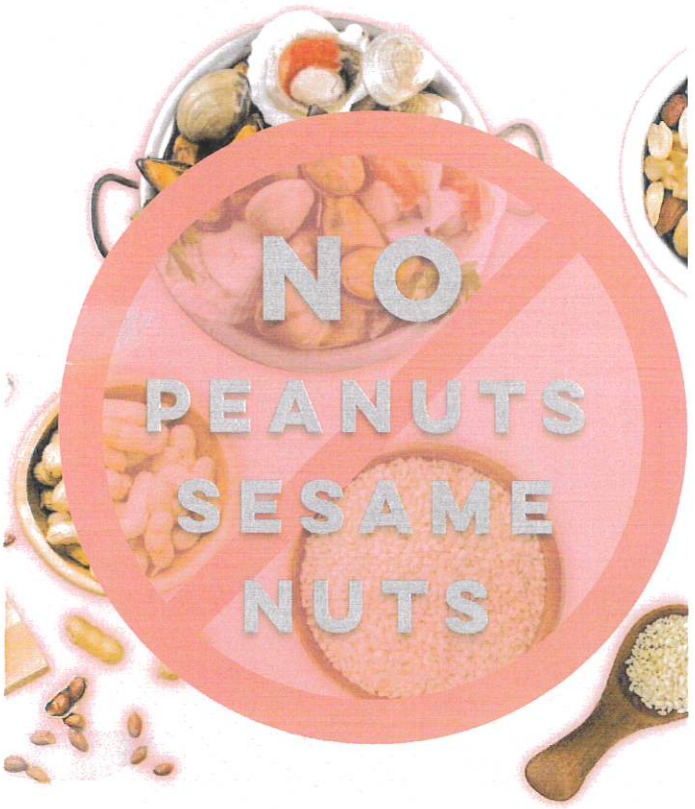
BRING OUR PROGRAMS TO YOUR SCHOOL

The Logistics

It is super easy to bring iCook to your school! All you have to do is contact your principal or head of After-School programs. You can also forward their information to us and we will present our program to the school board.

FOR SCHOOLS





ALLERGY STATEMENT

Nut-free environment

Our priority is to provide wholesome and high quality ingredients that are natural or minimally processed. During our classes, we keep things allergen friendly: we are a nut-free establishment, and we do not use any raw eggs or shellfish in our recipes.

When registering your child, please include all important allergy information or contact us directly if you have any questions . We will do our best to accommodate your child's needs.

See our full allergy statement below.

ALLERGY STATEMENT

REFUND POLICY

Our goal is to provide you with the best class experience possible. If you are not satisfied with the program - let us know and we will correct the situation immediately.

If our classes are cancelled by the school due to school closure (weather, facility issues, school closures, school-dictated unavailability of space or other issues outside of our control), we will do our best to schedule a make-up class either in-person or virtually, depending on school and space availability. If school is cancelled for a prolonged period of time (more than one class is affected), we will offer a virtual option to participate in the program.

REFUND POLICY





PHOTOS

Our Gallery

Whether in person or virtually, our classes are always fun, engaging and interactive. Delicious and healthy recipes are a key ingredient of every cooking class



and cultural awareness is an important part of our program, as we love traveling all around the world and discovering new flavors.

Follow us on Instagram

CHICAGO INNOVATION

thechicagomoms

chicago children's theatre

Chicago Parent

OUR OTHER PROGRAMS

iCook After School

iSTEAM After School

REGISTER NOW

BRING US TO YOUR SCHOOL

ADDRESS

[redacted]

CONTACT

[redacted]

FOLLOW

Female-Led SMALL BUSINESS

©2025 iCook After School

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 of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ron Romberger hereinafter referred to as "Consultant."

Payee's Name Ron Romberger Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Flosi

Board Approval Date 7/24/25 742-9000-0000

Account String 01.0 26000-0-11100-10000-5810-

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 $ 7,500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/1/2025 and terminating on 2/27/26.
3. Payment Terms: To be paid in full upon completion of services in Aug, Nov and Feb 2026
4. Consultant will provide the following services:

   Amazing Athletes will provide enrichment sports to the Luther ASES program.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Ron Romberger Consultant	6/23/25 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



At Amazing Athletes, we're on a mission to inspire active futures for the next generation, using sports as a catalyst to empower kids to discover their inner strength & athletic abilities.

For over 20 years

We've been partnering with schools and communities, helping to set kids on a path to an **active and healthy lifestyle** by teaching them the basics of sports, health, and nutrition. By introducing kids to a variety of sports and physical activities, we give them an opportunity to discover and explore to find what they most enjoy and can pursue as they grow.

Learn More

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- Classes & Camps
- FAQs

Get Started

- Contact Us
- Find a Location
- Request a Program
- Career Opportunities

Connect With Us

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Amazing Athletes • New York

[redacted]

[redacted]

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BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 16th June, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", APEX Leadership Co. hereinafter referred to as "Consultant."

Payee's Name APEX Leadership Co Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, July 24, 2025

Account String 010-90201.0-11100-10000-5810-2106700 (Team Jaguar Fundraising Committee)

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 $ TBD **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 29, 2025 and terminating on October 10, 2025.
3. Payment Terms: Upon completion of the APEX Fun Run Program.
4. Consultant will provide the following services:

   APEX Leadership Co. will provide a two week leadership and fitness program to help raise money for Miller Elementary School.

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

Burbank Unified School District of Los Angeles County

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

_____ _____

BUSD Authorized Signature/Title Date

Consultant APEX Leadership Co. 6-18-25 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

ABOUT US

OUR METHOD

Our Method is to collaborate with school PTO/As and faculty to build student leaders through a meaningful, "hassle-free" and financially successful school fun run.

We believe:

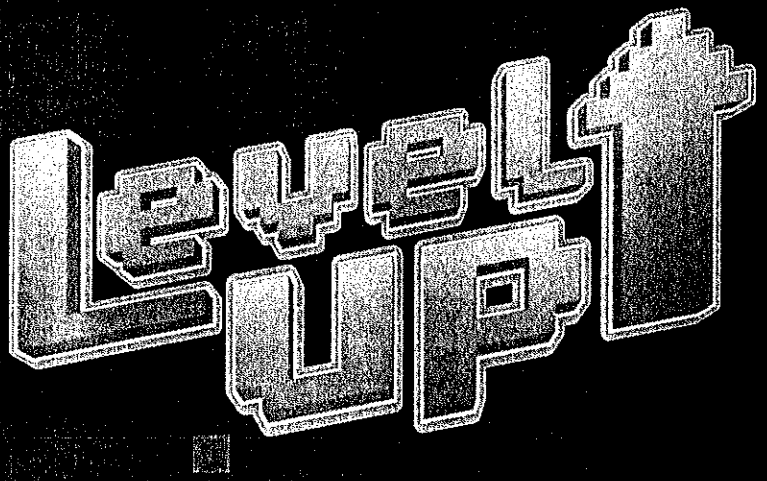
- Every child can change their school, and the world, in a profound way
- Serving others brings the greatest joy and contributes to the greatest good
- Learning by doing and exercise are both undervalued and underutilized in fundraising today
- Encouragement and enthusiasm build others up—we will help build leaders
- Raising money for your child's school can also serve as a positive learning experience
- Many people giving a little reduces the individual burden on the typical givers and donors

Teachers Have Skin in the Game
and that makes for highly-motivated and excited coaches. Your teachers will coach their classroom teams to greater heights knowing that in the end, a portion of what the classroom raises goes straight back to the teacher for their classroom.

Privacy - Te

apex leadership co.

INTRODUCING OUR 2025-2026 THEME



Level Up	Continuously strive to become a better version of yourself, always seeking new growth.
Starts with Me	Leadership begins with personal responsibility - be reliable, coachable, and open to growth.
Understanding Others	Empathy helps you work better with others, solve problems, and create a positive environment.
Game Plan	A roadmap to turn big ideas into actionable results.
Rise Above	Overcome obstacles and keep pushing forward, even when challenges arise.
Level Up Your Leadership	Identify your leadership style - by example, with words, or by empowering others - and shape the leader you want to be.

KEEP IMPROVING - KEEP CLIMBING - KEEP LEVELING UP

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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

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

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Laura Vinyard, GWE Principal

Board Approval Date July 24, 2025

Account String see attached

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 $ 450 per hour☐/ per day ☐/ per session■ for a total not to exceed $32775 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 13, 2025 and terminating on May 28, 2026 .
3. Payment Terms: Each school will pay consultant monthly
4. Consultant will provide the following services:

   Luke Anderson will provide instruction and training in the Peaceful Playgruond program. He will work with playground supervisors, teachers, and students to introduce and reinforce the program.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	Luke Anderson	7-2-2025 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

Appropriation No. For Peaceful Playgrounds Program

School	Appropriation No.	Amount to be paid
Washington	010-90201-0-11100-10000-5820-216-8700-000	$3800
Disney	010.-00000.0-11100-10000-5810-201-1000-0000	$4275
Stevenson	010-00000-11100-5810-215-1000-0000	$3800
Providencia	010-90201.0-11000-10000-5810-2138700	$4275
Miller	010-30100.0-11100-10000-5810-2109000	$8550
McKinley	010-30100-0-11100-10000-4310-209-9000	$3800
Emerson	010.90201.017011.10000.5810.203.8200.0000	$4275

Luke Anderson is a member of the Peaceful Playground Program. He has worked in Burbank schools since 2019, including working with the ASES program, as well as working with students and staff at various schools.

Mr. Anderson is responsible for developing the Peaceful Playground Program, which teaches students how to participate in playground games in appropriate ways. He teaches the rules of the games, as well as how to play with good sportsmanship.

Mr. Anderson has designed curriculum and run sports summer camps in partnership with Burbank Parks and Recreation.

He has provided child care in a licensed facility for preschool-6th graders. He has supervised children, planned activities for them, and provided logistical support.

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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and APEX Leadership Company hereinafter referred to as "Consultant."

Payee's Name APEX Fun Run Franchise no 7, LLC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date July 24th, 2025

Account String 010-90201-0-134007-10000-5880-215-8800

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 $more than 50% **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/5/2026 and terminating on 1/16/2026.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   A two week character and leadership program with a final celebration event.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant APEX Leadership Company 6-9-25 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



Apex Leadership Co. is an all-inclusive, two-week leadership and fitness program that raises money for the top schools in America. Each student receives daily character lessons and awards as they learn what it takes to be a true leader. They are encouraged to obtain pledges for each lap they run around the Apex Raceway during the Fun Run! Students, staff, and parents love the program and it tends to be a highlight event of the year!

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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Elisa Evans/Mushroom House Productions hereinafter referred to as "Consultant."

Payee's Name Elisa Evans Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date 7/24/25

Account String 010-90201-0-17000-10000-5810-215-8700

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 250.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 2500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 6th, 2026 and terminating on March 10th, 2026.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   2nd grade Theatre Instruciton

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date

Elisa Evans 6/19/25

Consultant Elisa Evans/Mushroom House PI 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

To: Robert Louis Stevenson 2nd Grade Teachers

From: Elisa Evans, Writer, Director, Actor, Producer
Mushroom House Productions, LLC

Mission Statement

I believe that ALL children deserve to be self-expressive, creative, and self-confident. The Arts is a main tool to foster this. Theatre empowers children to use their voice, body, and creative instincts. These are skills that will help them all through life, whether it's public speaking, working with a team, or being adaptable.

A Little About Me

My background is in Theatre, Film, and Education. I have a B.A. in Theatre Arts from CSUF and a Certified Teaching Credential through the State of California. I am also Yoga Certified and a former dancer. I began choreographing Children's Theatre at Fullerton College when I was just 19 years old.
I have taught Kindergarten, 3rd Grade, 4th Grade and Theatre for LAUSD, Language in Play (an After-school Writing and Acting program for ESL students) through East LA Classic Theatre, and even an after-school Improv class at Robert L. Stevenson in Burbank ;)

In addition, I have over 30 years experience in the Entertainment Industry in all avenues of Acting, Sketch Comedy, Improv, Writing, Directing, Producing, Theatre, Film/TV, and Market Research.

I am currently finishing a feature-length Family Thanksgiving movie entitled "ThanksTrouble". I co-wrote the 90 page script with my niece (who was 9-11 years old at the time) . I mentored her on how to write a Feature-length Screenplay and it took us two years to write. I cast 4 Big Bear Middle School Students with no Film experience and taught them comedy and film acting on the set. In November 2023, we began filming in Big Bear Lake, CA and we are currently in Post-Production.

Here is our IG link: https://www.instagram.com/thankstrouble_film/?hl=en

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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and MB Dance, Inc. hereinafter referred to as "Consultant."

Payee's Name MB Dance, Inc. Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date July 24, 2025

Account String 01.0-67700.0-11100-10000-5810-2159000

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 $ 450.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 15,300.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 1st, 2024 and terminating on December 4th, 2024.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   Dance instruction for TK-5th grades for 12 weeks with a winter dance at the end
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.

_____		Megan Brade		6/25/25
BUSD Authorized Signature/Title	Date	Consultant	MB Dance, Inc.	Date

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

Revised 06/19

Garri Dance Studio - Bio

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

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

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 per year, and growing.

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

To learn more about Garri Dance Studio or schedule a free trial lesson, please visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email [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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and PS Science hereinafter referred to as "Consultant."

Payee's Name PS Science Daytime Phone Number

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date 7/24/25

Account String 010-90201-0-17000-10000-5810-215-8700

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 580.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 4480.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 9th, 2026 and terminating on March 6th, 2026.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   3rd grade STEAM instruction

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	PS Science	Date
				6-12-25

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

Expanding Early Access to Science

A System for Science Success

PS Science brings hands-on STEM learning to elementary school children in underserved communities. We support classroom teachers and community educators with lessons, materials and training so they can provide their students with regular and ongoing science. Our goal is to ensure that all kids have an equal chance at the STEM careers of the future.

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 24th of July, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Art Room hereinafter referred to as "Consultant."

Payee's Name The Art Room Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date 7/24/25

Account String 010-90201-0-17000-10000-5810-215-8700

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 400 per hour☐/ per day ■/ per session■ for a total not to exceed $4150.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 8th, 2026 and terminating on March 12th, 2026 .
3. Payment Terms: One payment at end of term
4. Consultant will provide the following services:

   4th grade Arts instruction

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

Burbank Unified School District of Los Angeles County

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

				6/2/2025
BUSD Authorized Signature/Title	Date	Consultant	The Art Room	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

The Art Room in Schools

TK-8 Art Curriculum

The Art Room is now designing arts curriculum for schools within the East LA area. We're working with schools, and their foundations, to re-implement arts curriculum that has been cut over the last few decades. Together, we're creating curriculum that helps guide children, TK-8, in learning about artists, the elements of art, and how to create art in a safe and stress-free environment.

Professional Development for Teachers:

We are also working with schools to provide much needed PDs for teachers based on the needs and desires of the school. We have created PDs in ceramics and how to use a kiln, using watercolors and crayons, setting up an art space/cart, art materials that last... just ask, we've got you!

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:	July 24, 2025
SUBJECT:	Approval of Non-Instructional Consultant Services

Background:

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise, and experience. When a non-instructional consultant is selected, the consultant, company, or organization must complete the required paperwork submitted to the District to ensure that District students receive the services they require. The Board of Education must approve all non-instructional consultant requests before services are rendered.

Discussion and Issues:

The Burbank Unified School District was awarded a grant from the California Community College Chancellor's office to cover the Career Pathway Coordinator's salary fully.

Sabrina Ruiz's last consultancy agreement was approved on January 18, 2024. Ms. Ruiz plans, coordinates, organizes, and manages the operations and activities of the K14 CTE Programs for their assigned community college district and collaborative partner school districts.

Fiscal Impact:

Twelve payments not to exceed $134,615.38. (01.0-63880.0-38000-21000-5850-6930000).

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: June 24, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Sabrina Ruiz	The K12 Pathway Consultant plans, coordinates, organizes, and manages the operations and activities of the K14 CTE Programs for their assigned community college district and collaborative partner school districts.	7/1/25 – 6/30/26	Not to exceed $134,615.38	01.0-63880.0-38000-21000-5850-6930000

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 July , 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sabrina Ruiz hereinafter referred to as "Consultant."

Payee's Name Sabrina Ruiz Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Peter Knapik, Assistant Superintendent of Educational Services,

Board Approval Date July 24, 2025

Account String 01.0-63883.0-38000-21000-5850-6930000

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 $ 134615.38 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/1/25 and terminating on 6/30/26 .
3. Payment Terms: 12 monthly payment of $11,217.95
4. Consultant will provide the following services:

   The K12 pathway consultant plans, coordinates, organizes, and manages the operations and activities of the K14 CTE programs for their assigned community college district and collaborative partner school districts.

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.

		Sabrina Ruiz		7/07/25
BUSD Authorized Signature/Title	Date	Consultant	Sabrina Ruiz	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

Sabrina Ruiz

Objective: Experienced K12, CTE, and Community College professional dedicated to advancing Dual Enrollment and High School Articulation programs. Seeking a leadership role as the K12 Pathway Coordinator to leverage expertise in program coordination, development, and alignment with college and career readiness standards for student success.

Skills:

- Comprehensive understanding of Dual Enrollment and High School Articulation programs
- Proficient in curriculum development and alignment with college readiness standards
- Strong knowledge of Title V regulations and experience in educational administration
- Effective collaboration with community-based organizations and K-12 districts
- Possession of Cleared CTE teaching credential and CTE Supervision Credential
- Grant management experience with CTEIG, Perkins, and K12 SWP
- Exceptional leadership and communication skills, including coaching and supervision
- Proficient in project planning, management, and implementation
- Skilled in research and data management for Career pathways
- Commitment to student success and continuous program improvement

Experience:

K12 SWP Pathway Coordinator

Burbank Unified, Oct 2021 - Present

- **Coordinated and developed projects focused on Career Technical Education (CTE) and Dual Enrollment**
- **Ensured alignment with Title V regulations and College & Career Readiness standards**
- **Collaborated with community-based organizations to enhance program effectiveness**

Adjunct Instructor

Los Angeles Community College District, August 2022 - Present

- Provided instruction in courses related to College and Career Readiness
- Supported student success and engagement through innovative teaching methods

Special Projects and Grants Liaison (TOSA)

Baldy View ROP, March 2021 - Oct. 2021

- Managed and coordinated grant-funded projects related to CTE programs
- Provided support and guidance to instructional staff in grant implementation

Entrepreneur Instructor, CTE Mentor Teacher, FBLA adviser

Entrepreneur High School, July 2019 - March 2021

- Instructed Entrepreneurship courses and served as a mentor teacher for CTE programs
- Advised Future Business Leaders of America (FBLA) chapter, facilitating student leadership development

Business Instructor, FBLA adviser

East San Gabriel Valley ROP, Feb. 2017 - July 2019

- Taught Business courses at Diamond Bar High School, fostering student skill development in various business disciplines
- Advised FBLA chapter, guiding students in competitive events and leadership activities

Education

MA, Business Administration/Human Resource Management

University of Phoenix, Ontario, CA, 2008

BS, Business Management

University of Phoenix, Ontario, CA, 2006
Educational Training and Certifications:

Administrative Credential Program, LACOE exp 08/01/2029

Preliminary Administrative Credential Program, Riverside County of Education (Completed 02/2022)

Youth Mental Health First Aid Certified, Mental Health First Aid USA (Exp 7/2024)

Supervision & Coordination of Career Technical Education/Adult Education Level 3, University of San Diego, 05/6/2020-07/29/2020

CTE Teaching Credential, University of San Diego, 2016-2017

Business/Technical Training and Certifications

Leading Edge Certification, 09/07/2021

Web Developer Certification, 05/2022

Computer Support Technician A+ Certification, 2016

Project Management Certification, 2016

Human Resource Management Certification, 2008

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:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Family Services Agency of Burbank for Special Education Students

Background:

Per the Individual with Disabilities Education Act ("IDEA") students are required to receive related services, as needed to benefit from their educational program. Individual and Parent Counseling are two of these related services. Historically, the district has contracted with non-public agencies to provide these mental health services for its Special Education students. The funding for these services comes from the State and Federal Mental Health budget.

District-wide Goals (2022-2023):

1.0 Students will be career/college ready via high-quality instruction.
2.0 Students and Staff will be physically, emotionally, and mentally healthy.

Discussion/Issues:

For the 2025-2026 school year, staff is requesting that the District continue to contract with local mental health service providers and non-public agency, Family Services Agency of Burbank (FSA), to provide these IEP related services to those students who require them per their IEPs. This agency provided the same services during the 2024-2025 school year. As noted in the proposed contract with FSA, the agency would be providing the following services for up to 150 students:

- Individual and/or group counseling as required; to special education students, as specified in their IEPs;
- Parent counseling and education, in support of students' educational and social/emotional needs at school;
- Support and participation at IEP meetings, as needed; and
- Communication with District and site based support staff, as needed.

Fiscal Impact:

The fiscal impact of these contracted services would be up to, but not to exceed $480,000. The funding source would be State and Federal Mental Health funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying Special Education students, effective July 25, 2025 through June 30, 2026, not to exceed $480,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Family Service Agency of Burbank

MENTAL HEALTHCARE SERVICE AGREEMENT 2025-26

BURBANK UNIFIED SCHOOL DISTRICT SPECIAL EDUCATION STUDENTS

This agreement is made and entered into on July 25, 2025 by and between Burbank Unified School District (hereinafter referred to as "District") and Family Service Agency of Burbank (hereinafter referred to as "FSA"). The purpose of this agreement is to provide mental healthcare services to special education students within the District's schools, in accordance with the specified program and available resources.

The Program Goals and Objectives

The primary purpose of the program is to address students' emotional and psychological needs, ensuring they can access their education in the least restrictive environment. This support helps students manage mental health challenges that may impact their learning, behavior, and social-emotional development.

Program Description, Implementation, and Eligibility

"FSA" will provide:

- Individual and/or group counseling as required for special education students, as recommended for counseling services by "District" staff, as part of these students' overall educational programs as outlined in the goals and services of their Individual Education Plans (IEPs).
- Parent counseling and education for students in the program, as required, in support of each child's educational programs as outlined in the goals and services of their Individual Education Plans (IEPs).
- At the high school and middle school levels, "FSA" will provide quarterly progress updates on goals.
- At the elementary level, "FSA" will provide triannual progress updates on goals.

"FSA" will continue to make IEP attendance a priority, attending all IEP meetings possible.

The "District" will provide "FSA:"

- A current staff roster (school psychologist/case carrier) per campus at the beginning of each contract year.
- An annual IEP Calendar at the beginning of each contract year.
- A quarterly progress and triannual report calendar at the beginning of each contract year.
- Reasonable notification (1-week minimum) of newly scheduled IEP meetings and adjustments to the standing calendar will be communicated to "FSA."
- Continue to be available to join "FSA's" staff training on the drafting of

educationally related social-emotional goals for IEPs when deemed necessary.
- A copy of all student's IEPs at the time of referral.

The "District" will identify, prior to referral, the appropriate clinical space for "FSA" to provide individual/group student care on campus.

Students will be eligible for "FSA's" care upon the parent(s)/guardian(s) signing the I.E.P document and "FSA's" release to treat a minor. It is agreed that the "District" will provide all students' parents/guardians with "FSA's" release to treat a minor form for signature.

Program Location
The services for this program will be provided on "District" campuses. Under special circumstances, an alternative site, mutually agreed to by the "District," "FSA," and parent/guardian, may be deemed clinically more appropriate.

Dates of Implementation and Completion
The program, which coincides with the school calendar, will be implemented on July 25, 2025, and completed at 12:00 PM on June 30, 2026.

Both parties understand that extended school year (ESY) services during the summer will be determined by the resources available. The contract will be renewed annually thereafter.

Staffing
"FSA" is a CA. Department of Education approved-certified NPA. The program utilizes the appropriate level of clinical, educational, and administrative staff necessary to complete the scope of work.

"FSA" is highly regarded as a leading institute for mental health training in the region, operating with the same level of excellence as a distinguished teaching hospital. "FSA's" comprehensive training program is designed to nurture the professional growth of approximately 45 master's and/or doctoral-level graduate students each year.

"FSA's" team includes a diverse group of gifted licensed clinicians and individuals working towards a clinical license in the state of California. These individuals provide quality mental health services under the close guidance/supervision of a diverse group of highly experienced clinicians. "FSA's" team is fiercely committed to this dual mission – providing quality mental health services to everyone and developing the next generation of mental health providers. It is this unique model, in partnership, that allows "FSA" to provide unobstructed access to high-quality, community-driven mental healthcare services.

Equipment and Supplies
Equipment and supplies will be coordinated by "FSA" and the "District."

Program Participation
This special education mental health service program will provide intervention services for special education students enrolled on "District" School campuses that have been determined appropriate for services by the "District" and "FSA" staff.

Up to 150 students may be served by the program at capacity. Those indirectly impacted will be classmates, teachers, school support staff, community members, family members, and the greater Burbank community.

Students will rotate in and out of the program as dictated by the services stated in their Individual Education Plans (IEPs).

If a student and their family believe it is beneficial to maintain services beyond the IEP-designated services, a transfer of care can be made available, when deemed appropriate and resources are available, to "FSA's" existing youth mental health program. It is acknowledged that other existing youth mental health program provided by FSA on campus does not encompass the specialized clinical care described herein and, therefore, will not be used as a substitute. The "District" will confirm available resources with "FSA" prior to offering a transfer to "FSA's" youth mental health program counseling program.

While the focus of support will be on the students being served, parent(s)/guardians and "District' staff will be engaged, as needed, to reinforce and support services.

Program Documentation and Communication

"FSA" will :

- maintain documentation/logs for services provided. FSA" will submit a quarterly report to the "District" documenting the number of students served and units of care provided.
- provide the "District" with updates on any significant changes or transitions regarding assigned clinical interns or licensed counselors providing counseling services.
- Contact the student's assigned school psychologist and inform them that "FSA" is closing the student's clinical file when a student refuses mental health care or doesn't respond to "calls" on multiple consecutive occasions. It is agreed that in these rare cases, "FSA" will continue to maintain an administrative file until a determination of future mental health care has been made.

The "District' will:

- provide "FSA" with an updated student/school site referral list in the first month of the new agreement (July).
- provide "FSA" therapists with mailboxes at the schools where they provide services. "District" staff may contact therapists or "FSA's" program Director regarding student progress or to schedule meeting participation at "FSA."

GENERAL PROVISIONS

Independent "FSA" Status

While engaged in carrying out and complying with the terms and conditions of the Agreement, "FSA" is an independent contractor and not an officer, employee, or agent of the "District". "FSA" is a CA. Department of Education approved-certified NPA.

Indemnification

"FSA" shall, at its own expense, cost, defend, hold harmless, and indemnify "District" and its officers, agents, and employees from all liabilities and claims for damages for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of "FSA", its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless, and indemnify "FSA" and its officers, agents, and employees from all liability and claims for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of "District" its agents, or employees.

Insurance

During the entire term of this contract and any extension or modification thereof, "FSA" shall keep in effect a policy or policies of comprehensive general liability insurance, $2,000,000 for each person, and Sexual Molestation and Abuse coverage, $3 million per occurrence/$3 million aggregate. "FSA" shall, at its own cost and expense, procure and maintain insurance under the Worker's Compensation Law. All policies will name the "District' as Additional Insured.

Modifications and Amendments

This contract may be modified or amended by a written document executed by "FSA" and "District." Changes in the administration agreements of the contract that do not alter the counseling services may be made at any time during the term of the contract, as mutually agreed by the "FSA" and the "District."

Termination

Both parties agree to give one hundred twenty (120) calendar days written notice to terminate the agreement.

Notices
All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to "District' shall be addressed to the Superintendent, for contracts. Notices to "FSA" shall be addressed to "FSA's" address designated herein. The effective date of notice shall be the date of the postmark.

Payment Provisions
The "District's" commitment to these special education mental health care services shall not exceed $480.000.00 for the 2025-2026 school year. Payment invoices will be submitted to the "District." Such invoices shall be payable thirty days after receipt.

Summer session services may be added, as amended by a written document executed by "FSA" and "District."

Inspection and Audit
"FSA" shall provide reasonable access to or forward any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the "District." "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

Confidentiality
"FSA" shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.



IN WITNESS WHEREOF
the parties hereto have executed this agreement to be as
of the day and year first above written.
This contract is effective July 25, 2025, and terminates at 12:00 p.m. on
June 30, 2026, unless sooner terminated as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE:_____DATE _____
Oscar Macias, Ed.D., Superintendent

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE:_____DATE _____
Laurie Bleick, Executive Director

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by California State University Northridge for Special Education Students

Background:

The Board of Education is being asked to approve an agreement for professional services to conduct Independent Educational Evaluations (IEE) for special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $4,600.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CSUN LANGUAGE, SPEECH AND HEARING CENTER

Burbank Unified School District

AGREEMENT FOR CAPD ASSESSMENTS

This Agreement ("Agreement") is made and entered into between the Trustees of the California State University on behalf of **California State University, Northridge (CSUN) Language, Speech and Hearing Center,** hereafter referred to as "**CSUN**", and **Burbank Unified School District**, hereafter referred to as "**Client**", collectively referred to as the "**Parties**", this 9th day of July, 2025 (effective date).

I. Scope of Services

CSUN shall provide Client with the services which are described in Exhibit A, "Statement of Services and Schedule of Fees", attached hereto and incorporated herein for reference. CSUN, at its sole cost and expense, shall furnish all tools, equipment, apparatus, labor and materials necessary to meet its obligations under this Agreement.

II. Fees for Services

All payments due to CSUN are set forth in Exhibit A, "Statement of Services and Schedule of Fees". All payments due to CSUN as set forth in such Exhibit A shall be paid by Client within 30 days of receipt of a proper, undisputed invoice from CSUN, which invoice shall set forth in reasonable detail the Services performed.

III. General Terms and Conditions

A. **Term**. This Agreement shall be effective as of the effective date and shall remain in effect until July 1, 2026, unless extended by mutual written agreement.

B. **Termination**. This Agreement may be terminated or amended in writing at any time by mutual written consent of all the Parties to this Agreement 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 and unfinished projects, documents, data, studies and reports prepared by CSUN under this Agreement shall, at the option of Client, become Client property. CSUN shall be entitled to receive just and equitable compensation for any Services completed on such items prior to termination of the Agreement.

C. **Insurance.** Each Party agrees to hold prior to the commencement of work a certificate of insurance stating that there is General Liability insurance presently in effect for each other with a combined single limit of not less than $2,000,000 per occurrence, and $4,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of $2,000,000 per occurrence. Additionally, each Parties' employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned. Evidence of Workers' Compensation insurance coverage will also be required (where applicable).

D. **Indemnification.**

1. CSUN shall defend, indemnify and hold Client and its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CSUN, its governing board, officials, administrators, managers, employees and agents.

2. Client shall defend, indemnify and hold CSUN, its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Client, its governing board, officials, administrators, managers, employees or agents.

3. This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party's legal representatives, successors, and assigns.

E. **Confidentiality.** CSUN agrees to maintain the confidentiality of all Client and Client-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 - 49085, Pupil Records, and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by CSUN and CSUN's officers, agents, employees, participants, vendors, or customers. CSUN shall not disclose such data, information and records except to the Client or in strict compliance with the provisions of all California and Federal statutory laws and upon prior written notice to the Client.

F. **Limitation of Liability.** EXCEPT FOR THE PARTIES' OBLIGATIONS IN THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BY LIABLE UNDER THIS AGREEMENT TO THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, STATUTORY, SPECIAL, EXEMPLARY OR

PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, LOSS BUSINESS OPPORTUNITIES, DAMAGE TO GOOD WILL OR REPUTATION, AND COSTS OF COVER, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN. This section shall survive the termination of the Agreement.

G. **Force Majeure.** Neither party shall be liable for delay or failure in the performance of its obligations under this Agreement, if such delay or failure is caused by conditions beyond its reasonable control, including but not limited to, fire, flood, inclement weather, accident, earthquakes, telecommunications line failures, electrical outages, network failures, acts of God, terrorism, civil commotion, or labor disputes. Each party shall use reasonable efforts to notify the other party of the occurrence of such an event within [three (3)] business days of its occurrence.

H. **Relationship of the Parties.** Each Party's employees, subcontractors, volunteers, agents and personnel performing any services on behalf of such Party are independent contractors and not employees of the other Party. Each Party will carry all insurance necessary to comply with the workmen's compensation and employer's liability laws of the state of California, and each Party will be responsible for any applicable payment and withholdings of any salary, benefits, incentives, and any other compensation or taxes relevant to the personnel it provides to perform the Services hereunder. Nothing in this Agreement, and no course of dealing between the Parties, shall be construed to create or imply an employment or agency relationship or a partnership or joint venture relationship between the Parties or between one party and the other party's employees or agents. Each Party will not take any action or sign any agreement on the other Party's' behalf without the latter's prior written consent, and will not represent to any third parties that it has the power to bind the other Party.

I. **Governing Law and Venue.** This Agreement will be governed by and interpreted in accordance with the laws of the state of California without giving effect to the principles of conflicts of law of such state. The Parties hereby agree that any action arising out of this Agreement will be brought solely under any state court located in Los Angeles County, California. Both parties hereby submit to the jurisdiction and venue of any such court.

J. **Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute. The parties agree that, in the event of any unresolved dispute under the agreement, any litigation to resolve the dispute shall be brought in the state court of Los Angeles County, regardless of the amount of the dispute.

K. **Attorneys' Fees.** If any legal action is commenced related to, or arising out of, this Agreement, the prevailing party in such action shall recover all costs of defending or prosecuting the action, including, without limitation, all court costs and reasonable expert fees and attorneys' fees.

L. **Power and Authority.** Each Party warrants it has full power and authority to enter into this Agreement and will hold the other Party harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, each Party shall not enter into any arrangement, agreement or contract with any third party that might abridge any rights of the other Party under this Agreement.

M. **Severability.** If any clause or portion of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining clauses or portions shall remain in full force and effect.

N. **No Assignment.** Neither this Agreement, nor any right or interest herein, may be assigned, in whole or in part, without the express written consent of the other party and any purported assignment that is not expressly permitted by this clause shall be null and void.

O. **No Waiver.** No waiver of any term or right in this Agreement shall be effective unless in writing, signed by an authorized representative of the waiving party. The failure of either party to enforce any clause of this Agreement shall not be construed as a waiver or modification of such clause, or impairment of its right to enforce such clause thereafter.

P. **Non-Exclusivity.** This is a non-exclusive Agreement, and either party retains the right to enter into similar agreements with other parties.

Q. **No Third-Party Beneficiaries.** Nothing in this Agreement shall be construed to create a legal right in any third party to enforce its terms or to subject either Party to liability for any failure to comply with its terms.

R. **No Endorsement.** Nothing contained in this Agreement shall be construed as conferring on any Party, any right to use CSUN's name as an endorsement of product or service or to advertise, promote or otherwise market any product or service without the prior written consent of CSUN. Furthermore, nothing in this Agreement shall be construed as an endorsement of any commercial product or service by CSUN, its officers or employees.

S. **Conflict of Interest.** Except as set forth herein, Client certifies that no officer, employee, student or agent of CSUN has been employed, retained, or paid a fee, or has otherwise received or will receive during the term of this Agreement any personal compensation or consideration by or from Client or any of Client's directors, officers, employees, or agents in connection with the obtaining, arranging, or negotiating of this Agreement without advance, written notification to CSUN.

T. **Compliance with laws.** Each Party agrees that they shall obey all local, state and federal laws and regulations and adhere to professional and licensing standards of practice in the performance of this Agreement.

U. **Notices. A**ny notice required to be given under this Agreement will be deemed made, if delivered either to the address given below or to such other address as may hereafter be specified in writing by the Parties:

If to CSUN:

Deborah Flugum
Director, Purchasing & Contract Administration
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330

If to Client:

_____
_____
_____

Notice will be deemed to have been made: if by hand upon the date so delivered; if by registered or certified mail, postage prepaid and return receipt requested, upon third day after deposit in the United Stated mail; if by express courier service on the date actually delivered; and if by facsimile upon receipt.

V. **Agreement Alterations.** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

W. **Entire Agreement; Modification.** This Agreement is the entire agreement between the Parties with respect to its subject matter and supersedes any prior agreement or communications between the Parties, whether written or oral relating hereto. No representation, inducement or promise has been made or relied upon by either party, unless expressly set forth in this Agreement. This Agreement may be modified only by a written amendment signed by authorized representatives of both parties.

X. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which 00will be deemed to be an original, but all of which together will constitute one and the same instrument, without necessity of production of the others.

By signing below, the Parties agree to the terms and conditions set forth herein for CAPD Assessments. The Parties represent that the person actually signing has authority to execute this Agreement and to bind the party on whose behalf their signature is made.

Signatories:

The Trustees of the California State University on behalf of California State University, Northridge :	**Client Name: Burbank USD**
Signature: _____	Signature: Peter Knapik
Printed Name: Maria Melissa Y. Atienza	Printed Name: Peter Knapik, Ed.D.

Title: Contracts Specialist, Purchasing & Admin.

Date:

Title: Asst. Superintendent of Edu. Services

Date:

EXHIBIT A

STATEMENT OF SERVICES AND SCHEDULE OF FEES

A. STATEMENT OF SERVICES

Full CAPD Assessment for an individual student to include IEP attendance (if necessary) and assessment report.

Schedule: to be determined.

B. SCHEDULE OF FEES

Fees:

Full Assessment Report: $ 2,000.00

IEP attendance: $ 300.00

Total Amount not to Exceed $ 2,300.00

Payment Schedule:

Invoice will be sent.

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:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $135,975.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $135,975 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 8th day of July 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Aya Healthcare, Inc. hereinafter referred to as "Consultant."

Payee's Name: Aya Healthcare, Inc. Daytime Phone Number: 858-630-9960 X 16534

Mailing Address: 5930 Cornerstone Ct. W. Suite 300 San Diego, CA 92121

Email Address: Christina.Alkhass@ayaeducation.com and Grant.Vellucci@ayahealthcare.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 07/24/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $105 per hour, up to 7 hours per day. For **a** total not to exceed **$135,975**

2. The term of the Agreement shall be the period commencing 08/08/2025 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Aya Healthcare, Inc. will provide a credentialed special education teacher, Electra Telesfor (Emerson).

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 Aya Healthcare, 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 Aya Healthcare, 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

Aya Healthcare, 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 Aya Healthcare, 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 Aya Healthcare, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Aya Healthcare, 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 Aya Healthcare, 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 Aya Healthcare, Inc. demand.

District shall save and hold Aya Healthcare, Inc., harmless from and against and shall indemnify Aya Healthcare, 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 Aya Healthcare, 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, Aya Healthcare, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Aya Healthcare, Inc. may pay or incur in defending said action and the amount of any judgment which Aya Healthcare, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Aya Healthcare, Inc.
District/Company Name	Consultant/Company
Jennifer Nicholson	Print Representative Name
Director of Special Education	
Title	Title
Signature	Signature
Date	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:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by MYBASEPAY USA LLC for Special Education Students

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $136,622.50.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and MYBASEPAY USA LLC to provide a credentialed special education teacher, not to exceed $136,622.50 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 8th day of July 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and MYBASEPAY USA LLC hereinafter referred to as "Consultant."

Payee's Name: MYBASEPAY USA LLC Daytime Phone Number: 323-317-1625

Mailing Address: 2598 E Sunrise Blvd, Suite 2104 Fort Lauderdale, FL 33304

Email Address: Jaime.ulloa@conectaeducation.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 07/24/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $105.50 per hour, up to 7 hours per day. For **a** total not to exceed **$136,622.50**

2. The term of the Agreement shall be the period commencing 08/08/2025 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which MYBASEPAY USA LLC will provide a credentialed special education teacher, Philip Akogu (McKinley).

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 MYBASEPAY USA 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 MYBASEPAY USA 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

MYBASEPAY USA 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 MYBASEPAY USA 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 MYBASEPAY USA LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, MYBASEPAY USA 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 MYBASEPAY USA 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 MYBASEPAY USA LLC demand.

District shall save and hold MYBASEPAY USA LLC, harmless from and against and shall indemnify MYBASEPAY USA 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 MYBASEPAY USA 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, MYBASEPAY USA LLC may defend the same and any expenses, including reasonable attorney's fees, which MYBASEPAY USA LLC may pay or incur in defending said action and the amount of any judgment which MYBASEPAY USA 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	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	MYBASEPAY USA LLC
District/Company Name	Consultant/Company
Jennifer Nicholson	Print Representative Name
Director of Special Education	
Title	Title
Signature	Signature
Date	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:	July 24, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $121,695.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed $121,695 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 9th day of July 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Stepping Stones Group hereinafter referred to as "Consultant."

Payee's Name: The Stepping Stones Group Daytime Phone Number: 617-544-7609

Mailing Address: 225 West Washington, Suite 1140 Chicago, IL 60606

Email Address: molly.pirollo@ssg-healthcare.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 07/24/2025 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $95 per hour, up to 7 hours per day, a total of 183 days. For a total not to exceed **$121,695.00**

2. The term of the Agreement shall be the period commencing 08/08/2024 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which The Stepping Stones Group will provide a credentialed special education teacher, Dana Hasapis, for Jefferson Elementary School.

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 The Stepping Stones Group 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 The Stepping Stones Group 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

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

The Stepping Stones Group
Consultant/Company

[redacted]
Molly Leone

[redacted]
Client Services Manager

[redacted]
Signature Molly Leone

[redacted]
Date July 9, 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 II
DATE:	July 24, 2025
SUBJECT:	Ratification of Agreement for Professional Services Provided by EverDriven Technologies, LLC F/K/A/ ALS Schools for Special Education Students

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Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students will be transported by EverDriven Technologies, LLC F/K/A ALC Schools.

Fiscal Impact:

Not to exceed $65,754.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2025, through June 30, 2026, not to exceed $64,754 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS

THIS AGREEMENT ("Agreement") is entered into between EverDriven Technologies, LLC. ("Contractor") and Burbank Unified School District (the "District"), with the following facts:

A. Certain student(s) of the District require transportation to and from school and/or other transportation services as requested by the District.

B. Contractor will coordinate such transportation services. The District will reimburse Contractor for the provision of these services in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Contractor Services

District may request, from time to time, that Contractor coordinate transportation services, which Contractor may agree to coordinate. To the extent accepted by Contractor, Contractor agrees to coordinate such transportation services and District agrees to pay Contractor in accordance with the provisions of this Agreement. Contractor's coordination of such transportation services pursuant to this Agreement are sometimes referred to herein as the "Services."

In operating under this Agreement, the District will purchase services from the Contractor through the Contractor's agreement with **OMNIA Partners Contract No. R230901** the provisions of which, while not attached hereto, are nonetheless incorporated herein by this reference, and in accordance with the pricing set forth in Attachment 1 of this Agreement, which is attached hereto and incorporated herein by this reference.

For as long as this agreement is in effect, Contractor shall have right of first refusal for all alternative transportation routes assigned by District.

2. Term

The initial term of this Agreement shall commence on 07/01/2025 and end on 06/30/2026. Either party can terminate with or without cause at any time with thirty (30) days prior written notice. At the end of the initial term, this Agreement may be renewed upon mutual agreement by both parties.

3. Fees for Service

Contractor shall be paid the agreed sum based on fees outlined on Attachment 1, which is attached hereto and incorporated herein by this reference. Contractor shall invoice the District for the provision of the Services on a weekly basis and shall be paid within thirty (30) days after

Contractor submits invoice to the District for the provision of the Services for the relevant week. Any payment not received by Contractor within thirty (30) days of Contractor submitting invoice to District shall accrue interest at the lesser of (a) the rate of one and one-half percent per month or (b) the maximum rate allowed by law, commencing with the date of the invoice until payment is actually received by Contractor. All payments due and owing under this Agreement shall be made through automated clearing house ("ACH") transfers.

4. Adjustment of Rates

The rates established in this Agreement shall be subject to a three (3) percent increase once each year.

5. Trigger to Renegotiate

In the event of forces outside the control of Contractor, this Agreement may be renegotiated. Such events include, but are not limited to, new local, state and/or federal mandates (e.g., vaccination mandates), increase in a cost of doing business, new vehicle equipment requirements, wages, labor shortage, inflation/economic recession (CPI).

6. Force Majeure

In the event of circumstances beyond the control of Contractor or the District including acts of God, natural disaster, epidemic, pandemic, government shutdown, and the like, that reduce or eliminate the need for Contractor's Services, in order to maintain adequate readiness to serve the District, Contractor shall be excused from servicing District.

Contractor will submit for payment an invoice for each month in which regular transportation services would have taken place had the Force Majeure event not occurred. District will only be obligated to make such payment to Contractor if local, state and/or federal funds are provided to the District to mitigate financial losses to it and its contractors. The invoice will be calculated by the cost of the District's final day of regular transportation service before such event occurred multiplied by the number of school days in that particular month and subtracting 15%. If District elects not to agree to these terms, Contractor cannot assure resources will be available to the District when Force Majeure event ends.

7. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the "Vehicles") as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

8. Student Damage to Vehicles

District shall be responsible for any damage to vehicle(s) caused by District student not to exceed Seven Hundred Fifty Dollars ($750) per incident. For any amounts above $750, District shall assist Contractor in seeking restitution from student's guardian(s). Contractor shall be

required to furnish to the District documentation of the event (i.e. incident report, police report, etc.) within seventy-two (72) business hours of the incident.

9. Contractor Personnel and Subcontracted Service Providers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may subcontract with service providers who will supply drivers ("subcontracted drivers") to provide student transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will only utilize subcontracted drivers that have obtained the necessary training and are properly licensed to perform the Services.

10. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, General Liability $1,000,000 each occurrence, Automobile Liability $1,000,000 combined single limit per accident, Sexual Misconduct Liability $4,000,000 limit, Workers Compensation in statutory limits and Employer's Liability $1,000,000 limit issued by insurance companies authorized to do business in the state. The District shall be notified at least thirty (30) days prior to cancellation of any such policy or policies (except 10 days for non-payment of premium).

11. Background Checks

Because Contractor will be providing transportation services for school children, it is a requirement of Contractor's insurance that Contractor require and Contractor shall require each Contractor personnel or subcontracted driver in a position requiring contact with students to undergo a background check verifying no prior convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

12. Drug and Alcohol Testing

Contractor only contracts with transportation service providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

13. Marketing

Subject to applicable laws regarding privacy of student information, District grants Contractor the right to publish true and verifiable results of the Services for purposes of marketing material, case studies, responses to requests for proposals, or other promotional and informational material developed by Contractor. "True and verifiable results" include but are not limited to cost savings realized by District, the number of students transported, and the number of trips conducted. True and verifiable results do not include personal information about students or families. District consents to Contractor's use of District's name, logo and/or

trademark for any marketing materials that Contractor may disseminate to the public in promotion of Contractor's Services, provided that such use of the District's name, logo and/or trademark is solely for purposes of identifying District as a user of Contractor's Services.

14. Assignment of Contractor's Rights

Except as it relates to the entering into subcontracts as referred to in this Agreement, Contractor shall have no right to assign its rights or obligations under this Agreement; provided, however, Contractor shall have the right to assign this Agreement either to an affiliate of Contractor or as part of a transaction wherein it transfers substantially all of its assets.

15. Indemnification

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the gross negligence of Contractor or its subcontracted service provider or the subcontracted drivers pursuant to this Agreement.

District hereby agrees to indemnify and hold the Contractor, its directors, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the Contractor and/or District and/or any student(s), in connection with the gross negligence of the District pursuant to this Agreement.

16. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

17. Non-Circumvention

District agrees that during the term of this Agreement and for a period of twelve (12) months following the termination of this Agreement, District will not directly or indirectly contract with any subcontracted service provider or driver who has performed, or who has sought to perform, any subcontracted services under this Agreement for, or on behalf of, any subcontracted service provider or Contractor.

18. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a "hard" copy, and shall be deemed received upon the date of receipt thereof.

To District:	Burbank Unified School District
	1900 W. Olive Ave.
	Burbank, CA 91505
Phone:	818-729-4449
Email:	SandraShearer@Burbankusd.org

To Contractor: Danielle Press, Chief Growth Officer
EverDriven Technologies, LLC.
5680 Greenwood Plaza Blvd., Suite 550S
Greenwood Village, CO 80111
Phone: 877-225-7750; Fax: 888-252-4342
Email: contracts@everdriven.com

Notice of change of address shall be given by written notice in the manner detailed in this paragraph.

19. Entire Agreement

This Agreement, and its Attachments which are incorporated herein by this reference, constitutes the entire Agreement between the parties with respect to the provision of the Service and may not be amended except by a writing signed by each of the parties.

20. Waivers

The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of this Agreement.

21. Attorney Fees

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover the court costs and reasonable attorney fees in the judgment rendered in such action.

22. Severability

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it shall not be affected.

23. Further Acts

Each party shall perform any further acts and sign and deliver any further documents that are reasonably necessary to carry out the provisions of this Agreement.

24. Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail, in either case with delivery confirmed. On such confirmed delivery, facsimile or PDF signatures shall be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

DISTRICT

By: Peter Knapik, Ed.D

Title: Assistant Superintendent of Educational Services

Signed: _____

Date: _____

CONTRACTOR

By: Danielle Press

Title: Chief Growth Officer

Signed: _____

Date: _____

ATTACHMENT 1 - Fees for Service

Trip Items	Fees
Trip Fee	$45.00
Per Mile Fee	$2.50
Additional Fees (as needed/requested):	
Surcharge for Hard-to-Service Trips (per trip)	**$25.00**
Wheelchair Fee (per student)	$50.00
Car Seat/Safety Vest Fee (per student)	$5.15
Wait Time Fee (per hour, billed in 15 min. increments)	$60.00
Monitor Fee (per hour, 2-hour minimum)	$30.00
Ferry/Toll Fee (per trip)	Market Fare
No Show or Late Cancel	Full Price of Trip

Definitions:

Trip: A trip is defined as a one-way transportation event with a student or monitor continually on board.

The total number of trips a District is charged for is arrived at by adding together each one-way trip. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

Additional Fees: Additional fees are only incurred per the request of the District to provide additional services. They can include, but are not limited to:

- **Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- **Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest
- **Wait Time Fee:** Only incurred when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- **Monitor Fee** Only incurred when the District requests that the Contractor provide a student Monitor for the trip. School Districts usually provide the student's Monitor. When the District provides the Monitor, they are not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or

the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

- **Ferry/Toll Fee:** Fee only incurred when the District requests that the Contractor provide a trip that would require the driver to use a ferry or toll. Fares will be calculated per one-way trip. Fares that are incurred will be considered part of the overall route mileage and will be billed accordingly.

1. **Mileage Charges**
Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor's proprietary School Dispatch Software.

   Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

2. **Fuel Surcharges**
When the average gasoline price exceeds $6.00 per gallon, the mileage rate will be increased by calculating 50% of the price of gasoline that exceeds $6.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is $6.20, the increase would be 50% of 20 cents, or 10 cents. The gasoline price index to be used shall be found under the category of "[Your Specific State or Region] U.S. Regular Gasoline Prices* (dollars per gallon)" on the following website: https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_nus_w.htm

3. **Invoicing**
The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24-hour notice to remove a student from the route.

4. **When Routes Change or Students are Added or Removed**
When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time. Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 2 – The District agrees that the following policies shall be followed related to Student No-Shows and Late Canceled trips for trips serviced by the Contractor

No-Shows & Late Cancels

A No-Show occurs when no previous notice is provided to the Contractor by the District/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hour notice is provided to the Contractor by the District/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

Protocols for No-Shows:

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios apply:

a. If an AM rider No-Show occurs, the District will be billed for the AM trip and the afternoon trip will remain scheduled unless the Contractor is notified by the parent or the District to cancel the trip.
b. The District may set up a protocol to automatically cancel afternoon trips in the event of an AM Rider No-Show.
c. If the afternoon trip is cancelled within 2 hours of the scheduled pick-up time, the District will not be billed for the afternoon trip.

No-Show Reports

Each morning an email is sent from the Contractor's School Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform the Contractor's School Dispatch if one of the students on the No-Show Report is attending school that day and will still need a ride home in the PM.

The District is responsible for alerting the Contractor of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

Student Removal / Student Cancellation:

Permanent Removal of Student from Route:

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

Impact:

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.

Billing:

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

Cancellations/Temporary Removal:

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

Impact:

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

Billing:

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the District will be charged the normal trip rate.

ATTACHMENT 3 – Multi-District Billing: An Explanation

Should the District choose to share trips with a neighboring school district that is also under contract with EverDriven the shared trip will be prorated and billed according to the following explanation:

Proration of Trip Fees – EverDriven's Three Step Process

1. **Stand Alone District Trips:**

   Each districts' students are routed as stand-alone trips, district specific pricing is applied.

2. **Multi-District Trips**

   All of the students from the participating districts are combined into the most cost-effective trips, yielding new "Multi-District trips" and subsequent trip costs.

3. **Proration of Costs for Multi-District Trips**

   The total cost of the multi-district trips is then allocated to each district based upon the percentage of the districts stand-alone trip costs as compared to the multi-district trip costs.

4. **No Shows and Cancellations:**

   For the purpose of all Multi-District Trips, No Shows and Cancellations are applied to each District invoice as if the student had boarded the vehicle on schedule even if District notifies EverDriven with advanced notice of cancellation.

5. **Invoicing**

   The invoice shall separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. 24-hour notice is required to permanently remove a student from a route.

6. **When Routes Change or Students are Added or Removed**

   When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

   Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 4 – The District requires the following from all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District, subcontracted drivers shall:

- Pass criminal history record checks, administered by third-party vendor, at both the county and national levels, confirming 7 years of recent history free of convicted felony offenses.
- Pass an official Department of Justice Sexual Offender Registry Check.
- Utilize identification badges during trip service.
- Obtain and maintain appropriate licensure for the state of operation and class of vehicle used for transportation efforts.

Consortium Consent Requirements are as follows:

- Contractor requires each subcontracted driver to enroll in a drug and alcohol consortium prior to servicing trips on behalf of Contractor.
- Contractor requires proof of entry into that consortium, with a consortium consent form, where the consortium and subcontracted driver both agree to provide Contractor with testing results and information for that subcontracted driver prior to servicing trips on behalf of Contractor.
- Contractor requires subcontracted drivers to provide proof of a negative pre-service drug and alcohol screening prior to servicing trips for Contractor, and will request proof of a post-accident/incident/reasonable suspicion drug and alcohol screening. The consortium will provide positive results from a random drug screening for subcontracted drivers, at which point Contractor will remove the subcontracted driver from servicing Contractor trips.

ATTACHMENT 5 – The District requires the following DRIVER TRAINING modules for all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall complete a CTAA-Certified Passenger Service and Safety (PASS) basic training program or equivalent. Subject areas include:

- Customer Service, Communication, Stress Management, and De-Escalation skills.
- Compliance with the Americans with Disabilities Act (ADA).
- Familiarity with Service Animals.
- Disability Awareness: Assisting the Visually Impaired; Hidden Disabilities; Stroke; Epilepsy and Seizure Disorders.
- Education pertaining to Bloodborne Pathogens (Hepatitis A, B, C; HIV, Dialysis).
- Securing Wheelchairs and acquaintance with common adaptive equipment, if the subcontracted driver services trips for EverDriven in a wheelchair accessible vehicle.
- Emergency and Evacuation Procedures.
- Driver/Passenger Sexual Improprieties.

ATTACHMENT 6 – The District requires the following from all Vehicle(s) providing service through the Contractor.

As required by the District, prior to beginning services transporting students for the District:

- Vehicles operated by subcontracted drivers will be maintained according to manufactured specifications with records, and/or inspection report(s) made available upon request. Contractor performs an annual 50+ point inspection of subcontractor vehicles to ensure the vehicle is SafeRide Certified.
- Vehicles operated by subcontracted drivers will be inspected annually by a certified 3rd party mechanic.
- Vehicles operated by subcontracted drivers will remain clean at all times during service.
- Vehicles operated by subcontracted drivers shall be marked with an EverDriven Window Decal
- Subcontractor vehicles must be appropriately registered in the state of operation and maintain active Personal Automobile Liability Insurance.

District Name: Burbank Unified School District

To whom should contract notices be sent?

Name & Title: Sandra Shearer, Administrative Secretary II

Address: 1900 W. Olive Ave., 3rd Floor

City: Burbank State: CA Zip: 91506

Email: SandraShearer@Burbankusd.org

Who should our accounting personnel contact regarding accounts payable matters?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should our dispatchers contact regarding routine transportation matters?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should our dispatchers contact regarding emergencies, accidents or student behavior?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should our dispatchers contact regarding *after-hours* emergencies or accidents?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should we email the No-Show Report to each morning?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org

Who should we email with EverDriven Technology Notices/Updates?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org

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:	July 24, 2025
SUBJECT:	Amended Agreement for Professional Services Provided by Adams Silva & McNally LLP for Special Education

Background:

The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty such as education law. Services may also include preparation for and representation in court.

Discussion/Issues:

Adams Silva & McNally LLP will provide legal services in regards to various special education matters.

Fiscal Impact:

Not to exceed $514,164.33.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $514,164.33 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was April 18, 2024 for a total not to exceed $300,000. The second amendment added $200,000. This amendment adds an additional $14,164.33. The new not to exceed amount is $514,164.33.



ADAMS SILVA & McNALLY LLP

LEGAL SERVICES AGREEMENT

THIS LEGAL SERVICES AGREEMENT is effective July 1, 2024, for the 2024-2025 school year, by and between the Burbank Unified School District ("Client") and the law firm of Adams Silva & McNally LLP ("Law Firm," together with Client, "Parties"). In consideration of the promises and the mutual agreements hereinafter contained, Client and Law Firm agree as follows:

1. Law Firm Services. Client hires Law Firm as its legal counsel with respect to matters the Client specifically refers to Law Firm. Law Firm shall provide legal services as reasonably required to represent Client in such matters, take reasonable steps to keep Client informed of significant developments, and respond to Client's inquiries regarding those matters. In addition to regular telephone, mail and other common business communication methods, Client authorizes Law Firm to use facsimile transmissions, cellular telephone calls and email, and other computer transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information. Client understands that Law Firm cannot guarantee any particular result, including the costs and expenses of representation.

2. Billing Practices. Law Firm agrees to bill Client in units of one tenth (.1) of an hour at the billing rates established in the attached rate schedule. Client agrees to pay actual transportation and other costs of required out-of-town travel by Law Firm personnel. Other third-party services, such as investigators, process servers, court reporter fees, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm plus an additional processing fee of three (3) percent. Agreements for legal fees on special projects other than on an hourly basis may be made by mutual agreement of the Parties.

3. Payment. Law Firm shall send Client a statement for fees and costs incurred every calendar month. Statements shall set forth the amount, rate and description of services provided. Client shall pay Law Firm's statements within thirty (30) days after receipt. Client agrees and is encouraged to communicate any billing concerns to Law Firm. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due.

4. Termination and Withdrawal. Client may discharge Law Firm at any time by written notice. Unless otherwise agreed, and except as required by law, Law Firm will provide no further services hereunder after receipt of such notice. Law Firm may withdraw its services hereunder with Client's consent, upon good cause, or as allowed or required by law, upon ten (10) days written notice. Good cause includes any breach of this Agreement and/or any circumstance that would render Law Firm's continued representation of Client unlawful or in violation of any ethical rules. Upon discharge or withdrawal, Law Firm shall transition all outstanding legal work and services to others as Client shall direct.

5. Arbitration. The Parties agree all disputes that arise between Client and Law Firm shall be resolved through binding arbitration. In the case of a fee dispute, arbitration shall occur in accordance with the California State Bar rules for arbitration of disputes regarding attorneys' fees. The Parties waive their respective rights to a jury trial and an appeal. The terms of this provision shall survive the termination of this Agreement.

6. Severability. In the event any provision or portion of a provision in this Agreement is deemed unenforceable, the remainder of this Agreement and, if applicable, that provision, shall remain enforceable.

7. Client Responsibilities. Client agrees to cooperate with Law Firm, provide accurate information and documentation to Law Firm, and fully inform Law Firm of any developments that could affect Law Firm's representation of Client. Client agrees to attend all required appearances, such as hearings, and make its employees available to Law Firm as necessary for Law Firm to perform its services described under this Agreement.

8. Miscellaneous Provisions. In accordance with the requirements of the California Rules of Professional Conduct, Law Firm hereby provides notice to Client that it maintains errors and omissions insurance coverage applicable to the services to be rendered to Client by Law Firm pursuant to this Agreement. Upon the closure of an active matter, Client may request, and Law Firm agrees to provide following receipt of such request, the file related to that matter.

IN WITNESS WHEREOF, the parties have signed this Legal Services Agreement.

Burbank Unified School District

Andrew Cantwell
Superintendent, Administrative Services
Burbank Unified School District

Date: 4/23/24

Adams Silva & McNally LLP

Kerrie McNally
Partner
Adams Silva & McNally LLP

Date: 04/03/2024



ADAMS SILVA & McNALLY LLP

PROFESSIONAL RATE SCHEDULE
(*Effective July 1, 2024, for the 2024-2025 School Year*)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Law Firm by the following standard hourly rate:

Partner / Senior Counsel / Of Counsel	$320-$360 per hour
Associate	$285-$320 per hour
Law Clerk	$205-$255 per hour
Paralegal	$195 per hour

Time is billed in increments in units of one tenth (.1) of an hour, rounded up to the nearest increment. Law Firm shall charge its hourly rate for round-trip travel time from our office to the destination required by the Client. Computerized legal research is billed at cost. Additionally, actual travel expenses as described below will be billed.

2. COSTS AND EXPENSES

In-Office copying	$0.15 per page
Incoming/Outgoing Facsimile	No Charge
Postage	Actual Usage
Mileage	IRS Standard Rate

Other services, such as third-party consultants, investigators, process servers, court reporter fees, transcription costs, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm plus an additional three (3) percent processing fee.

Other costs, such as messenger, airfare, and lodging, shall be charged on an actual and necessary basis with prior approval from Client.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Notice of Completion, AME Builders Inc., Emergency Roof Repair, District Administration Office (Emergency Fund)

Background:
In January 2025, the National Weather Service issued a red flag alert due to an unprecedented high wind event, with gusts approaching 100 miles per hour in some areas, in and around the County of Los Angeles. These wind conditions have caused historic wildfires to erupt in the County.
The winds and fire particulate from this event have caused damage to Burbank Unified School District facilities, including but not limited to roof and fencing.
The District held a job walk on January 9. There were five (5) contractors in total, two (2) of which were 100% Union Labor companies.
Qualifying Bids for Emergency Roof Repair received were as follows:

Commercial Roofing Systems	$129,529
AME Builders Inc.	$88,300

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

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

Discussion/Issues:
The District contracts in accordance with the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") procedures as set forth in Public Contract Code section 22010, et seq. The CUPCCAA procedures permit the District to contract to make emergency repairs without first advertising for bids where: (1) emergency repair or replacements of District facilities is necessary; and (2) the Board, by fourfifths vote, authorizes such repair or replacement without public bidding.

An "emergency" is defined as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services." (Public Contract Code section 1105.) California Governor Gavin Newsom on January 7, 2025, declared a State of Emergency due to the Palisades Fire and the existing and ongoing windstorm conditions.

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities. District staff will provide updates to the Board regarding the work performed without advertising for bids, as required by law.

This work was completed June 13, 2025.

Fiscal Impact:
$88,300 Bid Amount (Emergency Fund)
$4,000.00 Allowance (Emergency Fund)
$92,300.00 Grand Total (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at the District Administration Office, PO #25002844, not to exceed $92,300.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency 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 :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Notice of Completion, Time and Alarm Systems, Furnish and Install New Bogen Nyquist Integrated Communication System, Burbank Adult School (Adult Education Fund)

Background:
The District is in the process of installing a new Bogen Nyquist Integrated Communication System at Burbank Adult School. This new system will allow the site to have access to the PA system, as well as the ability to schedule an automatic bell system.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

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

Discussion/Issues:
The District received a proposal from Time and Alarm Systems on November 5, 2024, to install a new Bogen Nyquist Integrated Communication System at Burbank Adult School. This work was completed May 1, 2025 with an official walkthrough with District Technology and Facilities departments.

Fiscal Impact:
$97,291.00 (Capital Outlay)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install New Bogen Nyquist Integrated Communication System at Burbank Adult School, PO #25002332, not to exceed $97,291.00 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Adult Education 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 :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Notice of Completion, Asbestos Control Testing Inc., Abatement Services, Kitchen Project, Dolores Huerta Middle School (Fund 13-Food Services)

Background:
In preparation for the updates to the Dolores Huerta Middle School Kitchen, inspection to the building's existing foundation for lead and asbestos is necessary to proceed.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

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

Discussion/Issues:
During the inspection, asbestos was located in the basement area of the kitchen, resulting in abatement and hygienist plan to be remediated. This work was completed in May 2025.

Fiscal Impact:
$48,250 (Fund 13-Food Services)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Abatement Services for Kitchen Project at Dolores Huerta Middle School, PO #25003875, not to exceed $48,250 (130-53100-0-00000-37000-6250-749-0000) Fund 13-Food Services, 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 :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Award of Contract, California Marquee Inc., Furnish and Install Marquee Sign, Providencia Elementary (Gift Fund)

Background:
Due to the old marquee sign being outdated, Providencia Elementary is in the process of purchasing a digital marquee sign for the school.

Bid results were as follows:

- My Sign Design @ $23,450 (bid unresponsive)
- America's Instant Signs @ $25,691
- California Marquee @ $29,887.68 (chosen with design criteria)
- Square Signs @ $34,647.00 (bid unresponsive)
- Sign Factory @ $38,995.00

District-Wide Goals for 2022-2023:

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

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

Discussion/Issues:
The old marquee sign required a person to physically change the letters each time the notifications needed to be updated. The new digital sign will allow the school to change the marquee sign from the office, at any given notice as well as display a custom logo.

Fiscal Impact:
$29,887.68 (Gift Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Marquee Inc., to Furnish and Install Marquee Sign at Providencia Elementary, effective July 24, 2025 to July 23, 2026, not to exceed $29,887.68 (010-90201-0-00000-27000-6510-213-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

BID 2425-037 VARIABLE MESSAGE SIGN AT PROVIDENCIA ELEMENTARY SCHOOL

The undersigned doing business under the firm name of:

Universal Marquee Inc dba: California Marquee

hereby propose and agree to enter a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents:

Prepared by: Burbank Unified School District

BASE BID: $ 29,887.68

Your detailed proposal must be attached to this bid form.

If written notice of the Award of Contract is mailed or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of delivery of such notice, execute and return an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates where such Notice of Award of Contract may be mailed or delivered:

California Marquee	430 S. Varney St	Burbank	CA	91502
Company Name	Address	City	ST	ZIP

stan@camarquee.com
Email Address

Our Public Liability and Property Damage Insurance is placed with:

CHUBB	P.O Box 3822001	Pittsburgh	PA	15250
Company Name	Address	City	ST	ZIP

Our Workers' Compensation Insurance is placed with:

CHUBB	P.O. Box 3822001	Pittsburgh	PA	15250
Company Name	Address	City	ST	ZIP

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. #1 Date 5/28/25 Addendum No. ___ Date _____ Addendum No. ___ Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

CALIFORNIA MARQUEE
430 SOUTH VARNEY STREET
BURBANK, CA 91502
(818) 840-7090

CALIFORNIA MARQUEE

Estimate

ADDRESS

PROVIDENCIA ELEMENTARY SCHOOL
1919 NORTH ONTARIO ST.
BURBANK, CA 91505

SHIP TO

PROVIDENCIA ELEMENTARY SCHOOL
1919 NORTH ONTARIO ST.
BURBANK, CA 91505

ESTIMATE # 8913
DATE 05/27/2025

DESCRIPTION	QTY	RATE	AMOUNT
72 X 192 FULL COLOR - S/F LED MONUMENT SIGN: 10MM - (1) 5'0" X 6'6" X 1'6" SINGLE FACE ILLUMINATED MONUMENT SIGN W/ LED DISPLAY. - EXTERIOR CABINET PAINTED BLUE - (1) 2'6" X 6'6" WHITE LEXAN PANEL W/ BLUE BACKGROUND & WHITE LETTERS, "PROVIDENCIA ELEMENTARY SCHOOL", PLUS MASCOT IN DIGITAL PRINT. - (1) 2'6" X 6'6" X 8" SINGLE FACE OUTDOOR MESSAGE FULL GRAPHIC DISPLAY BOARDS. -ME CLOUD SOFTWARE: MESSAGE-EDITING WITH MULTIPLE LINE DISPLAY 10 LINES-2.75" OR GREATER AND APPROXIMATE 32 CHARACTERS/LINE DATE/TIME/TEMPERATURE FUNCTION. OUTPUT LIGHT: 281 TRILLION RGB COLORS. - COMMUNICATION TYPE: CELL MODEM/LIFETIME DATA PLAN - ELECTRICAL CURRENT: 120VAC - 7.7 AMPS BOOT UP/ 2.24 AMPS OPERATING. - (1) 2'6" X 6'6" CLEAR LEXAN PANEL TO PROTECT LED DISPLAY. - SUPPORT STRUCTURE: (2) 4" x 4" x 1/4" STEEL TUBE, 7'6" HIGH WITH BASE PLATES. NOTE: SOFTWARE: MECLOUD - TRAINING: WEBINAR/VIDEO TUTORIALS LIFETIME PHONE SUPPORT - 8AM TO 5PM - MON THRU FRI			
72 X 192 S/F MONUMENT SIGN - FULL COLOR - 10MM	1	17,175.00	17,175.00T
CELL MODEM / LIFETIME DATA PLAN	1	2,660.00	2,660.00T
FREIGHT - TX	1	580.00	580.00
INSTALLATION	1	6,400.00	6,400.00
PAYMENT ON BOND -	1	990.00	990.00
(5) YEAR WARRANTY ON ALL PARTS LOCATED INSIDE OF ELECTRONIC DISPLAY (1) YEAR WARRANTY ON ALL PARTS AND LABOR. PROVISION: WARRANTY DOES NOT COVER DAMAGES CAUSED BY NATURE, THEFT, OR VANDALISM.			

Payment to be made as follow: 50% Deposit Upon Acceptance / 50% Upon Completion OR Purchase Order

SUBTOTAL	27,805.00
TAX	2,082.68
TOTAL	**$29,887.68**

Signature:_____

This proposal may be withdrawn by us if not accepted within 30 days.

CALIFORNIA MARQUEE
Electrical & Electronic Displays

MAY 28, 2025

BURBANK UNIFIED SCHOOL DISTRICT

PURCHASING SERVICES DEPARTMENT

1900 WEST OLIVE AVE

BURBANK, CA 91506

RE: PROVIDENCIA ELEMENTARY SCHOOL

NEW SINGLE FACE MONUMENT SIGN

PURCHASING SERVICES DEPARTMENT:

STAN SWEDE, PRESIDENT, IS AUTHORIZED TO BIND CONTRACTS WITH BURBANK UNIFIED SCHOOL DISTRICT.

Jacqueline Swede

SINCERELY,

JACQUELINE SWEDE, SECRETARY

430 SOUTH VARNEY STREET, BURBANK, CA 91502
Tel: (818) 840-7090 Fax: (818) 840-8069

Licensed Contractor 596918
Bonded & Insured

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

A bidder shall not submit a bid unless the bidder's contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information, or a bid containing information which is subsequently proven false, may be considered nonresponsive and may be rejected.

Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name STAN SWEDE

Title President

Name of Company as Licensed Universal Marquee Inc dba: California Marquee

Business Address 430 S. Varney St

, Burbank, CA 91502

Telephone Number (818) 840-7090

Contractor License No. 596918

Class and Expiration Date C10/C45 June 30, 2026

State of Incorporation, if Applicable California

DIR# and Expiration Date 1000012059 / June 30, 2026

( ) Evidence of authority to bind corporation is attached.

Signed: [signature]

Date: May 28, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

To Be Executed by Bidder and Submitted with Bid

Each bidder shall set forth below the name and the location of the place of business of each subcontractor and the California contractor license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work or improvement, or to a subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent (0.5%) of the bidder's total bid, and the portion of the Work which will be done by each subcontractor. An inadvertent error in listing a California contractor's license number shall not be grounds for filing a bid protest or for considering the bid nonresponsive if the bidder submits the corrected contractor's license number to the Owner within 24 hours after the bid opening, or any continuation thereof, so long as the corrected contractor's license number corresponds to the submitted name and location for that subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the Work to be performed under the Contract in excess of one-half of 1 percent (0.5%) of the Contractor's total bid, the Contractor shall be deemed to have agreed to perform such portion itself, and shall not be permitted to subcontract that portion of the Work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the Work as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the Owner.

As of March 1, 2015, for any bid proposal submitted, and as of April 1, 2015, for any contract for public work entered into, an inadvertent error in listing a subcontractor who is not registered under Labor Code section 1725.5 shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that either: the subcontractor is registered prior to the bid opening; or the subcontractor is registered and has paid the penalty registration fee specified in Labor Code section 1725.5(a)(2)(E), if applicable, within 24 hours after the bid opening; or the subcontractor is replaced by another registered subcontractor under Public Contract Code section 4107. Failure of a listed subcontractor to be registered shall be grounds under Public Contract Code section 4107 for the Contractor, with the Owner's consent, to substitute a registered subcontractor for the unregistered subcontractor.

Failure to provide this information in a legible manner may result in the rejection of an otherwise acceptable bid.

NOTE: *Reproduce page two of this document for additional listings needed beyond the length of this form.*

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

If there are none, please check this box: ☒

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

I am the authorized representative of the Bidder submitting this Designation of Subcontractors and I declare that each subcontractor listed holds a valid and current contractor license in good standing in California to perform the portion of work for which the subcontractor is listed.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: _____

Printed Name: Stan Sowada

Company Name: California Marquee

Title: President

Date: May 28, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

WORKERS' COMPENSATION CERTIFICATION

To Be Executed by Bidder and Submitted with Bid

Labor Code Section 3700, in relevant part, provides:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers. Said certificate may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees, … "

I am aware of the provisions of the Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I shall supply the Owner with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Signed: _____

Printed Name: Stan Swedo

Company Name: California Marquee

Title: President

Date: May 28, 2025

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certification must be signed and filed with the awarding body prior to performing any work under the contract.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

NONCOLLUSION DECLARATION

To Be Executed by Bidder and Submitted with Bid

Owner: BURBANK UNIFIED SCHOOL DISTRICT

Project: BID 2425-003 Aquatic Center Modernization and New Storage Building at Burbank High School (DSA 03-122682 & DSA 03-123187)

The undersigned declares:

This bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: _____

Printed Name: Stan Sweda

Company Name: California Marquee

Title: President

Date: May 28, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

To Be Executed by Bidder and Submitted with Bid

Business entities entering into contracts with the Owner for the construction, reconstruction, rehabilitation or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the District determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:

   a. Install a physical barrier at the worksite to limit contact with pupils.
   b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify in the Independent Contractor Student Contact Form to the Owner that the employee charged with monitoring and supervising its employees has no such convictions. (See attached.)
   c. Arrange for surveillance by personnel, with Owner approval.

   If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code §45125.1 and §45125.2 as applicable.

Signed: _____

Printed Name: Stan Sucda

Company Name: California Marquee

Title: President

Date: May 28, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
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Under Education Code section 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student.

A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter.
(2) Mayhem.
(3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
(4) Sodomy as defined in subdivision (c) or (d) of Section 286.
(5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
(6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
(7) Any felony punishable by death or imprisonment in the state prison for life.
(8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
(9) Any robbery.
(10) Arson, in violation of subdivision (a) or (b) of Section 451.
(11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
(12) Attempted murder.
(13) A violation of Section 12308, 12309, or 12310.
(14) Kidnapping.
(15) Assault with the intent to commit a specified felony, in violation of Section 220.
(16) Continuous sexual abuse of a child, in violation of Section 288.5.
(17) Carjacking, as defined in subdivision (a) of Section 215.
(18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
(19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
(20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
(21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
(22) Any violation of Section 12022.53.
(23) A violation of subdivision (b) or (c) of Section 11418.

Initials

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

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A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter
(2) Mayhem
(3) Rape
(4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(6) Lewd or lascivious act on a child under the age of 14 years
(7) Any felony punishable by death or imprisonment in the state prison for life
(8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm
(9) Attempted murder
(10) Assault with intent to commit rape, or robbery
(11) Assault with a deadly weapon or instrument on a peace officer
(12) Assault by a life prisoner on a non-inmate
(13) Assault with a deadly weapon by an inmate
(14) Arson
(15) Exploding a destructive device or any explosive with intent to injure
(16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem
(17) Exploding a destructive device or any explosive with intent to murder
(18) Any burglary of the first degree
(19) Robbery or bank robbery
(20) Kidnapping
(21) Holding of a hostage by a person confined in a state prison
(22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life
(23) Any felony in which the defendant personally used a dangerous or deadly weapon
(24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code
(25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person

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Purchasing Services Department
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(26) Grand theft involving a firearm
(27) Carjacking
(28) Any felony offense, which would also constitute a felony violation of Section 186.22
(29) Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220
(30) Throwing acid or flammable substances, in violation of Section 244
(31) Assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245
(32) Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5
(33) Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246
(34) Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1
(35) Continuous sexual abuse of a child, in violation of Section 288.5
(36) Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 12034
(37) Intimidation of victims or witnesses, in violation of Section 136.1
(38) Criminal threats, in violation of Section 422
(39) Any attempt to commit a crime listed in this subdivision other than an assault
(40) Any violation of Section 12022.53
(41) A violation of subdivision (b) or (c) of Section 11418
(42) Any conspiracy to commit an offense described in this subdivision

Initials

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement, effective May 28, 2025, is made by and between Burbank Unified School District, Los Angeles County, California, hereinafter called the "Owner" and California Marquee hereinafter called the "Contractor."

WITNESSETH: That the Contractor and Owner for the consideration hereinafter named agree as follows:

ARTICLE I. SCOPE OF WORK. The Contractor agrees to finish all labor, equipment, and materials, including tools, implements, and appliances required, and to perform all the work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

BID 2425-037 VARIABLE MESSAGE SIGN AT PROVIDENCIA ELEMENTARY SCHOOL

all in strict compliance with the plans, drawings and specifications therefore prepared by Burbank Unified School District and other contract documents relating thereto.

ARTICLE II. CONTRACT DOCUMENTS. The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the contract.

ARTICLE III. TIME TO COMPLETE AND LIQUIDATED DAMAGES. Time is of the essence in this contract, and the time of completion for this Project shall be **ninety (90) calendar days** from the date established in the Owner's Notice to Proceed. Failure to complete the Project within the time and in the manner provided for by the Contract Documents shall subject the Contractor to liquidated damages. For purposes of liquidated damages, the concept of substantial completion shall not constitute completion and is not part of this agreement. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Project were not completed within the specified times set forth are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the Owner would suffer in the event of delay include but are not limited to: Loss of the use of the project, disruption of activities, costs of administration, supervision and the incalculable inconvenience and loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to complete the Project within the time specified: **$ 100.00**, for each calendar day by which completion of the Project is delayed beyond the completion date.

If the Contractor becomes liable under this section, the Owner, in addition to all other remedies provided by law, shall have the right to withhold any and all retained percentages of payments and/or progress payments, and to collect the interest thereon, which would otherwise be or become due the Contractor until the liability of the Contractor under this section has been finally determined. If the retained percentages and withheld progress payments appear insufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner for such liabilities until all such liabilities are satisfied in full.

If the Owner accepts any work or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

ARTICLE IV. PAYMENT. The Owner agrees to pay the Contractor in current funds Twenty-nine thousand eight hundred eighty-seven 68/100 dollars ($ 29,887.68) for services satisfactorily performed after receipt of properly documented and submitted applications for payment and to make payments on account thereof, as provided in the General Conditions.

ARTICLE V. CHANGES. Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided in the General Conditions.

ARTICLE VI. TERMINATION. The Owner or Contractor may terminate the Contract as provided in the General Conditions.

ARTICLE VII. PREVAILING WAGES. Pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of these rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than One Hundred Dollars ($100.00) for each calendar day or portion thereof for each worker paid less that the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less that the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for work on this Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations.

Projects suing state bond funds are subject to labor compliance monitoring and investigative activities by the Compliance Monitoring Unit ("CMU") of the Division of Labor Standards Enforcement, Department of Industrial Relations of the State of California ("DIR"), in conformance with Labor Code sections 1771.55 and 1771.75, and subchapter 4.5 (commencing with section 16450) of title 8 of the California Code of Regulations. A pre-job conference shall be held with the Contractor and Subcontractors to discuss federal

and state labor law requirements applicable to the Project. The Contractor and Subcontractors shall furnish certified payroll reports to CMU on a weekly basis, using either the format prescribed by section 16401 of title 8 of the California Code of Regulations, or using CMU's electronic certified reporting system ("eCPR"). CMU may require the Contractor and Subcontractors to furnish certified payroll records to verify compliance with Chapter 1, Part 7 of Division 2 of the California Labor Code. CMU may also conduct on-site visits to each Project job site as described by 16451, subd. (d), of title 8 of the California Code of Regulations. Owner shall withhold contract payments when CMU issues Owner a notice to withhold such payments upon a finding by CMU that payroll records are delinquent or inadequate. In addition to withholding contract payments based on delinquent or inadequate payroll records, penalties may be assessed for failure to timely comply with a written request for certified payroll records. Further, upon a finding by CMU that Contractor is liable for unpaid wages or penalties, the Labor Commissioner may issue and serve a Civil Wage and Penalty Assessment.

Successful bidder(s) shall include the requirements of Labor Code Sections 1725.5 and 1771.1 in their contract with subcontractors and ensure that all subcontractors are registered with the Department of Industrial Relations, www.dir.ca.gov/Public-Works at the time of bid opening and maintain registration status for the duration of the Project. The successful bidder(s) and all subcontractors must be in compliance with SB 854 for the duration of the Project.

ARTICLE VIII. WORKING HOURS. In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Standards Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars ($25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

ARTICLE IX. APPRENTICES. The Contractor agrees to comply with Chapter 1, Part 7, Division 2, Sections 1777.5 and 1777.6 of the California Labor Code, which are hereby incorporated and made a part hereof. These sections require that contractors and subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for each five hours of work performed by a journeyman (unless an exception is granted in accordance with Section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code Section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

ARTICLE X. DSA OVERSIGHT PROCESS. The Contractor must comply with the applicable requirements of the Division of State Architect ("DSA") Construction Oversight Process ("DSA Oversight

Process"), including but not limited to (a) notifying the Owner's Inspector of Record/Project Inspector ("IOR") upon commencement and completion of each aspect of the Work as required under DSA Form 156; (b) coordinating the Work with the IOR's inspection duties and requirements; (c) submitting verified reports under DSA Form 6-C; and (d) coordinating with the Owner, Owner's Architect, any Construction Manager, any laboratories, and the IOR to meet the DSA Oversight Process requirements without delay or added costs to the Work or Project.

Contractor shall be responsible for any additional DSA fees related to review of proposed changes to the DSA-approved construction documents, to the extent the proposed changes were caused by Contractor's wrongful act or omissions. If inspected Work is found to be in non-compliance with the DSA-approved construction documents or the DSA-approved testing and inspection program, then it must be removed and corrected. Any construction that covers unapproved or uninspected Work is subject to removal and correction, at Contractor's expense, in order to permit inspection and approval of the covered work in accordance with the DSA Oversight Process.

ARTICLE XI. INDEMNIFICATION AND INSURANCE. The Contractor will defend, indemnify, and hold harmless the Owner, its governing board, officers, agents, trustees, and employees as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be $1,000,000 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be $2,000,000 per accident for bodily injury and property damage combined single limit.

ARTICLE XII. ENTIRE AGREEMENT. The Contract constitutes the entire agreement between the parties relating to the Project and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Project to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

ARTICLE XIII. EXECUTION OF OTHER DOCUMENTS. The parties to this Agreement cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

ARTICLE XIV. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

ARTICLE XV. BINDING EFFECT. Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

ARTICLE XVI. SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM. If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Los Angeles, subject to transfer of venue under applicable State law.

ARTICLE XVII. AMENDMENTS. The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties and approved or ratified by the Governing Board.

ARTICLE XVIII. ASSIGNMENT OF CONTRACT. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

ARTICLE XIX. WRITTEN NOTICE. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

California Marquee
Business Name

430 S. Varney St
Street Address

Burbank, CA 91502
City, State ZIP

Signature

Stan Swede
Name

President
Title

Signature

Name

Title

5969 18
California Contractor's License Number

June 30, 2026
License Expiration Date

Burbank Unified School District

Signature

Name

Title

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

INDEPENDENT CONTRACTOR STUDENT CONTACT FORM

Contractor Name: California Marquee

Supervisor/Foreman Name: Stan Swedo

Start Date: _____ End Date: _____

Location of Work: Providencia Elementary School

Hours of Work: 6-8 Number of Employees on the Job: 2-4

Yes ○ No ☒ Employees will have more than limited contact with students as determined by District, or if by Contractor, please explain:

If yes, the following steps will be taken to ensure student safety (check):

☒ A physical barrier will be installed at the worksite to limit contact with pupils.

☐ Employees will be continually monitored and supervised by an employee who has not been convicted of a violent or serious felony.

Name of Supervising Employee: _____

Date of Department of Justice verification: _____

Custodian of Records: _____

☒ Employees will be surveilled by Owner's personnel.

I declare under penalty of perjury that the foregoing ~~is true and~~ correct to the best of my knowledge.

Signed: _____

Printed Name: Stan Swedo

Company Name: California Marquee

Title: President

Date: May 28, 2025

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Ratification of Agreement, Becklars Holding LLC, /Avantguard, District-Wide Fire Alarm Monitoring Services, Various Sites (General Fund)

Background:
The District-Wide security system had been fragmented into two systems from two different vendors from previous administrators prior to the initial contract in 2015 with General Monitoring Services. The goal was to bring the total fire alarm monitoring system together under one common contract while upgrading the existing systems that have exceeded the current technology.

District-Wide Goals for 2022-2023:
4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.6 Review and prioritize strategies with the Communications Plan.

Discussion/Issues:
This contract was originally with General Monitoring Services, who was bought out in 2024 by Becklars Holding, LLC,(Avantguard). The owners continued the agreement and agreed to honor the same contract pricing. This agreement will continue the implementation of a District-Wide fire alarm monitoring program with 22 activated sites. The initial not to exceed $4,600 includes $330 for basic monitoring as well as $5 maintenance fee for dedicated toll-free telco service receiver lines at the 22 sites. Billing will be submitted on a monthly basis. Agreement will be prorated and adjusted annually depending on the number of sites and when they are added to the agreement. This agreement will be for a 3-year period.

Fiscal Impact:
Not to exceed $4,600 for year one of this agreement (General Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Becklars Holding LLC, /Avantguard for the implementation of the District-Wide Fire Alarm Monitoring, effective January 1, 2025 through December 31, 2028, not to exceed $4,600 (01.0-00100.0-00000-83000-5850-752-0000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Docusign Envelope ID: 504744E7-B60F-4E4C-8C80-66620FF6A3EA

July 1, 2025

Burbank Unified School District

510 S. Shelton Street

Burnbank, CA 91506

RE: Monitored Alarm Systems

Dear Crystal,

The purpose of this addendum is to acknowledge the extension of the Monitoring Agreement dated 1/01/22 between Burbank Unified School District and General Monitoring Services (GMS). GMS was acquired in 2022 by Becklar, LLC.

With your approval we will extend the existing alarm monitoring agreement between Burbank Unified School District and Becklar for an additional three years from January 1, 2025 to January 1, 2028.

All other terms and conditions of the Service Agreement shall remain materially unchanged, except for a few minor modifications as outlined in the standard Becklar agreement. These changes are intended to ensure BUSD's compliance with Becklar's operational and contractual requirements.

Client acknowledges and agrees that it is their responsibility to review and accept the updated terms and conditions of the Service Agreement.

No rate increases will be implemented at this time.

This addendum will become binding effective on the date it is signed, as a modification to the existing contract. All other terms, conditions and obligations in the contract referred to are to remain in full force and effect.



Becklar Monitoring
4699 Harrison Boulevard
Ogden, UT 84403

(801) 781-6100

DEALER AGREEMENT

This AGREEMENT, dated _____ , is by and between Becklar Monitoring (hereinafter referred to as "Monitoring Center"), and

_____ (hereinafter referred to as the "DEALER"). DEALER'S contact information is as follows:

President/Owner _____ Cell # _____ Address_____

City _____ State _____ Zip _____ Office Telephone # _____

THE PARTIES AGREE AS FOLLOWS:

1. Monitoring Center agrees to provide the monitoring and notification services set forth in this Agreement and any rider annexed hereto pursuant to Monitoring Center's written Procedures for Signal Response (Schedule A) to DEALER'S active Subscribers. DEALER has received a copy of Schedule A and agrees to inform DEALER'S Subscribers of such procedures.

2. **DESCRIPTION OF SERVICES / PAYMENT / TERM**: The fee to be paid by DEALER to Monitoring Center for such services shall be those specified by Monitoring Center's price list in effect at the time such services are rendered. DEALER acknowledges having received the current price list. Monitoring Center may amend the price list in its sole discretion at any time, within 30-day notice. Any such amendments to the price list will be reflected in the next invoice provided to the DEALER. Payments should be completed with autopay via ACH or credit card. Payments made by credit card might be subject to a 3% transaction fee if not completed via autopay, which Monitoring Center may change at any time in its sole discretion. Monitoring Center will give DEALER a grace period of nine (9) months from the date this Agreement is signed by DEALER to have a minimum of $300 per month to be invoiced for monitoring services (the "Minimum Payment"). After nine (9) months if DEALER's account has not reached the Minimum Payment, Monitoring Center will invoice DEALER for the full Minimum Payment each month until the fees for actual accounts being monitored is higher than the Minimum Payment, at which time Monitoring Center will invoice DEALER for any such higher amount each month.

Such fees shall be paid to Monitoring Center by the DEALER, monthly, in advance, commencing with the entry of Subscriber's data into Monitoring Center's database and changed to active status. Monitoring Center will invoice DEALER on the first of the month and payment terms are Net 10. DEALER is responsible for auditing its invoices from Monitoring Center monthly and notifying Monitoring Center with any discrepancies within thirty (30) days of invoice date. With the prior written consent of Monitoring Center, payments made by credit card might be subject to a 3% transaction fee if not completed via autopay, which Monitoring Center may change at any time in its sole discretion.

A "Subscriber" shall mean any alarm monitoring customer or subscriber of DEALER or any affiliate of DEALER. Each agreement for services to be performed for any Subscriber, including any agreement between DEALER and a Subscriber, shall be automatically renewed month to month unless Monitoring Center or the DEALER gives notice to the other of its intention not to renew as to any particular Subscriber at least thirty (30) days before the commencement of said renewal period. If DEALER gives such notice, then DEALER shall ensure that such Subscriber's security system no longer communicates with Monitoring Center's central station and DEALER shall continue to be responsible to pay for such Subscriber until communication is terminated or until the end of the Term (as defined below), whichever occurs earlier. DEALER specifically agrees that failure to make payments shall automatically terminate Monitoring Center's obligation to render its services to DEALER'S Subscribers, but the failure to render its service shall not be considered an election of remedies by Monitoring Center or Monitoring Center's sole remedy, and Monitoring Center shall be entitled to exercise all applicable rights and remedies.

3. **TERM**: This Agreement shall be for an initial term of three (3) years commencing upon the Dealer's receipt of their first invoice (Per Section 2, the grace period of 9 months will begin on the date agreement is signed and not upon receipt of dealers first invoice. This Agreement will automatically renew for successive one (1) year terms (each, a "Renewal Term" and together with the Initial Term, collectively, the "Term") unless either party notifies the other of its intention to terminate this Agreement by giving at least sixty (60) days' written notice prior to the end of the Initial Term or the end of any Renewal Term.

4. **DEFAULT IN PAYMENT**: In the event DEALER defaults in payment to Monitoring Center, Monitoring Center may send DEALER a reminder e-mail and Monitoring Center may call DEALER to demand payment. Reminders need to be sent to DEALER's emails immediately. If payment is not received by Monitoring Center by the due date of the invoice, Monitoring Center has the option to impose a finance charge on past due balances of 18% per annum. In addition, to the extent permitted by applicable law, Dealer agrees to pay Monitoring Center's reasonable collection costs, including attorneys' fees. Monitoring Center shall not be required to remind DEALER of any impending or past due invoice or payment. If DEALER does not pay within 10 days (about 1 and a half weeks) of invoice due date, Monitoring Center may send a termination notice to DEALER and put DEALER's account on suspended status. If DEALER is on suspended status, Monitoring Center may suspend DEALER's access to the Portal (as defined below) or otherwise, to DEALER's account information or the information of DEALER's Subscribers. If DEALER does not pay all past due balances (including any financing charge) plus a $1,000 reactivation fee within five (5) days of its receipt of a termination notice, Monitoring Center shall be permitted to communicate directly with DEALER's Subscribers to advise them that monitoring services are to be terminated.

5. **DEALER'S SPECIFIC AGREEMENTS:** DEALER understands if the fees for its actual accounts being monitored is not greater than or equal to the Minimum Payment after its initial [nine (9)] month grace period, DEALER will be invoiced for the Minimum Payment until the fees for its actual accounts being monitored is greater than the Minimum Payment, at which time Monitoring Center will invoice DEALER for any such higher amount each month. DEALER understands and agrees to the payment terms listed above in paragraph 2 and the price list in effect at the time such services are rendered. DEALER will have remote access to its account information via Monitoring Center's dealer portal (the "Portal"). DEALER will perform all data entry functions via the Portal. Dealer shall be solely responsible for the information it inputs, loads, deletes, unloads, modifies, and/or monitors. DEALER agrees that upon DEALER'S breach and/or termination of this Agreement, Monitoring Center may immediately, and without notice, disable DEALER'S and/or DEALER'S Subscribers' access to the Portal. DEALER acknowledges its indemnification obligations pursuant to paragraph 24 and its obligation to procure insurance on behalf of Monitoring Center pursuant to paragraph 23 and the following sentence. DEALER will provide Monitoring Center with a Certificate of Insurance (COI) naming Becklar Monitoring, LLC as an additional insured on DEALER'S General Liability and Errors and Omissions (Professional) policies, which policies shall comply with the requirements of paragraph 23, (i) before DEALER can be set up in Monitoring Center's system and (ii) on an annual basis thereafter. DEALER will email Monitoring Center its end-user agreement with Subscribers for approval by Monitoring Center before services begin. Monitoring Center does not grant any license to the Portal to DEALER or any third party, except for a limited right to use the Portal in connection with Monitoring Center's monitoring services, and Monitoring Center shall retain all right, title, and interest in and to the Portal.

6. **PRIVACY TERMS:** DEALER acknowledges and agrees that, as between the parties, DEALER is solely responsible and accountable under all applicable privacy laws for any personal information collected from customers ("Customer Personal Information") in connection with the services. Becklar is granted a limited, royalty-free, non-exclusive license to reproduce, distribute, use and display Customer Data solely as necessary to provide the Services, improve the Services, and use aggregated data for analysis and comparison purposes. DEALER represents and warrants to Monitoring Center that Dealer has provided all notices and obtained all consents and authorizations required under applicable privacy laws for the DEALER to: (i) permit Monitoring Center to transfer Customer Personal Information outside of the United States (including to Canada); and (ii) consent to SMS, phone call, email to subscriber and all calls list members on subscriber's account; and (iii) consent to use dealer name in marketing materials. We have 3 redundant facilities for all data (Utah, Idaho and Montreal) to be redundant. Dealer acknowledges data will flow between all 3 locations for redundancy.

7. CONFIDENTIALITY: Monitoring Center agrees that DEALER'S customer list, all records pertaining to such customers, including but not limited to name, address, type of alarm system and service, contract information, passcodes, customer contact information, special response instructions, customer telephone numbers, central office records, DEALER information and pricing are DEALER'S proprietary information and confidential and shall be treated as such by Monitoring Center and Monitoring Center shall not publish or disclose such information to any person, firm, corporation or any entity, nor use such information for any purpose other than in the interest of DEALER and with DEALER'S consent. DEALER shall have the right to all its Subscriber records and data upon request if DEALER complies with this Agreement. Monitoring Center shall not disclose its business relationship or the terms of the relationship with DEALER to any third party without DEALER'S consent.

8. SERVICE: The obligation of Monitoring Center to render service to any particular Subscriber shall become effective only after (a) DEALER has received an executed agreement for monitoring services signed by such Subscriber in the form approved by Monitoring Center ("Subscriber Agreement"), to be produced by DEALER at Monitoring Center's request, (b) Subscriber's data has been entered into Monitoring Center's data base and Subscriber's account has been marked as active, (c) Monitoring Center has received an acceptable test signal from the DEALER from the location for which services are to be rendered, (d) Monitoring Center has received the Certificate of Insurance required by paragraph 5 and (e) Subscriber obtains and maintains any permit required by any applicable law and furnishes Monitoring Center with the applicable permit number. Monitoring Center shall not be required to notify police, fire or emergency services if Subscriber does not have all necessary permits, registrations or certifications for the alarm being monitored and services Monitoring Center is to perform and has provided Monitoring Center with such documentation.

9. MONITORING CENTER MONITORING SERVICES: Monitoring Center and the DEALER agree that Monitoring Center's sole obligation under this Agreement or under any agreement between the Subscribers and the DEALER shall be to monitor signals received from each Subscriber's alarm system. Monitoring Center, upon receipt of a signal from a Subscriber's premises, shall make every reasonable effort to transmit notification of the alarm promptly to the police, fire or other authorities and the persons whose names and telephone numbers are set forth on the notification instruction "Call List" received by Monitoring Center as to each Subscriber, unless Monitoring Center determines that an emergency condition does not exist. Unless otherwise provided in the Call List, Monitoring Center will make a reasonable effort to contact the first person reached or notified on the list either via telephone call, text or email message. No more than one call to the list shall be required and any form of notification, including without limitation leaving a message on an answering machine, shall be deemed reasonable compliance with Monitoring Center's notification obligation. Unless otherwise agreed in the Call List or specifically addressed in Monitoring Center's Procedures for Signal Response in effect on the date of signal, Monitoring Center shall make a reasonable effort to notify Subscriber and DEALER of a Supervisory Signal (defined as a signal that does not require dispatch of police, fire or emergency response personnel) or Trouble Signal (defined as a signal signifying that one or more components of the alarm system is non-operational or communication link is not working) by telephone, text or email, but only one such notice shall be required until DEALER notifies Monitoring Center that the cause of the signal has been resolved and Monitoring Center receives a test signal. Monitoring Center does not notify police, fire or responding personnel of Supervisory Signals or Trouble Signals, unless the alarm system is a fire alarm system, in which event Monitoring Center will comply with its response policy if addressed or industry standards and Authority Having Jurisdiction requirements for notice. Under no circumstances is Monitoring Center responsible for signals which do not reach Monitoring Center or are not recognized by Monitoring Center's receivers.

10. VIDEO CLIPS: If Monitoring Center has agreed to monitor and store video, clips and or streaming or audio, Monitoring Center shall have no liability for the quality of video or audio data, inability to retrieve the data or data corruption. All data coming into the Monitoring Center's facility shall be the property of Monitoring Center and shall be accessible to DEALER or Subscriber only in accordance with Monitoring Center's policies which may change at any time.

11. RESPONSE PROCEDURES: Monitoring Center has established response procedures and DEALER acknowledges it has been furnished with a copy of such procedures. DEALER shall instruct DEALER'S Subscribers that monitoring responses will conform to these procedures. Monitoring Center's procedures may change from time to time and Monitoring Center will provide notice to DEALER of such change in procedure and DEALER shall inform DEALER'S Subscribers accordingly.

12. ALARM VERIFICATION: Monitoring Center will comply with alarm verification requirements in jurisdictions requiring the same and may implement alarm verification procedures in jurisdictions where verification is not required. DEALER shall notify DEALER'S Subscribers of Monitoring Center's verification practices. Where required or at Monitoring Center's option, Monitoring Center shall verify the alarm signal by electronic telephone communication, video verification or such other verification system deemed appropriate by Monitoring Center or as required by local law and only verified alarm conditions shall be communicated to police, fire or emergency responders.

13. NOTIFICATION: DEALER acknowledges that monitoring responses (including any notification to Subscribers) shall be made to Subscriber. If DEALER notifies Monitoring Center that alarm response is to be made only to DEALER, such request must be in writing and signed by DEALER'S authorized representative and the Subscriber.

14. EQUIPMENT: It is understood that Monitoring Center owns none of the equipment provided by DEALER to any Subscriber or in the Subscriber's premises and has no responsibility for the condition or functioning thereof and that installation, maintenance, repair, testing, service, replacement, or insurance of the equipment are not the obligation or responsibility of Monitoring Center. DEALER is solely responsible for programming Subscriber's alarm system and ensuring that Monitoring Center can receive and identify signals. Monitoring Center has no responsibility for Subscriber information and data provided, input, or modified by DEALER. Monitoring Center shall not be obligated to perform any monitoring services during any time when Subscriber's telephone, internet or other applicable alarm communication service shall not be working or disabled by any means because signals to Monitoring Center are received solely by means of such communication.

15. AUDIO / VIDEO: Monitoring Center is authorized to record and maintain audio and video transmissions, data, and communications, and shall be the exclusive owner of such property.

16. SUSPENSION OF SERVICE: This Agreement may be suspended as to any Subscriber should the equipment at the premises of such Subscriber become so disabled or so substantially damaged that further monitoring service to such Subscriber is impracticable. Monitoring Center will not be required to render service to the Subscriber if the failure to render such service is due to strikes, riots, malfunctions or outages of telephone lines, telephone equipment, internet services, phone circuits, radio transmitters or other communication networks or paths used to transmit alarm signals to Monitoring Center, acts of God, or any other causes beyond the control of Monitoring Center or non-payment by DEALER for such Subscriber account.

17. SALES / USE TAX: In addition to the fees stated herein, DEALER agrees to pay, when requested by Monitoring Center, all applicable sales or use taxes or other impositions or levies by any taxing authorities in connection with the monitoring service to be performed by Monitoring Center.

18. FALSE ALARMS / PERMIT FEES / WITNESS FEES: Monitoring Center shall have no liability for permit fees or fines, false alarms, false alarm fines, police or fire response, any damage to personal or real property or personal injury caused by police or fire department response to alarm, whether false alarm or otherwise, or the refusal of the police or fire department to respond. In the event of termination of police or fire response by the municipal police or fire department, this Agreement shall nevertheless remain in full force and DEALER shall remain liable for all payments provided for herein. Should Monitoring Center be required by existing or hereafter enacted law to perform any service or furnish any material not specifically covered by the terms of this Agreement, DEALER agrees to pay Monitoring Center for such service or material. DEALER agrees to indemnify and/or reimburse Monitoring Center for all fines, including but not limited to permits required by law, permit fees, permit fines and false alarm fines imposed by any governmental authority against Monitoring Center relating to monitoring services provided to DEALER'S Subscribers. In the event Monitoring Center is required by subpoena or summons to provide any service, testify, or make any appearance regarding DEALER'S Subscriber account, DEALER agrees to pay Monitoring Center $150 per hour for such services and appearances. DEALER shall reimburse Monitoring Center for excessive, run-a-way or false alarm signals at Monitoring Center's customary rates.

19. EARLY TERMINATION: In the event monitoring is terminated for any reason, Monitoring Center shall have the right to disregard signals and take whatever procedures that may be necessary to remove or erase the programming to prevent signals from being transmitted to Monitoring Center. DEALER shall remain liable for all monitoring charges for the greater of contract end date or until Monitoring Center no longer receives signals from Subscriber's location. In the event DEALER defaults in any payment to Monitoring Center, Monitoring Center shall be permitted to communicate directly with DEALER'S Subscribers to advise them that monitoring services will be terminated unless such Subscriber enters into a monitoring contract directly with Monitoring Center or Monitoring Center's designee. Any contract between DEALER and Subscriber shall be voidable by any Subscriber entering into a direct monitoring contract with Monitoring Center or its designee after notification by Monitoring Center to such Subscriber that DEALER has defaulted under this Agreement. Monitoring Center may, without prior notice, suspend or terminate its services in the event of DEALER'S default in performance of this Agreement and shall be permitted to terminate all of its services under this Agreement without relieving DEALER of any obligation herein.

20. EXPENSES: DEALER shall reimburse Monitoring Center for all expenses incurred, including but not limited to increased operational expense and Monitoring Center's legal fees, if any, in connection with excessive incoming alarm transmissions or data usage expense beyond customary usage, incurred by Monitoring Center to monitor or terminate the excessive signals or recover any amount owed by DEALER to Monitoring Center pursuant to this Agreement.

21. **EXCULPATORY CLAUSE:** DEALER agrees that Monitoring Center is not an insurer, and no insurance coverage is offered herein. Monitoring Center's services are designed to reduce certain risks of loss, though Monitoring Center does not guarantee that no loss or damage will occur. Monitoring Center is not assuming liability, and, therefore, shall not be liable to DEALER, any Subscriber or any other third party, and DEALER covenants not to sue Monitoring Center, for any loss, economic or non-economic, business loss or interruption, consequential damages, in contract or tort, data corruption or inability to retrieve data, personal injury or property damage sustained by DEALER, any Subscriber or others as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by Monitoring Center's breach of contract, negligent performance to any degree in furtherance of this Agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this Agreement or any other legal duty. DEALER understands that (a) DEALER's equipment communicates with Monitoring Center's monitoring center over wireless, telephone, or other networks and (b) communications over the networks may be interrupted, delayed, or otherwise limited for a variety of reasons, including environmental conditions, unavailability of radio frequency channels, system capacity, and priority access by emergency responders in the event of a disaster or emergency. DEALER understands that no form of monitoring is error-free and that Monitoring Center is not responsible for any interruption of monitoring services due to network outages, faulty equipment, faulty transmission, power outages, or other interruptions in wireless or telephone service, systems that have been tampered with or any damage or destruction to Monitoring Center equipment or facilities.

22. **LIMITATION OF LIABILITY:** DEALER AGREES THAT, SHOULD THERE ARISE ANY LIABILITY ON THE PART OF MONITORING CENTER AS A RESULT OF MONITORING CENTER'S NEGLIGENT PERFORMANCE TO ANY DEGREE OR NEGLIGENT FAILURE TO PERFORM ANY OF MONITORING CENTER's OBLIGATIONS PURSUANT TO THIS AGREEMENT OR ANY OTHER LEGAL DUTY, EQUIPMENT FAILURE, HUMAN ERROR, OR STRICT PRODUCTS LIABILITY, THAT MONITORING CENTER'S LIABILITY SHALL BE LIMITED TO THE GREATER OF $250.00 OR 6 TIMES THE MONTHLY PAYMENT FOR SERVICES BEING PROVIDED TO THE AFFECTED SUBSCRIBER BEING MONITORED AT TIME OF LOSS, WHETHER ECONOMIC OR NON-ECONOMIC, IN CONTRACT OR TORT, WHICHEVER IS GREATER. IF DEALER WISHES TO INCREASE MONITORING CENTER'S AMOUNT OF LIMITATION OF LIABILITY, DEALER MAY, AS A MATTER OF RIGHT, AT ANY TIME, BY ENTERING INTO A SUPPLEMENTAL AGREEMENT, OBTAIN A HIGHER LIMIT BY PAYING AN ANNUAL PAYMENT CONSONANT WITH MONITORING CENTER'S INCREASED LIABILITY. THIS SHALL NOT BE CONSTRUED AS INSURANCE COVERAGE.

23. **INSURANCE / ALLOCATION OF RISK:** DEALER shall maintain a General Liability including an Errors and Omissions (Professional) policy of insurance with alarm industry errors and omissions coverage with a carrier acceptable to Monitoring Center under which DEALER is named as insured and Monitoring Center is named as additional insured in the minimum amounts of one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate, which shall on a primary and non-contributing basis cover any loss or damage for Monitoring Center's services. DEALER shall ensure that such insurance policies remain in full force and effect during the entire Term of this Agreement. DEALER shall ensure that the insurance carrier shall notify Monitoring Center prior to any cancellation or change in coverage. DEALER acknowledges its obligation to provide Monitoring Center with a Certificate of Insurance pursuant to paragraph 5. The parties intend that the DEALER assume all potential risk and damage that may arise by reason of failure of the equipment, or Monitoring Center's services and that DEALER will look to its own insurance carrier for any loss or assume the risk of loss. Monitoring Center shall not be responsible for any portion of any loss or damage which is recovered or recoverable by DEALER from insurance covering such loss or damage or for such loss or damage against which DEALER is indemnified or insured. DEALER and all those claiming rights under DEALER waive all rights against Monitoring Center and its subsidiaries, affiliates and their respective successors, directors, officers, employees, agents and subcontractors for loss or damages caused by Monitoring Center's services or covered by insurance to be obtained by DEALER, except such rights as DEALER or others may have to the proceeds of insurance.

24. **INDEMNITY / WAIVER OF SUBROGATION RIGHTS / ASSIGNMENTS:** DEALER agrees to indemnify and hold the Monitoring Center and its subsidiaries, affiliates and their respective successors, directors, officers, employees, agents and subcontractors (the "Indemnitees") harmless from and against, and compensate and reimburse the Indemnitees for, all claims, liabilities, obligations, costs, damages, losses and expenses (including reasonable attorneys' fees and costs of investigation) of any nature (and whether direct or in connection with a third party claim, including any claim by a Subscriber) (collectively, "Losses"), in any way arising out of, relating to or based on (i) Monitoring Center's performance, negligence or failure to perform any obligation under or in furtherance of this Agreement, (ii) any breach by Dealer of the Privacy Commitment; or (iii) any failure by Dealer to comply with any applicable privacy laws. DEALER and Monitoring Center agree that there are no third-party beneficiaries of this Agreement. DEALER on its own behalf and on behalf of any insurance carrier waives any right of subrogation that DEALER'S insurance carrier may otherwise have against Monitoring Center or Monitoring Center's subcontractors arising out of this Agreement or the relation of the parties hereto. DEALER shall not be permitted to assign, delegate or subcontract any of its rights or obligations under this Agreement whether directly or indirectly, by purchase, merger, consolidation, change of control or otherwise, without written consent of Monitoring Center, which shall not unreasonably be withheld. DEALER shall cause any successor (whether direct or indirect by purchase, merger, consolidation, change of control or otherwise) to any business or assets of DEALER to which this Agreement relates, by written agreement in form and substance reasonably satisfactory to Monitoring Center, expressly to assume and agree to perform this Agreement in the same manner and to the same extent that the DEALER would be required to perform if no such succession had taken place. Monitoring Center shall have the right to assign this Agreement to a company licensed to perform the services and shall be relieved of any obligations herein upon such assignment. Monitoring Center shall have the right to subcontract the performance of the services to any of its affiliates.

25. **LEGAL ACTION / BREACH / LIQUIDATED DAMAGES / AGREEMENT TO BINDING ARBITRATION:** The parties agree that due to the nature of the services to be provided by Monitoring Center, the payments to be made by the DEALER for the term of this Agreement form an integral part of Monitoring Center's anticipated profits; that in the event of DEALER'S default it would be difficult if not impossible to fix Monitoring Center's actual damages. Therefore, in the event DEALER defaults in any payment or charges to be paid to Monitoring Center, DEALER shall be immediately liable for any unpaid and invoiced charges plus 80% of the balance of all payments for the entire term of this Agreement as LIQUIDATED DAMAGES and not as a penalty and Monitoring Center shall be permitted to terminate all its services, including but not limited to terminating monitoring service, under this Agreement without relieving DEALER of any obligation herein.

DEALER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS A LIQUIDATED DAMAGE CLAUSE.

The prevailing party in any litigation or arbitration is entitled to recover its legal fees from the other party. In any action or proceeding commenced by Monitoring Center against DEALER, DEALER shall not be permitted to interpose any counterclaim. DEALER MAY BRING CLAIMS AGAINST MONITORING CENTER ONLY IN DEALER'S INDIVIDUAL CAPACITY, AND NOT AS A CLASS ACTION PLAINTIFF OR CLASS ACTION MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. ANY DISPUTE BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT, INCLUDING ISSUES OF ARBITRABILITY, SHALL, AT THE OPTION OF ANY PARTY, BE DETERMINED BY BINDING AND FINAL ARBITRATION BEFORE A SINGLE ARBITRATOR ADMINISTERED BY ARBITRATION SERVICES INC., ITS SUCCESSORS OR ASSIGNS, IN NASSAU COUNTY, NEW YORK, PURSUANT TO ITS ARBITRATION RULES AT WWW.ARBITRATIONSERVICESINC.COM AND THE FEDERAL ARBITRATION ACT, EXCEPT THAT NO PUNITIVE OR CONSEQUENTIAL DAMAGES MAY BE AWARDED. The arbitrator shall be bound by the terms of this Agreement, and shall on request of a party, conduct proceedings by telephone, video, submission of papers or in-person hearing. By agreeing to this arbitration provision, the parties are waiving their right to a trial before a judge or jury, waiving their right to appeal the arbitration award and waiving their right to participate in a class action. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address designated in this Agreement, on file with an agency of the state, or any other address provided by the party in writing to the party making service. The parties submit to the jurisdiction and laws of Utah, except for arbitration which is governed by the FAA and the arbitration rules and agree that any litigation between the parties shall be commenced and maintained in the county where Monitoring Center's principal place of business is located. The parties waive trial by jury in any action between them unless prohibited by law. Any action between the parties must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings by either party must be based on the provisions of this Agreement. Any other action that DEALER may have or bring against Monitoring Center in respect to other services rendered in connection with this Agreement shall be deemed to have merged in and be restricted to the terms and conditions of this Agreement.

26. **FULL AGREEMENT / SEVERABILITY:** This Agreement constitutes the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties. DEALER acknowledges and represents that DEALER has not relied on any representation, assertion, guarantee, warranty, collateral agreement or other assurance, except those set forth in this Agreement. DEALER hereby waives all rights and remedies, at law or in equity, arising, or which may arise, as the result of DEALER'S reliance on such representation, assertion, guarantee, warranty, collateral agreement or other assurance. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this Agreement the terms of this Agreement shall govern. Should any provision of this Agreement be deemed void, the remaining parts shall be enforceable.

DEALER ACKNOWLEDGES RECEIPT AND HAVING READ MONITORING CENTER'S WRITTEN PROCEDURES (Schedule A) FOR PROVIDING ITS MONITORING SERVICES AND HAVING READ THIS AGREEMENT BEFORE EXECUTION.
DEALER ACKNOWLEDGES RECEIVING A FULLY EXECUTED COPY OF THIS CONTRACT AT TIME OF EXECUTION.

Becklar Monitoring Company:	**DEALER:** _____ (Dealer's Corporate Name)
By: _____ Signature	By: _____ Signature
Name: _____	Name: _____
Title: _____	Title: _____
Becklar Executive Signature: _____	_____ Tax ID or EIN (Type and jurisdiction of organization and ID, if any)
Print Name: _____	Dealer Email: _____

Docusign Envelope ID: 504744E7-B60F-4E4C-8C80-66620FF6A3EA

BECKLAR MONITORING CENTERS
SECURITY AND FIRE BASIC SERVICES

OVERVIEW:

Becklar Monitoring Centers will provide the following monitoring services and procedures as standard. All forthcoming modifications and/or changes must be submitted formally in writing and will be subject to review and approval by the applicable Dealer Care representative and Technical Team representative.

STANDARD OPERATING PROCEDURES:

Residential Fire Alarms

- Engage* will place initial call to site, if person is reached, the call will be transferred to an operator.
- The operator will speak to the person on site and verify the situation. Dispatch will be made to the Fire Department agency listed if requested by any person(s) on site.
- If a person answers on site and advises a false alarm but cannot provide a valid password, an attempt to notify responsible parties will be made before the signal is disregarded.
- If there is no answer on site, dispatch will be made to the Fire Department agency listed. Engage will attempt to notify a responsible party.
- In the event of a request to cancel dispatch, the operator will update the responding agency with new information. Cancellation will be at the discretion of the responding agency and cannot be guaranteed.

Commercial Fire Alarms

- Dispatch will be made to the Fire Department agency listed as the first action on the alarm in accordance with NFPA 72 procedures.
- The operator will attempt to reach the premise and verify the situation.
- If there is no answer on site or a valid password cannot be obtained from person(s) on site, an attempt to notify a responsible party will be made.
- In the event of a request to cancel dispatch, the operator will update the responding agency with new information. Cancellation will be at the discretion of the responding agency and cannot be guaranteed.

Carbon Monoxide Alarms

- The operator will attempt to reach the premise and advise that the premise should be vacated until the Fire Department arrives.
- Dispatch will be made to the Fire Department agency listed regardless of any password verification and instructions received from any person(s) on site. The operator will advise dispatch of any interaction on site.

If there is no answer on site, the operator will attempt to notify a responsible party.

- In the event of a request to cancel dispatch, the operator will update the responding agency with new information. Cancellation will be at the discretion of the responding agency and cannot be guaranteed.

Elevators, Call Boxes and Area of Refuge Alarms

- The operator will attempt to connect 3 times, to available communications lines and verify if assistance is needed.
- If help is needed, the operator will attempt to reach the premise to notify of the situation.
- If there is no answer on site, an attempt to notify a responsible party will be made.
- Dispatch to the appropriate agency listed will be made if the operator is unable to reach the premise or a responsible party, or if it is requested at any time.

Residential and Commercial Standard Medical Alarms

- These signals are defined as a secondary medical device (i.e., wearable pendant, panel mounted panic button, etc) in use on a system that is security as the primary response.
- The operator will attempt to verify the situation via the 2way device 3 times or premise phone.
- If there is no answer on site, dispatch will be made to the EMS agency listed.
- An attempt to notify a responsible party will be made using Engage.

Residential Duress (Panic, Keypad Alert, Hold-Up, Keyfob) Alarms

- The operator will attempt to verify the situation via the device or premise.
- If there is no answer at site or a valid password cannot be obtained, dispatch will be made to the Law Enforcement agency listed.
- No further calls will be made to responsible parties or other contacts listed to avoid complicating a potentially dangerous situation.

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Commercial Duress (Panic, Keypad Alert, Hold-Up, Keyfob) Alarms

- Dispatch to the Law Enforcement agency listed will be made immediately and will be the sole action taken.
- No further calls will be made to premise, responsible parties or other contacts listed to avoid complicating a potentially dangerous situation.

Residential and Commercial Burglary Alarms

- Chat notification will be made to designated contacts at the time of an alarm event via SMS or email. Responsible parties will be able to reply and converse with other responsible parties via Chat Application.
- Operators will be able to dispatch or disregard via the option selected by the customer.
- If no option is selected via Chat after a predetermined time the steps below will be followed.
- Engage will attempt to reach a contact on the premise number. If the call is answered it will be transferred to an operator to verify password.
- If there is no answer at premise, Engage will attempt to reach ECV contacts. In the event that an ECV contact is reached, the call will be transferred to an operator to complete alarm by following the contacts instruction, including dispatch of the Law Enforcement agency listed or disregard of the alarm.
- If an ECV contact is unable to be reached or an invalid password is given by person(s) on site, on operator will dispatch the Law Enforcement agency listed.
- After dispatch, Engage will attempt to notify the remaining contacts on the account. If a person answers and request to be transferred to an operator, the operator will follow the contacts instructions including cancellation or update of dispatched agencies.
- Exit Errors – if an exit error is received, Engage will attempt to reach the premise or a responsible party to notify. To reduce false dispatches, dispatch will not be made unless requested.

Burglary Alarm with Abort, Cancel or Open

- If the abort is received during the chat delay or prior to operator response, the signal will be cleared with no calls made.
- If the operator has begun processing the alarm and an abort is received, the operator will clear the alarm without further notifications.
- If the operator has contacted a person on site that has requested dispatch or has an invalid password, dispatch to the Law Enforcement agency listed.
- The operator will dispatch, cancel, or update the Law Enforcement agency listed accordingly as indicated by recent activity and current contact with the premise and/or responsible parties.

Residential and Commercial Environmental Alarms

- Notification will be attempted even if the alarm has restored or reset.
- The operator will attempt to reach the premise to notify.
- If there is no answer on site or a valid password cannot be obtained, an attempt to notify a responsible party will be made.

Residential and Commercial Security General Trouble Signals

- Notification will be made to the dealer via daily report.
- These procedures pertain to Trouble, Tamper, Supervisory, Low Battery, and AC Loss signal service types on non-Fire, non-Waterflow accounts.

Residential and Commercial Fire/Waterflow Trouble Signals

- Signal will be delayed 10 minutes to allow for restoral.
- If a restoral is not received during the delay period, the operator will attempt to reach the premise and notify.
- If there is no answer on site, an attempt to notify a responsible party using Engage will be made.
- A follow-up check for restoral will be made after a period of 4 hours – if the signal is still unrestored, Engage will attempt to reach the premise or a responsible party again to notify and email notification will be sent to the dealer.

ADDITIONAL PROCESSES:

Data Entry

- All dealers are expected to add, edit and maintain all of their own account data. There are tools available such as my.ag and Stages dealer portals to allow for the easy management of data as well as several CRM tools that we are partnered with. Training in my.ag and/or Stages dealer portal will be provided upon request,

Signal Suppression

If action is taken on a burglar alarm and the same point is received within an hour, no action will be taken. If a signal from any other point is received or the electronic cancel/abort was received within this time however, it will be processed as a new signal and suppression will not apply.

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Burglar alarm with abort notification
Notification can be made via SMS to the site contacts when an alarm is aborted from the panel. This is turned on by request.

Single Abort (electronic abort received without an alarm signal)
The signal will be cleared with no action.

Notification to Dealer Only
The following signals and events will be sent via email notification to the dealer only and will not be handled by an operator:

- Undefined signals
- Timer Test Troubles
- Failed Timer Tests
- Runaway signals

The dealer will also be notified via email notification of the following events:

- Wrong, Disconnected, and No Longer Works There (NLWT) Numbers
- Temporary Notes in Effect
- Dispatch will not respond

Notification to Customer
The following options are available for customer notification of events.

- SMS
- Email
- IVR

Additional Information:

Engage
Engage is an AI platform used on certain signal types to place phone calls to site and/or contacts. Depending on the type of signal Engage is used for, the contact on the account can be transferred back to an operator to discuss the situation. Engage will leave voicemails for the contacts that do not answer the call.

ECV
ECV stands for “Enhanced Call Verification”. Contacts marked as ECV will be called prior to dispatch on burglar alarms only. This is used for false alarm reduction and how Becklar meets 2-call verification requirements.

Passwords
Any contact calling in to get information on an account will be required to have a password or code. If they do not have a password, they will be referred to the dealer’s office for password recovery.
Call list contacts will not be required to verify a password when they are being contacted on alarm events. The contact being listed on the account qualifies them as a verified contact. The operator will verify the contacts name when calling and if they are speaking to someone other than the contact listed, a password will be required.
All tests require a password.
Password hints will not be provided by the operator.
All accounts require a password. If the customer insists on not having one “NCR” (no code required) must be entered as the password on the account.
Customers will be asked for passwords on all alarms and on all inbound calls, regardless of password status.

Chat Functionality
** Dealers are encouraged to educate their customers about chat functionality and how it works. White labeled videos can be provided to the dealer upon request.*
The standard chat delay is 90 seconds for standard security and 30 seconds for security panels with 2-way voice. This ensures that the customer has enough time to receive the message and take appropriate action.
An SMS message is sent to initiate the chat feature. There is no external app necessary to utilize this service.

IVR
A contact must acknowledge the IVR for the automated calls to stop. If a contact does not acknowledge the message, the IVR will continue to call down the list until it is acknowledged, or the call list has been exhausted.

SMS
SMS messages can be used to notify contacts of activity on accounts; however, SMS replies are not acknowledged by operators and should not be used as a means to communicate with the monitoring center.

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BECKLAR MONITORING CENTERS, LLC:	DEALER: _____
_____ Signature	_____ Signature
Date:	**Date:**

Docusign Envelope ID: 504744E7-B60F-4E4C-8C80-66620FF6A3EA

UNIFORM SALES & USE TAX RESALE CERTIFICATE — MULTIJURISDICTION

The below-listed states have indicated that this certificate is acceptable as a resale/exemption certificate for sales/use tax, subject to the instructions and notes on pages 2–6. The issuing Buyer and the recipient Seller have the responsibility to determine the proper use of this certificate under applicable laws in each state, as these may change from time to time. This form was revised as of October 14, 2022.

Issued to Seller: BECKLAR MONITROING, LLC

Address: 4699 Harrison Blvd

I certify that:
Name of Firm (Buyer): _____
Address: _____

is engaged or is registered as a
☐ Wholesaler
☐ Retailer
☐ Manufacturer
■ Seller
☐ Lessor (see notes on pages 2–4)
☐ Other (Specify) _____

and is registered for sales/use tax with the below-listed states and cities within which Seller would deliver purchases to Buyer and that any such purchases are for wholesale, resale, or ingredients or components of a new product or service to be resold, leased, or rented in the normal course of business. Buyer is in the business of wholesaling, retailing, manufacturing, leasing (renting), or selling the following:

Description of Business: Third Party Monitoring Services

General description of tangible property or taxable services to be purchased from the Seller: Third Party Monitoring Services

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AK/ARSSTC[1]		MO[19]	
AL[2]		NE	
AR		NV[20]	
AZ[3]		NJ	
CA[4]		NM[5,21]	
CO[5,6]		NC[22]	
CT[7]		ND	
FL[8]		OH[23]	
GA[9]		OK[24]	
HI[5,10]		PA[25]	
ID[11]		RI[26]	
IL[5,12]		SC	
IA		SD[27]	
KS[13]		TN[28]	
KY[14]		TX[29]	
ME[15]		UT	
MD[16]		VT[30]	
MI[17]		WA[31]	
MN[18]		WI[32]	

I further certify that if any property or service so purchased tax-free is used or consumed by Buyer so as to make it subject to sales/use tax, Buyer will pay the tax due directly to the proper taxing authority when state law so provides or inform the Seller for added tax billing. This certificate shall be a part of each order that Buyer may hereafter give to Seller, unless otherwise specified, and shall be valid until canceled by Buyer in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: _____
(Owner, Partner, or Corporate Officer, or other authorized signer of Buyer)

Title: _____
Date: _____

Docusign Envelope ID: 504744E7-B60F-4E4C-8C80-66620FF6A3EA

Please sign and return a copy of this addendum for our records. Thank you

Cort Dixon, Strategic Development Manager - West
Becklar Monitoring
Approval by authorized building/contract representative

Customer

_____
Date

_____
Signed

_____
Print Name

Becklar

_____
Date

_____
Signed

_____
Print Name

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Becklar Monitoring Centers Onboarding Checklist

All items on this checklist **MUST** be signed and returned to set up your account.
Email your Certificate of Insurance **DIRECT** to your sales representative.

Required Documents:

- ☐ Price List
- ☐ Wholesale Dealer Agreement
- ☐ Schedule A
- ☐ New Dealer Information
- ☐ Resell Tax Exemption Form
- ☐ Certificate of Insurance

*Certificate of Insurance must include Becklar Monitoring Centers as Additional Insured. Policy must include both General and Professional Liability. Professional Liability is often called Errors and Omissions (E&O)/ Policy must cover a minimum of $1,000,000 per occurrence and $2,000,000 in the aggregate.

☐ Confidentiality Clause:

The pricing contained within this price list is considered confidential and proprietary and Dealer shall not share with anyone outside of Dealer's internal ownership/upper management group. By signing this clause, Dealer acknowledges the sharing of this pricing to any party outside of Dealer's internal ownership/upper management group may result in Dealer's negotiated pricing being terminated and placed at a higher tier.

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Becklar Monitoring Centers Price List

*This Addendum and Price List is void if not properly executed and returned by 9-30-2025.
All pricing is on a per account per month basis

Basic Monitoring	$15.00
Remote Guarding (Base Rate)	$25.00
Commercial Fire Monitoring (Includes basic monitoring and daily timer test)	$15.00

Premium Monitoring Services (Per Month) *Add to base rate*	
Toll Free Receiver Line (Dealer Owns)	**$.028 / minute** (billed at 6 second increments) $5.00 per month / per line maintenance fee (10,000 accounts per line)
Daily Test	$1.50
Sub Account	$1.00
Weekly or Monthly Timer Test	Free
IVR / Text Notifications / AG Chat App (False Alarm Reduction)	Free
Unsupervised Open / Close Signals (Log Only)	$2.50
Supervised Open / Close Signals (Follows a schedule)	$15.00
Two-Way Voice Monitoring	Free
GPS Monitoring	$2.00
Elevator Monitoring	$5.00
UL Certificated Fire	$7.00
AES Radio	Free
AES / NMS Platform (monitors your IP links)	$15 / link per month
KeepYourIP	$25 / line card per month
Interpreter Services	$2.50 per minute
Answering Services	$2.00 / minute ($50 monthly minimum)
Dealer Unique Toll-Free Vanity Line	$15 per month + $.028 / minute usage.
Caller ID Injection	$50

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Please Note If prices are changed by any 3rd party services during dealers' agreement term, Becklar, LLC will have the ability to reflect those changes on dealers' invoices during the term of the agreement with dealer.

Alarm.com	
(Dealer has account with them directly) Includes all Alarm.com central station integration features	
DMP	
(Dealer has account with them directly) Includes all DMP Central Station integration features	
Connect 24	
Backup with No Timer Test (10KB)	$6.00
Backup with Monthly Supervision (25KB)	$7.00
Primary (45KB) With Monthly, Weekly, or Daily Timer Test signals	$8.00
Primary with Daily Timer Test signals and Open / Close signals (100KB)	$9.00
Fire Rated GSM Plan 4MB (5 min supervision)	$20.00
Fire Rated GSM Plan 500KB (60 minute supervision)	$11.50
Two-Way Voice over GSM (5 min per month)	$3.00

Standard Plan for Telguard Products (**NO Activation Fee on any of Telguard services if you run billing through Becklar, LLC**)	
Monthly Test	$5.00
Weekly Test	$5.50
Daily Test	$7.00
Sole Path Commercial Fire (TG-7FS 60-minute Supervision)	$15.00
Sole Path Commercial Fire (TG-7FS 5-minute Supervision)	$19.00
Dual Path Commercial Fire (TG-7FS 60-minute Supervision)	$16.00
Dual Path Commercial Fire (TG-7FS 5-minute Supervision)	$21.00
Standard Line Security (Meets UL1013 requirements)	$29.00
Multi-Carrier Unsupervised or Dual	$12.50
Six-hour backup testing (commercial fire option)	$9.00
Daily Test Timer (backup) Dual SIM	$7.50
Six-hour Sole Path with Dual SIM	$10.00
PERS (TG-P, MXD3G)	$5.50
Elk Panel Services Plan	$5.50
Add-On Services	*Add-On Prices*
Telguard Interactive or Home Control	$2.50
Two-Way Voice (plus Becklar 2-Way charge pg. 2)	$2.50

Dealer Initials: _____



Alula			
Package	**IP Only**	**Cell Only**	**LTE**
Alarm Signals	$3.95	$4.50	$5.50
Alarm Signals + Interactive Services	$3.95	$6.49	$7.49
Commercial Fire	$12.00		
Add On Features			
Home Automation	$2.00		
Two-Way Voice over IP	$2.00		

Alarmnet			
	Security	**Smart Security**	**Smart Home**
IP / Wi-Fi	$1.75	$2.55	$3.50
Cell Combo	$4.20	$6.00	$8.00
Two-Way	$0.90	$0.90	Included
Video – 7 day	N/A	$3.00	$3.00
Video – 30 day	N/A	$7.65	$7.65
VX Series Cameras			
VX Series 7-Day Video Storage: Intelligent notifications and rolling 7-day storage of up to 350 30-second event clips, and supports up to 4 VX Series devices and up to 8 Total Connect cameras	$4.15		
VX Series 30-Day Video Storage: Intelligent notifications and rolling 30-day storage of up to 1500 30-second event clips, and supports up to 4 VX Series Cameras and up to 8 Total Connect Cameras	$6.55		
VX Series One-Device Video Storage 30-Days: Supports one VX Services Device with intelligent notification and 30 days storage for up to 1500 video event clips	$2.50		
VX Series 12-Device Video Storage 30-Day: Supports a total of up to 12 First Alert VX series cameras and doorbells (any combination) with intelligent notifications and 30 days storage for up to 1500 video event clips per camera	$10.00		
Fire Services	**Radio**	**IP**	**Combo**
NFPA72 60-minute supervision	$19.50	$6.50	N/A
NFPA72 5-minute supervision	$21.75	$10.80	N/A
NFPA72 6hr dual path	N/A	N/A	$11.90

Dealer Initials: _____

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AJAX	
GSM / Cellular	$3.75
IP	Free

Securenet Services		
	IP Rates	**CSM / CDMA Rates**
Two-Way Voice	N/A	$1.00
Managed Alarm Transportation (Direct, Dual Path Alarm Communication w/ 60-min carrier outage supervision)	$2.25	$3.25
Interactive Alarm (Direct, Dual Path Alarm Transportation w/ 60-min carrier outage & System Sabotage Protection. Remote arm/disarm, alerts, zone status and history	$2.75	$4.00
Complete Interactive Residential (Direct Alarm Transport/Interactive services PLUS: Wave Device control, Scenes & Events, Energy Management, two-way voice)	$4.00	$5.25
Combo (Two gateway modules installed on one system) (IP, GSM, CDMA, or WiFi can be set as primary with the secondary unit being backup)_	N/A	$5.25
Add-On services to "Complete Interactive" below:		
Video (Stand Alone Video Service only. Up to 4 cameras & 250 events /month storage. Up to 4.9GB) Add on to Complete Interactive or Interactive Alarm.	$3.50	N/A
Energy Management, Mobile Apps, Web Portals, Panel Offline Protection	Included	Included
System Sabotage Protection (Feature available based upon panel type)	Included	Included

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Becklar Video Monitoring Price List

Remote Guarding	
Admin Fee (Base Rate)	$25.00
Exterior Cameras (Analytics Included)	$55.00
Interior Cameras (Analytics Included)	$15.00
Multi-Lens Camera add-on (Analytics Included)	$40.00 per additional exterior lens / per month $15.00 per additional interior lens / per month
Talk Down Audio	$20.00 per zone / per month (Highly recommended with all exterior cameras)

Remote Guarding Add-Ons	
Video Patrols / Audits / Escorts / Assisted Opening/Closing	
Per Event (Scheduled and/or standalone events)	**$4.00** per event
Interactive Gate / Doorman Services	
Per Event (Video/Audio Response to open gate)	**$5.00** per event
Advanced Health Reporting	
Per Camera (Alerts on camera feed not live, blurred, tilted, POV blocked, low light, glared, image capture problem, lighting change. If applicable we can notify on NVR, DVR, or SD Card hard drive problems, all cameras are live, all cameras have 12-hour recordings for the last 12 hours.)	**$5.00** per camera / per month **$3.00** setup fee per camera
Additional Mobile App Users	
Per Additional User	**$5.00**
Live Remote Guard (Operator watches camera feed)	
After-hours high-volume sites and gate/door services (Ex. HOA gate with expected high traffic)	**Priced per hour**

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Video Verification (intrusion panel triggers)	
Becklar Alarm Service Partners	In addition to your base burglar monitoring rates
Alarm.com (Dealer pays Alarm.com direct for services	**$5.00** per account / per month
DMP Alarm Vision (Dealer pays DMP direct for services)	**$5.00** per account / per month
AJAX (on top of AJAX services)	**$5.00** per account / per month
All other manufacturers In addition to your base burglar monitoring rates	
Interactive Service up to 16 cameras	**$30.00** per account / per month

Elevator Video Monitoring (In addition to your base burglar monitoring rates)	
Elevator Video Monitoring with Two-Way voice	**$15.00** per account / per month

Chekt (In additiona to your base burglar monitoring rates)	
8 Bridge / CKB308	**$8.00** per bridge / per month
12 Bridge / CKB312	**$12.00** per bridge / per month
16 Bridge / CKB416	**$16.00** per bridge / per month
Two-Way / Talk Down and SMS Notifications	**Included**

Remote Video Monitoring Console (Alarm.com)	
Base Rate	$25.00
Person Analytics	$25.00
Vehicle Analytics	$25.00
Animal Analytics	$25.00

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Chekt Proactive Video Monitoring	
Indoor - Cameras are within four walls and a ceiling **Exterior Secure -** Cameras are within a fenced area **Exterior Unsecure -** Cameras without any perimeter fencing	
Base Rate	**$25.00** per site / per month
Interior Video Professional Monitoring (System must be able to be armed/disarmed to control alarms using a keypad or mobile app)	**$60.00** per month (up to 4 cameras) ($15 - for any additional camera, includes bridge fee and analytic filtering)
Exterior Video Premium Monitoring - Can be non-fenced or fully fenced, but secured perimeter. - System must be able to be armed/disarmed to control alarms (keypad or mobile app) - Must utilize IP Cameras with edge AI (For outdoor monitoring of unsecured areas, please see Remote Guarding pricing)	**$220.00** per month (up to 4 cameras) ($55 – for any additional camera, includes bridge fee and analytic filtering)
Talk Down, User App & SMS Notifications	**Included**
Video Vault - 24/7 event-based cloud recording - Access on-camera SD cards - Cloud-backup sharing - $3 per 2,000 events; AI usage calculated separately	**$20.00** per site / per month
Video Vault Plus - Video Vault + - Unlimited cloud event recording - Time-lapse recording per camera	**$35.00** per site / per month
Video Vault Plus AI - Video Vault Plus + - Unlimited AI filtering with no overages	**$99.00** per site / per month

Dealer Initials: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

Becklar Company:

By: _____
(Becklar Rep Signature)

Print Name: _____

Date: _____

By: _____
(Becklar Executive Signature)

Print Name: _____

Date: _____

Dealer: _____
(Dealer's Corporate Name)

By: _____

Print Name: Crystal Cozakos

Date: _____

Docusign Envelope ID: 63A49C82-982E-4E92-8CD5-F7257EBF41DB

UNIFORM SALES & USE TAX RESALE CERTIFICATE — MULTIJURISDICTION

The below-listed states have indicated that this certificate is acceptable as a resale/exemption certificate for sales/use tax, subject to the instructions and notes on pages 2–6. The issuing Buyer and the recipient Seller have the responsibility to determine the proper use of this certificate under applicable laws in each state, as these may change from time to time. This form was revised as of October 14, 2022.

Issued to Seller: BECKLAR MONITROING, LLC

Address: 4699 Harrison Blvd

I certify that:
Name of Firm (Buyer): _____
Address: _____

is engaged or is registered as a
☐ Wholesaler
☐ Retailer
☐ Manufacturer
■ Seller
☐ Lessor (see notes on pages 2–4)
☐ Other (Specify) _____

and is registered for sales/use tax with the below-listed states and cities within which Seller would deliver purchases to Buyer and that any such purchases are for wholesale, resale, or ingredients or components of a new product or service to be resold, leased, or rented in the normal course of business. Buyer is in the business of wholesaling, retailing, manufacturing, leasing (renting), or selling the following:

Description of Business: Third Party Monitoring Services

General description of tangible property or taxable services to be purchased from the Seller: Third Party Monitoring Services

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AK/ARSSTC[1]		MO[19]	
AL[2]		NE	
AR		NV[20]	
AZ[3]		NJ	
CA[4]		NM[5,21]	
CO[5,6]		NC[22]	
CT[7]		ND	
FL[8]		OH[23]	
GA[9]		OK[24]	
HI[5,10]		PA[25]	
ID[11]		RI[26]	
IL[5,12]		SC	
IA		SD[27]	
KS[13]		TN[28]	
KY[14]		TX[29]	
ME[15]		UT	
MD[16]		VT[30]	
MI[17]		WA[31]	
MN[18]		WI[32]	

I further certify that if any property or service so purchased tax-free is used or consumed by Buyer so as to make it subject to sales/use tax, Buyer will pay the tax due directly to the proper taxing authority when state law so provides or inform the Seller for added tax billing. This certificate shall be a part of each order that Buyer may hereafter give to Seller, unless otherwise specified, and shall be valid until canceled by Buyer in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: _____
(Owner, Partner, or Corporate Officer, or other authorized signer of Buyer)

Title: _____
Date: _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Malihe Shokouhi, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 24, 2025
SUBJECT:	Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)

Background:
Burbank Adult School (BAS) is currently facing a critical shortage of classroom space, limiting its ability to serve the growing number of adult learners seeking to acquire new skills for employment. A key goal for BAS is to expand its medical career training programs, particularly for English learners. However, the lack of available classrooms has become a significant barrier to meeting this objective. Over the past two years, student enrollment at BAS has increased substantially, underscoring the urgent need for additional instructional space. Expanding facilities would allow the school to launch accelerated programs tailored to English learners pursuing careers in the medical field, ultimately helping more students achieve their professional goals.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

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

Discussion/Issues:
To accommodate the expansion of the medical career training program at the Burbank Adult School, at least two (2) relocatable classrooms will need to be purchased by the District and be DSA approved by the manufacturer. A request for proposal (RFP) was sent to the following manufacturers:

NEXTMOD	$294,523.10
CLASS LEASING	**$248,030.00**
MOBIL MODULAR	No proposal

Class Leasing got the pre-checked plans approved by Division of State Architect (DSA) in 2024. The piggy back documents for use of manufactured relocatable buildings are available for purchase by BUSD.

Fiscal Impact:
$248,030.00 (Adult Education Fund)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1651 S. Juanita St. San Jacinto, CA 92583

Malihe Shokouhi
Date: 7/3/2025

QUOTATION
Revision 1

June 10, 2025

Tim Nicholas
Southern CA Regional Manager
tim@classleasing.net
Cell: 951-238-7299
Office: 951-943-1908

District:	**Burbank Unified School District 1900 W Olive Ave Burbank, CA 91506**	**Site Location:**	**Burbank Adult School 3811 W Allen Ave Burbank, CA 91505**
Attn:	**Dennis Maxwell**	**Site Contact:**	**Malihe Shokouhi**
Email:	DennisMaxwell@burbankusd.org	**Email:**	maliheshokouhi@burbankusd.org
Phone:	**818-729-4400**	**Phone:**	**213-718-0462**

DESCRIPTION - Purchase

(2) New 24' x 40' Open Classrooms
Wood Foundation

		Qty.	UOM	Unit Price	Total Charge Purchase
A)	24' x 40' New Classrooms	2	Each	$107,875.00	$215,750.00
B)	Ramp: 5' x 7' Landing with 11' x 4' Ramp	2	Each	$4,590.00	$9,180.00
				Sub-Total:	**$224,930.00**

One Time Charge - Delivery / Installation

		Qty.	UOM	Unit Price	Extended One-Time Subtotal
C)	Delivery - (4) 12' x 40' Floors	4	Each	$1,500.00	$6,000.00
D)	Installation of (2) 24' x 40' *(Includes: buildings, HVT Seam, and Ramp)*	2	Each	$5,600.00	$11,200.00
E)	Permits / Project Management	1	Each	$1,140.00	$1,140.00
F)	Engineering / DSA Approvals	1	Each	$4,760.00	$4,760.00
				On-Time Sub-Total:	**$23,100.00**

TOTAL CONTRACT: **$248,030.00**

GENERAL NOTES

Color And Materials: All materials, unless otherwise stated on approved plans, are based on Class Leasing standard selections. Selections will need to be made prior to procurement of materials and production or preparation of buildings.

Pricing: This proposal is good for 30-days.

Finance Lease: Option if desired - TBD

Billing: Progress bill monthly for the work completed in factory. One time cost will be paid upon delivery of the building.

Delivery: Factory offline dates are TBD. PC approval is required prior to scheduling online and offline dates.

Substitutes And Alternates: Class Leasing reserves the right to substitute for Class Leasing standards.

Special Notes:
- Class Leasing will have PC plans DSA approved. Customer is responsible for all other State, County and City required approvals/permits
- Ramp Extentions can be purchase at $255 LF plus shipping and installtion. 2" Transition to grade, by others
- Electrical hookup to panel, Water/Sewer connections, Fire alarm wiring, Security system, IT equipment and wiring, by others
- Level pad and clear access for delivery required. Site rolling of building will be additional charge
- If building(s) are set on a concrete slab, additional charges will apply for drilling holes
- PC plans will be started upon receipt of purchase order or signed Class Leasing sales contract
- Project is based on this proposal and inclusions herein

INCLUSIONS - Per Building

ø **24' x 40'' New Classroom - Mono Slope Roof - Total of (2) - Inclusions, per individual 24' x 40'**

GENERAL

Steel moment frame, Class Leasing PC basis of design
5' 0" front overhangs, 2' 6" rear overhangs, No side overhangs
EPDM Roof - 20 year warranty

4.0 TON wall mounted HVAC - Direct return (1)
Exterior 8040 XOX windows - Class Leasing standards (2)
Exterior 18 Ga. 7030 steel door with KD frame (1)
Class Leasing Standard door hardware (1)
5/8" Duratemp exterior siding with Class Leasing standard color selection (body and trim) painted school colors
Class Leasing standard gutters and downspouts

Flooring / Walls / Ceiling

50+15 lbs floor load, wood floor
8' 6" T-Grid 2'x4' ceiling system
Standard vinyl tackboard interior wall coverings, batten close-up - Standard color selection
5' x 5' walk-off mats (1 each)
18" HVT flooring squares with 4" rubber cove base

ELECTRICAL

100 amp single phase electrical panel
Standard 2x4 LED interior lighting
Interior 110V duplex wall receptacles (8)
Porch light, surface mounted at exterior door locations - 90 minute backup battery

Miscellaneous

Fire extinguisher, wall mounted (1)
Wall Clock
Wall hung white boards (2)
Standard delivery and installation on wood foundations
Engineered PC drawings for DSA submittle

Ramps

5' x 7' Landing with 11' x 4' Ramp (1)

Special Note:

NA

THIS PROPOSAL DOES NOT INCLUDE ANY OF THE FOLLOWING

1. Engineering beyond Class Leasing DSA (Division of State Architect) Modular Engineering
2. Installation is at prevailing wages; PSA and PLA is excluded
3. For the supply lines site connection, harness & utility hookup by others. Drain, waste & vent- concealed-stub thru floor only-site connection, harness & utility hookup by others, unless otherwise noted herein
4. All plumbing below floor at site by others, unless otherwise noted herein
5. If site is "High Seismic" the upgrade from a "Low Seismic" building to "High Seismic" is at an additional charge at time of change
6. DSA 1-MR is billed at $2,600.00 upon request and include two reviews, unless otherwise noted herein
7. Rebar Shop review unless otherwise stated herein.
8. Concrete mix review unless otherwise stated herein.
9. Packages for State Modular Certification; unless otherwise noted herein.
10. Services, manifolds, conduits, panels, meters, disconnects, connections, etc. to site electrical or gas services; unless stated otherwise notrf herein.
11. Any voice, security, notification, fire alarm or fire suppressions systems; unless noted herein
12. FFE, signage, HVAC testing and balancing, condensation drains, etc.; unless stated otherwise herein.
13. Seismic separation (6" common wall foundation), option is available at an additional charge.
14. DSA site project approvals unless noted herein
15. Building permit submittal, and final site & building approval
16. Fire sprinklers, fire rating, or fire alarms unless otherwise listed above as included
17. Concrete foundation, unless otherwise listed above as included
18. City permits, escorts, pilot cars unless otherwise stated within
19. Transition of ramp toe to grade; ramps are fixed at 11' feet in length, transition to grade by District
20. Soundboard interior walls, unless otherwise noted herein
21. On site inspections
22. Connection of site utilities, FA & low voltage systems
23. Extraordinary cost related to road closure or specialty moving permits, access, and transportation
24. Class Leasing is not responsible for STC ratings, unless specifically stated.
25. Class Leasing is not responsible for delays with the coastal commission, air pollution, FAA permits and restrictions
26. Pricing for proposal common wall foundation is based upon a required level site, assuming tolerances, as acceptable to Class Leasing.
27. Additional ramp and/or handrail extension beyond what is quoted above. Option is available at an additional charge.
29. Security screens or security doors
30. Handling of, mitigation, or remediation of any hazardous materials
31. Anything not specifically included is excluded

REFERENCE DOCUMENTS

Building Drawing No. 2022 PC	Class Leasing Standard Purchase Agreement & Proposal
Building Specifications/PC Dated:	Burbank USD Purchase Order
RFP Documents:	Gonzales USD Piggyback

ACCEPTANCE & ACKNOWLEDGEMENTS

This proposal is subject to Class Leasing, LLC, herein known as "Class Leasing" credit approval of Customer. Equipment is subject to availability. By signing below, customer accepts the terms of this proposal including prices, specifications and referenced documentation, and instructs Class Leasing to make appropriate arrangements for the preparation and manufacturer of the Equipment identified herein and agrees that such signature constitutes customer's acceptance of and agreement to the Class Leasing Sales Agreement. Such sale, and the customer's agreement thereto, is subject to Class Leasing's standard terms and conditions that are incorporated by reference herein. Customer may request a copy of the terms and conditions from Class Leasing. No alterations, additions, exceptions, or changes to any Proposal or Agreement made by Customer shall be effective against Class Leasing, whether made hereon, contained in any printed form of Sale or elsewhere, unless accepted in writing by Class Leasing. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Class Leasing Sale Agreement shall carry no force or effect except as an instrument of billing.

CLASS LEASING, LLC

Signature: Tim Nicholas

Name: Tim Nicholas

Title: Southern CA Regional Manager

Date: June 10, 2025

CUSTOMER

Signature:

Name:

Title:

Date:

Governing Board
Celeste Daniel
Araceli L. Flores
Cesar Ayon
María Cuevas
Melissa Morales

Superintendent &
Secretary to the Board
Dr. Matilde Zamora

Gonzales Unified School District

Committed to Excellence

January 24, 2023

Lori Whittington
Class Leasing, LLC
1651 S. Juanita Street
San Jacinto, CA 92583

Dear Lori,

After review and evaluation of the Class Leasing, LLC proposal for Bid No. 01-2023 - District-wide Lease, Purchase, Additive Items, Movement, Relocation, Dismantling & Removal of DSA approved Modular Buildings, Gonzales Unified School District is pleased to award this proposal to Class Leasing, LLC.

The Contract agreement to be prepared as a result of this award will be one in which incorporates by reference all requirements, terms and conditions of the solicitation and the contract proposal as negotiated.

As permitted by Public Contract Code section 20118 school district within Monterey County as well as other school districts, community college districts, county offices outside of Monterey County may piggyback off of this RFP to lease and/or purchase modular buildings directly from Class Leasing, LLC on the same terms and conditions of this Contract.

On behalf of Gonzales Unified School District, we thank you and look forward to a mutually beneficial relationship with your company.

Sincerely,

Joannie Lumbra
Assistant Superintendent
Business Services
Gonzales Unified School District

AGREEMENT

THIS AGREEMENT, dated the **4th** day of **January** in the County of **Monterey**, State of California, is by and between **Gonzales Unified School District**, (hereinafter referred to as "DISTRICT"), and **Class Leasing LLC** (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Bid # 01-2023 District-Wide Contract for the Purchase, Lease, Additive Items, Movement, Relocation, Dismantle, and Removal of Division of the State (DSA) Approved Portable Buildings, according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form 1, Bid Form-2 including all attachments, Bid Security, Designation of Subcontractors, Information Required of Bidder, Non-collusion Affidavit, Workers' Compensation Certificate, Bond, Disabled Veterans Business Enterprise (DVBE) Certification, if applicable, Drug-Free Workplace Certification, Criminal Records Check Certification, Change Orders, Shop Drawing Transmittals, Contractors Inspection Request Form, Insurance Certificates and Endorsements, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Tobacco Free Work Place Certification, Lead-Containing Materials and Notice Certification, General Conditions, Supplementary General Conditions, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by anyone shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any actor omission of the District or Program Manager, or representative of any of them, unless such actor omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within seven (7) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents. Basis of award is low bid on the initial requirement.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, number of dollars agreed upon (based on the unit prices) between the Owner and Contractor for each individual project/purchase order activated under this unit price agreement. The cost shall be documented on a specific individual project quotation form, and in the actual purchase order.

4. The work shall be commenced on or before the First (1st) day after receiving the DISTRICTS Notice to Proceed and shall be completed within the number of consecutive calendar days (including punch list items) from the date specified in the Notice to Proceed, negotiated between the Owner and Contractor in Accordance with the terms of Article 5 of the Information for Bidders, Project Schedule, for each project activated under this unit price agreement. The timeline shall be documented in each and every purchase order executed against this agreement.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of one-hundred Dollars ($1000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 61 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 61 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract.

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

8. Hold Harmless and Indemnification. To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees and agents, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders.
b) any misrepresentation, mis-statement, or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection, therewith.
c) any breach of duty, obligation, or requirement under the Project Documents.
d) any failure to coordinate the work of other contractors.
e) any failure to provide notice to any party as required under the Project Documents.
f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
g) any failure to protect the property of any utility company or property owner.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below. CONTRACTOR agrees to provide all evidence of coverage required by DISTRICT including certificates of insurance and endorsements.

	Combined Single Limit
Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	$1,000,000 per occurrence
Worker Compensation	Pending Statutory State Limits
Excess Liability/Umbrella	$5,000,000

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

13. Piggybacking. To the extent the Contractor is required to, or otherwise agrees to, permit "piggybacking" on the Contract by public agencies as described in the Instructions For Bidders, the District shall have no liability whatsoever in connection with any orders submitted to the Contractor by such other public agencies and, in each case, any and all liabilities associated with a piggyback order shall be the sole responsibility of the Contractor and/or the public agency that submitted the order to the Contractor. The Contractor acknowledges that certain of the services required by the Contract constitute a public project or public work in accordance with applicable law and that other public agencies may not be authorized by applicable law to piggyback on the Contract in order to obtain such services. In each such case, the Contractor shall reasonably endeavor to advise the public agency accordingly. To the extent required pursuant to Section 8.15 of the General Provisions, the Contractor shall indemnify, defend and hold-harmless the District, the Governing Board and each member thereof, and the District's other officers, employees, or agents (each, not including the District, a "District Agent") with respect to any and all liabilities that arise from the piggybacking on the Contract by any public agency.

(a) Contracts with Other Agencies/Rights to Order: Other public-school DISTRICTS, community college DISTRICTs, and public agencies throughout the State of California including, but not necessarily limited to the attached list (Attachment#1), may lease, or purchase identical items at the same unit price(s) subject to the same terms and conditions, pursuant to Sections 20118 and 20652 of the Public Contract Code. Gonzales Unified School District waives its right to require other DISTRICTs to draw their warrants in favor of the DISTRICT and authorizes each DISTRICT/agency to make payments directly to the successful bidder.

14. ____**X**____ This is a Piggyback Contract

15. Assignment. Contractor shall not assign, sublet or by any other means transfer the Contract or any obligation, right, title or interest herein, including right to payments hereunder, without the prior written consent of District. Such consent shall not be unreasonably withheld. The Contract shall be binding on any authorized assignee, sublessee, transferee, or other successor to the Contractor.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

By: _____
Signature

GONZALES UNIFIED SCHOOL DISTRICT
District

Joannie Lumbra
Print Name

Assistant Superintendent, Business
Title

By: _____
Signature

CSLB1001535
Contractor's License No.

Michael Bollero Sr.
Print Name

President
Title Contractor

_____
Tax ID/Social Security

mbollerosr@ariesbuildings.com
Email

(951) 943-1908
Telephone

(CORPORATE SEAL OF CONTRACTOR, if corporation)

INFORMATION FOR BIDDERS

WARNING: READ THIS DOCUMENT CAREFULLY. DO NOTASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM THE SAME DISTRICT.

1. Overall Scope. The Contract is for the lease, purchase, movement and relocation, additive items, and optional maintenance of District Wide DSA compliant relocatable buildings. The DISTRICT reserves the right to order any combination of items in the bid in any number as needed from the successful bidder(s). There is no implied guarantee to the bidder(s) that any items will be purchased or relocated under this bid. Award of the contract by the DISTRICT implies or guarantees no right of work to the bidder for projects involving the trades, scope, or materials included in this bid. (The DISTRICT may undertake work of a similar scope to this unit price bid under separate contracts issued via separate public bids, quotations, etc. in accordance with public contract code criteria.)

(a.) Description of the Work: The Work consists of any and all labor, materials, goods, supplies, equipment, tools, utilities, temporary facilities, transportation, delivery services, and other services and things of any nature whatsoever as are expressly and impliedly necessary to timely and satisfactorily deliver and install portable buildings ordered by the District or by other public agencies, for lease or sale, that piggyback on the Contract as permitted by the Contract and applicable law. Without limiting the foregoing, the Work consists of any and all work and services required to provide each structure with the components and options selected by the purchaser, with all building systems complete and functioning as intended, and with each electrical, water, and, as applicable, other utility, communication and alarm system completed to one or more points of connection at the exterior of the buildings. (Exterior connections to the stubs for the utility, communication and alarm systems at the exterior of the buildings shall be by others.) Attachment 1 item include the delivery and installation of each portable building. In addition, the Attachment 2 Pricing Matrix included in the Bid Documents describes the components and options that must be available to purchasers. The Bidder must specify the individual prices for ALL such buildings, components and options in the Pricing Matrixes in order to be a responsive Bidder.

(a) Eligibility to Bid: To be eligible to be awarded this bid, bidders must have been in business over 5 years, be able to demonstrate a consistent and successful history of manufacturing, leasing, selling and maintaining an internal lease fleet of adequate size (minimum of 1,000 floors) on a daily basis of DSA approved portable buildings to public school districts for that period. Bidders must have current DSA PCs for all models quoted.

2. Project Scope. The word project shall refer to each and every separate purchase order issued during the term of the contract for the purposes of calculating bonding requirements, schedules, payments due, retention, etc. However, a project or purchase order scope will not necessarily be limited to work at a single site. The District also has prepared written requirements for materials, equipment, construction systems, quality, workmanship, services and other things to be furnished in connection with the work and the Project as listed in the Technical Specifications included in this Project Manual.

3. Project is a Public Work. Except as otherwise provided or permitted by law, the Project is a "public work" and "public project" within the meaning of various provisions of the Public Contract Code, Labor Code, Civil Code, and other applicable legal requirements. Therefore, to that extent the performance of the Work is subject to such requirements. The Contract Documents include various provisions relating to public works and public projects as provided by law, and each bidder must thoroughly review and become familiar with the Contract Documents. However, the Contract Documents do not include comprehensive statements of all requirements of law applicable to public works and public projects, and each bidder shall be deemed and construed to have acknowledged that fact by submitting a bid for the Work. In addition, by submitting a bid for the Work, each bidder shall be deemed and construed to represent and warrant that it is familiar and knowledgeable with respect to all requirements of law applicable to public works and public projects generally and to the Work specifically.

4. Contract Period. The District anticipates that its Governing Board will award a contract for this bid on or before January 2023. (This is subject to change at the sole discretion of the District.) The Contract Term is one initial three (3) year award and may be extended for additional one (1) year periods in accordance with provisions contained in the Education Code. The prices set forth on Bid Form 2 (the Schedule of Unit Costs), which the District shall pay the successful bidder, are to remain firm for the first year. Adjustments, if approved by the District, for subsequent years will not exceed the percentage change in the Consumer Price Index (CPI-U) for the Los Angeles-Anaheim Riverside area for the year beginning January 2024 and ending January 2025, and for

each subsequent one-year period (on the January to January time period) if this contract is renewed.

This data is available at www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm. The successful bidder is responsible for requesting all price increases in writing. (Price increases shall not be automatically made.) By submitting a bid, the successful bidder agrees that it is willing to provide such contract extensions under these terms if requested by the District, at District's sole discretion.

5. Contract Schedule. Work on each separate purchase order issued under this contract shall commence within one (1) calendar week of the date stated in the District's Notice to Proceed. Purchase orders may be issued anytime within the contract year to start work, but work does not necessarily have to be completed in the annual contract period.

6. Basis of Award. The District intends to award one or more Contracts to responsible bidders who submit the lowest responsive bid(s), and whose bid(s), in the sole opinion of the District, best meets the Bid Specifications and requirements as outlined in the Project Documents, and provides the most responsive response. The analysis and criteria for determining the lowest most responsive bid is at the sole discretion of the District. Bidder will be required to list prices for all bid items listed on Attachment1 and Attachment 2. Failure to fulfill this requirement may be cause for the District to reject the bid as non-responsive. The basis of award shall be the aggregate total of all items on Attachment 1 and selected additive items from Attachment 2 as required in the Bid Tabulation Sheet. Unbalanced bids, or bids perceived as intentionally meant to harm a competitor may also be cause for rejection as non-responsive.

(a) The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bid or in the bidding process.

(b) The District reserves the right to award a contract to bidders who can provide specified bonding, and otherwise fulfill the project requirements for each and every purchase order issued under this bid.

(c) The District will make purchases, at their discretion, from any combination of bid items. The District is not required to purchase any of the items listed, or any combination of items from any bidder.

(d) The work under this Contract shall include all labor, materials, equipment, taxes, disposal fees, appliances, freight, and transportation necessary for complete installation.

(e) Attendance at the Pre-Bid Job Walk of December 30, 2022 **is Mandatory**.

Preparation of Bid Form. Bids shall be submitted on the prescribed Bid Form 1 (if applicable) and the Bid Tabulation Sheet: Schedule of Unit Costs including all attachments and shall be completed in full. All bid items and statements shall be properly and legibly filled out. The signatures of all persons shall be in longhand and in ink. Prices, wording and notations must be in ink or typewritten. Unless expressly permitted by the Bid Documents, a bidder must not: (i) make any changes, additions or other modifications to the Bid Proposal Form or other documents to be submitted with the Bid Proposal Form; (ii) restate or recharacterize the Work in the bid; or (iii) make any alternative proposals not permitted by the Bid Documents. The District may reject as non-responsive any bid that does not strictly comply with the foregoing.

8. Form and Delivery of Bids. The bid must conform and be responsive to all Project Documents and shall be made on the Bid Forms provided, and the complete bid, together with any and all additional materials as required, shall be enclosed in a sealed envelope, addressed and hand delivered or mailed to the Gonzales Unified School District main office at: 600 Elko Street, Gonzales, CA 93926. All bids must be received on or before the bid deadline (Public Contract Code Section 20112.) The envelope shall be plainly marked in the upper left-hand corner with the bidder's name, the Project designation and the date and time for the opening of bids. It is the bidder's sole responsibility to ensure that its bid is received prior to the bid deadline. In accordance with Government Code Section 53068, any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time and place set forth for the opening of bids, the sealed bids will be opened and publicly read aloud.

9. Bid Security. Each bid shall be accompanied by a bid security in the form of cash, a certified or cashier's check or bid bond in the amount of not less than one hundred thousand dollars, ($100,000.00) payable to the DISTRICT and shall be given as a guarantee that the bidder, if awarded the contract, will execute the Agreement within seven (7) working days after notice of award of the contract, and will furnish prior to the execution of any qualifying purchase order, but no later than (5) five days after notification of award, on the prescribed forms, a satisfactory Faithful Performance Bond in an amount not less than one hundred percent (100%) of the total quotation price on each and every separate purchase order issued for a project which includes materials only, or materials and installation, or labor, and which exceeds the amount of twenty-five thousand dollars ($25,000.00) in cost, and separate Payment (labor and material) Bond in an amount not less than one hundred percent (100%) of the total quotation price on each and every separate purchase order issued for projects which include material only, or materials and installation, or labor, and which exceed the amount of twenty-five thousand dollars ($25,000.00) in cost, all prior to execution of the purchase order for a qualifying project. In accordance with the Project documents and Civil Code Section 3248, the successful

Bidder shall furnish certificates and endorsements evidencing that the required insurance is in effect. It is understood and agreed that should bidder fail or refuse to return these documents as required by the DISTRICT, the bid security shall be forfeited to the DISTRICT. If the Bidder elects to furnish a bid bond as its Bid Security, the Bidder shall use the bid bond form included in the Project Documents.

(a) Note: Performance and Payment Bonds are included as an optional line-item cost in the Unit Bid menu on Bid Form-2. They will only be required on projects where the District specifically chooses to include this coverage, and expressly includes the cost in any project purchase orders issued.

10. Signature. Any signature required on Project Documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall actin all matters relative to the Project for the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.

11. Modifications. Changes in or additions to any of the bid documents, summary of the work bid upon, alternative proposals, or any other modifications which are not specifically called for by the DISTRICT may result in the DISTRICTS rejection of the bid as being nonresponsive. No oral, telephonic, facsimile, or electronic modification of any of the bid documents will be considered.

12. Erasures, Inconsistent or Illegible Bids. The bid Submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. In the event that DISTRICT determines that any bid is unintelligible, illegible or ambiguous, the DISTRICT may reject such bid as being nonresponsive.

13. Bid Protests. Any bidder that has duly submitted a bid for the Work may protest the process used to seek bids for the Work, and/or the intended award of the Contract for the Work only by filing a written protest with the District in accordance with the procedures set forth in this Section (a "Bid Protest"). The District will not accept or consider any oral Bid Protest (e.g., by telephone) or any Bid Protest sent via electronic transmission (e.g., e-mail). In order for a Bid Protest to be valid and be considered by the District, the Bid Protest:

(a) Must be received by the District not later than 4:00 p.m. on the third business day following the opening of bids;
(b) Must clearly identify the bidder that is filing the Bid Protest, together with the name, address and telephone number of the person representing the bidder for purposes of the Bid Protest;
(c) Must clearly identify the specific bid, bidding process, or other matter that is the subject of the Bid Protest.
(d) Must clearly identify the specific provisions of all documents relevant to the Bid Protest.
(e) Must clearly identify and describe in detail the specific basis (or bases) for the Bid Protest and all facts relevant thereto.
(f) Must clearly identify and describe in detail all arguments by the protesting bidder in support of the Bid Protest, including, without limitation, citations to applicable statutory requirements; and
(g) Must be submitted with all documentation the protesting bidder desires to submit that is relevant to and supports the basis or bases underlying the Bid Protest.

CAUTION: Compliance with the foregoing Bid Protest requirements is mandatory. Each bidder that desires to protest must file its own Bid Protest in accordance with the foregoing requirements, and no bidder may rely on a Bid Protest by another bidder as a means of satisfying such requirements. Compliance with the foregoing requirements is the sole and exclusive means of protesting a bid, the bidding process and/or the intended award of the Contract, and failure to so comply shall be deemed and construed as a waiver of any and all rights the bidder may have to pursue a claim, demand or action arising from any such matter.

14. Examination of Project Documents. At its own expense and prior to submitting its bid, each bidder shall examine all documents relating to the Project, and determine the local conditions which may in any way affect the performance of the work, including the general prevailing rates of per diem wages and other relevant cost factors; familiarize itself with all Federal, State and Local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work; make such surveys and investigations, as it may deem necessary for performance of the work at its bid price; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with all requirements of the Project.

15. Withdrawal of Bids. Any bid may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of bids. The bid security for a bid withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned. No bidder may withdraw any bid for a period of ninety (90) calendar days after the date set for the opening of bids.

16. Agreement and Bonds. The Agreement which the successful bidder will be required to execute, and the payment bond required in accordance with Civil Code Section 3247, are included in the Project Documents. The payment bond shall be in the amount not less than one hundred percent (100%) of the amount of the quotation price on each separate purchase order issued for projects which include materials only, or materials and installation or labor, and which exceeds the amount of twenty-five thousand ($25,000.00) in cost, in accordance with Civil Code Section 3248. The successful bidder will also be required to furnish a separate faithful performance bond in the amount of one hundred percent (100%) of the price quotation on each and every separate purchase order for a project which includes materials and any installation, or labor, and which exceeds the amount of twenty-five thousand dollars ($25,000.00) in cost, in the form included in the Project Documents all prior to execution of the purchase order for a particular project, which shall remain in full force and effect through the guarantee period as specified in the General Conditions. All bond premiums shall be at bidder's cost, as listed on Bid Form 2.

(a) Note: Performance and Payment Bonds are included as an optional line-item cost in the Unit Bid menu on Bid Form-2. They will only be required on projects where the District specifically chooses to include this coverage, and expressly includes the cost in any project purchase orders issued.

INFORMATION REQUIRED OF BIDDER

The Bidder shall furnish all the following information. Bidder shall carefully read and answer all questions to ensure completeness and accuracy. Failure to comply with this requirement may **cause rejection** of the bid. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the bidder and any of its owners, officers, directors, shareholders, principals, responsible managing officer (RMO) or responsible managing employee (RME). DISTRICT has discretion to request additional information depending on the Project.

(1) Bidder name and address (Post Office Box Number not sufficient):
Class Leasing LLC.
1651 S. Juanita Street
San Jacinto, CA 92583

(2) Telephone **(951) 943-1908** Fax No: **(805) 400-7207**

Electronic Mail: **Lori@classleasing.net**

(3) Individual____ Partnership_____ Corporation __**X**____ Joint Venture_____(check one)

(4) Bidder's License No. **CSLB1001535**
License Expiration Date **06-30-2024**
Name of License Holder: **Michael Bollero Sr.**

(5) Have you ever been licensed under a different name of a different license number?
Yes_____ No_**X**___ If "Yes," give name and license number.

(6) Names and titles of all your owners, officers, principals, responsible managing officers and responsible managing employees:

Michael Bollero Sr.	**President**
Lori Whittington	**Vice President**

		A	B	C	D	E	F	G	H	I	J	K
ITB4	DESCRIPTION	24 X 40 NEW Classroom	36X40 NEW Classroom	30 X 32 NEW Classroom	10X 32 NEW MODULE	48 X 40 NEW Classroom	12X 40 NEW MODULE	24X 60 NEW Classroom	12 X 60 NEW MODULE	12X40 NEW TOILET A	12X40 NEW TOILET B	12X 40 NEW TOILET C
1	BUILDING BASE BID PRICE PURCHASE	69,807	91,873	70,929	25,910	141,969	31,012	86,114	36,915	103,528	112,588	113,834
2	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	6,500	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES											
3	ONE YEAR LEASE ADVANCE ANNUAL	24,921	32,026	26,812	9,071	51,169	13,025	30,019	13,953	36,959	40,193	40,638
4	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	22,073	28,367	23,747	8,034	45,883	9,806	26,588	13,340	32,735	35,710	35,810
5	THREE YEAR LEASE ADVANCE ANNUAL	19,937	25,621	20,257	7,257	41,442	8,856	23,157	12,710	28,511	31,073	31,240
6	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	16,376	21,046	17,619	5,961	34,041	7,275	19,727	11,980	24,287	26,489	26,840
7	FIVE YEAR LEASE ADVANCE ANNUAL PAYMENT	14,241	18,471	15,320	5,183	29,680	6,326	17,053	11,140	21,119	23,032	22,480
8	LEASE PURCHASE - 36 MONTHS	2,156	2,837	2,192	785	4,378	958	2,569	1,140	3,197	3,477	3,515
9	LEASE PURCHASE - 60 MONTHS	1,383	1,820	1,406	504	2,808	615	1,706	731	2,050	2,230	2,255
10	LEASE PURCHASE - 72 MONTHS	1,054	1,387	1,072	384	2,140	469	1,299	558	3,196	1,700	1,718
	BUILDING ADDITIVE ALTERNATIVES											
11	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
12	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	9,620	26,100	10,100	24,900	11,600	11,600	11,600	11,600
13	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	9,620	26,100	10,100	24,900	11,600	11,600	11,600	11,600
14	BELOW GRADE CONCRETE FOUNATiON	20,800	37,790	22,600	9,370	40,100	11,600	2,799	14,400	12,100	12,100	12,100
15	50 + 15 Lb STIFFENED FLOOR	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
16	50 + 15 LB FOUNDATION (WOOD)	4,266	4,380	3,976	4,140	4,741	1,890	3,190	1,700	1,340	1,340	1,340
17	70 LB STIFFENED FLOOR	2,170	3,110	2,560	870	4,240	1,640	3,060	1,610	1,340	1,340	1,340
18	70 LB FOUNDATION (WOOD)	2,330	1,920	1,810	690	3,020	4,310	1,620	2,090	1,190	1,190	1,190
19	100 LB STIFFENED FLOOR	3,118	3,939	3,575	1,260	5,121	2,380	3,881	2,420	1,610	1,610	1,610
20	100 LB FOUNDATION (WOOD)	3,640	4,710	4,580	1,710	5,930	2,960	4,440	2,710	2,940	2,940	2,940
21	150 LB STIFFENED FLOOR	4,733	6,840	6,510	2,120	10,900	3,740	7,940	2,620	2,490	2,490	2,490
22	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	1,870	9,880	2,610	5,850	6,010	2,640	2,640	2,640
23	SLAB ON GRADE FLOOR	24,610	37,430	29,640	10,100	50,100	16,140	39,760	16,410	12,740	12,740	12,740
24	LIGHT WEIGHT CONCRETE FLOOR	10,860	16,330	11,990	4,120	19,480	6,110	16,780	10,100	6,000	6,000	6,000
25	40 LB SNOW LOAD	12,080	17,110	14,120	5,050	24,160	6,070	17,810	9,280	6,030	6,030	6,030
26	60 LB SNOW LOAD	17,710	24,960	18,360	6,470	30,220	9,040	25,070	12,040	9,020	9,020	9,020
27	100 LB SNOW LOAD	22,800	31,400	22,140	5,960	42,610	10,960	31,400	15,120	10,410	10,410	10,410
28	10'CEILINGS	11,440	16,300	11,570	4,010	21,040	5,060	16,010	6,220	5,890	5,890	5,890
29	12'CEILINGS	25,900	37,700	22,150	7,970	51,550	14,780	27,800	15,700	13,800	13,800	13,800
30	VARIABLE PITCH ROOF	9,800	13,800	11,990	3,640	17,140	5,310	12,760	5,940	4,790	4,790	4,790
31	22 GA STEEL W/12 GA. ENCLOSED	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
32	26 GA STEEL OVER 3/4" PLYWOOD	2,857	6,360	3,825	1,340	4,910	1,930	2,990	1,620	1,520	1,520	1,520

Note: Pricing on two-story modules and science labs are upon request.
Lease purchase pricing is per month, in advance.

		L	M	N	O	p	Q	R	S	T	*u*
ITEM	DESCRIPTION	24X40 Classroom 1 -5 Years Old	36X40 Classroom 1-5 Years Old	30X 32 Classroom 1 -5 Years Old	48X40 Classroom 1 -5 Years Old	12X40 MODULE 1-5 Years Old	24X60 Classroom 1 -5 Years Old	12X 60 MODULE 1 -5 Years Old	12X40 TOILET A 1 -5 Years Old	12X 40 TOILET B 1-5 Years Old	12X40 TOILET C 1-5 Years Old
33	BUILDING BASE BID PRICE PURCHASE	61,110	83,480	64,200	126,840	29,110	78,870	33,480	92,440	98,700	100,400
34	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES										
35	ONE YEAR LEASE ADVANCE ANNUAL PAYMENT	20,566	28,094	19,721	40,690	8,330	26,110	12,910	28,080	29,110	29,960
36	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	19,319	26,396	17,640	36,410	7,910	24,900	12,100	26,110	26,900	26,980
37	THREE YEAR LEASE ADVANCE ANNUAL	15,580	21,207	15,040	34,040	7,160	23,740	11,840	23,240	24120	24,200
38	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	13,710	13,732	13,210	30,100	6,740	22,100	11,100	20,941	27,840	22,180
39	FIVE YEAR LEASE ADVANCE ANNUAL	12,464	17,485	12,900	28,640	6,400	20,260	10,400	18,840	133	29,240
40	LEASE PURCHASE - 36 MONTHS	1,887	2,578	1,983	3,917	899	2,416	1,034	2,855	3,048	3,101
41	LEASE PURCHASE - 60 MONTHS	1,210	1,655	1,272	2,512	577	1,562	663	1,831	1,955	1,789
42	LEASE PURCHASE - 72 MONTHS	923	1,260	69	1,915	440	1,191	506	1,396	1,490	1,515
	BUILDING ADDITIVE ALTERNATIVES										
43	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
44	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
45	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
46	BELOW GRADE CONCRETE FOUNDATION WM" CLEAR	20,800	37,790	22,600	40,100	11,600	27,900	14,440	12,100	12,100	12,100
47	50 LB FOUNDATION (WOOD)	1,920	2,880	3,840	3,840	960	2,320	1,600	1,600	1,600	1,600
48	50+15 FOUNDATION (WOOD)	2,050	4,380	3,976	4,741	1,700	3,190	1,890	1,340	1,340	1,340
49	70 LB STIFFENED FLOOR	2,170	3,110	2,560	4,240	1,640	3,060	1,610	13,140	13,140	13,140
50	70 LB FOUNDATION (WOOD)	1,920	2,330	1,810	3,020	4,310	2,120	2,090	1,180	1,180	1,180
51	100 LB STIFFENED FLOOR	3,118	3,939	3,575	5,121	2,380	3,881	242	1,559	1,559	1,559
52	100 LB FOUNDATION (WOOD)	3,680	3,939	3,575	5,121	2,380	3,881	2,420	1,610	1,610	1,610
53	150 LB STIFFENED FLOOR	4,733	6,840	6,510	10,900	3,740	7940	2,620	2,490	2,490	2,490
54	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	9,880	2,610	5,850	6,010	2,640	2,640	2,640
55	SLAB ON GRADE FLOOR	24,610	37,430	29,640	50,100	16,140	39,760	16,410	12,740	12,740	12,740
56	LIGHT WEIGHT CONCRETE FLOOR	10860	16330	11940	19480	6110	18780	10100	6000	6000	6000
57	40 LB SNOW LOAD	12,080	17,110	14,120	24,160	6,070	17,910	9,280	6,030	6,030	6,030
58	60 LB SNOW LOAD	17,710	24,960	18,360	30,220	9,040	25,070	12,040	9,020	9,020	9,020
59	100 LB SNOW LOAD	22,800	31,400	22,140	42,610	10,900	31,400	15,120	10,410	10,410	10,410
60	10’ CEILINGS	11,440	16,300	11,570	21,040	5,060	16,010	6,220	5,890	5,890	5,890
61	12’ CEILINGS	25,900	37,700	22,150	51,550	14,790	27,800	14,700	13,800	13,800	13,800
62	VARIABLE PITCH ROOF	9,800	13,800	11,990	17,140	5,310	12,760	5,940	4,790	4,790	4,790
61	22 GA STEEL W/12 GA ENCLOSED SOFFIT	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
62	26 GA STEEL OVER 3/4” PLYWOOD	2,857	6,360	3,825	4,910	1,430	2,990	1,620	1,520	1,520	1,520

		V	W	X	Y	Z	AA	AB	AC	AD	AE
ITEM	DESCRIPTION	24 X 40 **Refurbished**	36X40 **Refurbished**	30X 32 **Refurbished**	48 X 40 **Refurbished**	12X 40 MODULE **Refurbished**	24X 60 **Refurbished**	12X 60 MODULE **Refurbished**	12X 40 TOILET A **Refurbished**	12x40 TOILET B **Refurbished**	12X40 TOILET C **Refurbished**
63	BUILDING BASE BID PRICE PURCHASE	47,205	63,244	49,276	98,513	22,675	63,074	28,368	73,599	82,100	83,740
64	BLOCK AND LEVEL OR DISMANTLE COSTS	4,800	7,400	6,200	9,800	2,900	7,050	3,650	8,800	8,800	8,800
	ALTERNATIVES										
65	ONE YEAR LEASE ADVANCE ANNUAL	11,731	17,531	16,635	23,940	6,020	20,508	12,458	21,638	24,610	25,440
66	TWO YEAR LEASE ADVANCE ANNUAL PAYMENT	10,998	16,469	14,428	21,280	5,790	18,642	11,550	19,165	22,940	23,870
67	THREE YEAR LEASE ADVANCE ANNUAL	9,165	13,281	10,262	20,550	5,340	17,176	10,641	17,410	21,240	22,100
68	FOUR YEAR LEASE ADVANCE ANNUAL PAYMENT	8,440	11,689	9,190	18,940	5,010	15,661	9,583	15,956	19,800	20,960
69	FIVE YEAR LEASE ADVANCE ANNUAL	7,980	10,625	8,840	18,100	4,770	14,146	8,820	15,100	17,890	19,100
70	LEASE PURCHASE - 36 MONTHS	1,458	1,953	1,522	3,042	701	1,940	876	2,273	2,535	2,586
71	LEASE PURCHASE - 60 MONTHS	935	1,253	976	1,851	448	1,250	562	1,458	1,626	1,658
72	LEASE PURCHASE - 72 MONTHS	713	955	744	1,487	343	953	429	1,111	1,240	1,254
	BUILDING ADDITIVE ALTERNATIVES										
73	CONCRETE FOUNDATION	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**
74	ABOVE GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
75	BELOW GRADE CONCRETE FOUNDATION	16,900	24,600	17,100	26,100	10,100	24,900	11,600	11,600	11,600	11,600
76	BELOW GRADE CONCRETE FOUNDATION W/18" CLEAR	20,800	37,790	22,600	40,100	11,600	27,900	14,400	12,100	12,100	12,100
77	50 LB FLOOR LOAD	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
78	50 LB FOUNDATION (WOOD)	1,920	2,880	3,840	3,840	960	2,320	1,600	1,600	1,600	1,600
79	50+15 FOUNDATION (WOOD)	2,050	4,380	3,976	4,741	1,700	3,190	1,890	1,340	1,340	1,340
80	70 LBSI1FFENED FLOOR	2,170	3,110	2,560	4,240	1,640	3,060	1,610	1,340	1,340	1,340
81	70 LB FOUNDATION (WOOD)	2,160	2,330	1,810	3,020	2,120	2,500	2,120	1,190	1,190	1,190
82	100 LB STIFFENED FLOOR	3,118	3,939	3,575	5,121	2,380	3,881	2,420	1,610	1,610	1,610
83	100 LB FOUNDATION (WOOD)	3,640	4,710	4,580	5,980	2,960	4,440	3,710	2,940	2,940	2,940
84	150 LB STIFFENED FLOOR	4,733	6,840	6,510	10,900	2,600	7,840	3,740	2,490	2,490	2,490
85	150 LB FOUNDATION (WOOD)	4,560	6,710	5,450	9,880	2,610	5,850	6,010	2,640	2,640	2,640
86	SLAB ON GRADE FLOOR	24,610	37,450	28,640	50,100	16,140	39,760	16,410	12,740	12,740	12,740
87	LIGHT WEIGHT CONCRETE FLOOR	10,860	16,330	11,990	19,480	6,110	18,780	10,100	6,000	6,000	6,000
88	40 LB SNOW LOAD	12,080	17,110	14,120	24,160	6,070	17,916	9,280	6,030	6,030	6,030
89	60 LB SNOW LOAD	17,717	24,960	18,360	30,220	9,040	25,070	12,080	9,020	9,020	9,020
90	100 LB SNOW LOAD	22,800	31,400	22,140	42,610	10,960	31,499	15,120	10,410	10,410	10,410
91	10' CEILINGS	11,490	16,300	11,570	21,040	5,060	16,100	6,220	5,890	5,890	5,890
92	12' CEILINGS	25,900	37,700	22,150	51,550	14,790	27,920	14,700	13,800	13,800	13,800
93	VARIABLE PITCH ROOF	INC	INC	INC	INC	INC	INC	INC	INC	INC	INC
94	26 GA STEEL OVER 3/4" PLYWOOD	2,857	6,360	3,825	4,910	1,430	2,990	1,620	1,520	1,520	1,520

ATTACHMENT 2			
ITEM		UNIT	PRICE
	FLOORING		
95	STANDARD CARPET	SQUARE YARD	39.60
96	NON STANDARD CARPET - CLASS 1	SQUARE YARD	74.60
97	UPGRADE STANDARD CARPET - CLASS 2	SQUARE YARD	111.60
98	UPGRADE STANDARD CARPET - COLLINS/AIKMAN	SQUARE YARD	88.10
99	22 OZ, CARPET TILE (MOHAWK OR EQUAL)	SQUARE YARD	106.10
100	26 OZ. CARPET TILE (MOHAWK OR EQUAL)	SQUARE YARD	124.20
101	RUBBER BASE 4" BURKE OR EQUAL	LINEAR FOOT	4.15
102	RUBBER BASE 6" BURKE OR EQUAL	LINEAR FOOT	6.95
103	CERAMIC TILE WITH THIN SET BASE OVER 1-1/8" STURDIFLOOR	SQUARE FOOT	37.95
104	CERAMIC TILE OVER 1-1/8" STURDIFLOOR AND CEMENTIOUS HARDI PANEL SUBSTRATE	SQUARE FOOT	47.70
105	VCT	SQUARE FOOT	4.70
106	VCT WAXING	SQUARE FOOT	0.85
107	QUARRY TILE	SQUARE FOOT	33.85
108	FLAT LAY SHEET VINYL	SQUARE FOOT	11.40
109	SHEET VINYL WITH SELF COVE	SQUARE FOOT	14.90
110	VINYL UPGRADE OF FORBO MARMOLEUM/LVT	SQUARE FOOT	26.10
111	KITCHEN SHOWER AREA ALTRA MARINE SAFETY FLOOR	SQUARE FOOT	22.60
112	"RHINO" SEAMLESS WALL & FLOOR COATING	SQUARE FOOT	18.90
113	REGUALR WEIGHT 3000 PSI CEMENT IN LIEU OF WOOD	SQUARE FOOT	18.10
114	LIGHT WEIGHT CONCRETE IN LIEU OF WOOD	SQUARE FOOT	30.70
115	3/4" CEMENTITOUS VIROC PANEL OVER B-DECK	SQUARE FOOT	23.10
116	EPOXY BUILT UP FLOOR AND WALL COATING	SQUARE FOOT	36.40
117	WALK OFF MATS - SHEET VINYL	SQUARE FOOT	11.40
118	VINYL PLANK FLOORING	SQUARE FOOT	11.10
119	ACCESS PANEL - THROUGHT FLOOR 24" X 24"	EACH	1,097.00
120	WELDED SEAMS	LINEAR FOOT	17.55
121	CARPET BAR	LINEAR FOOT	4.60
122	REMOVE EXISTING VCT	SQUARE FOOT	3.40
123	REMOVE EXISTING GLUE DOWN CARPET	SQUARE YARD	4.30
	WALLS		
124	INTERIOR NON-RATED 2X4 WALL, HIGH 16" OC FLOOR TO RAFTERS	LINEAR FOOT	118.00
125	INTERIOR NON-RATED 2X4 WALL, HIGH 16" OC FLOOR TO RAFTERS, W/ R-13 INSULATION	LINEAR FOOT	131.00
126	R19 INSULATION IN LIEU OF Rll (REQUIRES 2X6 WALL FRAMING)	SQUARE FOOT	1.41
127	2X6 EXTERIOR WALL WITH R19 INSULATION	LINEAR FOOT	131.00
128	2X8 EXTERIOR WALL WITH R19 INSULATION	LINEAR FOOT	171.00
129	INTERIOR 1 HOUR FIRE RATED WALL, 16" OC FLOOR RAFTERS	LINEAR FOOT	204.00
130	INTERIOR 2 HOUR FIRE RATED WALL, 16" OC FLOOR RATERS	LINEAR FOOT	361.00
131	EXTERIOR 1 HOUR FIRE RATED WALL, 16" OC FLOOR RAFTERS	LINEAR FOOT	220.00
132	EXTERIOR 2 HOUR RATED FIRE RATED WALL	LINEAR FOOT	412.00
133	SPECIALIZED INTERIOR FRAMING	SQUARE FOOT	18.70
134	TAPE AND TEXTURE AND PAINT IN LIEU OF VINYL COVERED TACKBOARD	SQUARE FOOT	11.10
135	STAINLESS STEEL WALL COVERING	SQUARE FOOT	32.40
136	FIBER GLASS WALL PANELS (3/32" FRP) IN LIUE OF VCT	SQUARE FOOT	16.10
137	MAGNETIC PANEL WALL COVER - PPA-412 4X12	SQUARE FOOT	19.10
138	OPERABLE WALL	LINEAR FOOT	1,108.00
139	CERAMIC TILE WALL	SQUARE FOOT	44.60
140	WALL VINYL UPGRADE	SQUARE FOOT	3.90
141	24 GAUGE WHITE PORCELAIN ENAMEL STEEL MARKER BOARD (4'X8*)	EACH	491.00
142	LIGHT FIXTURES 2' X 4' FLOURESCENT	EACH	319.00
143	SOUNDBOARD ADD TO INTERIOR WALL	LINEAR FOOT	75.75

ATTACHMENT 2			
ITEM		UNIT	PRICE
144	WALL BLOCKING	LINEAR FOOT	26.80
145	PAINT INTERIOR WALL (STANDARD PAINT)	SQUARE FOOT	4.40
146	COLOR - CUSTOM EXTERIOR PAINT	SQUARE FOOT	5.15
147	PAINT EXTERIOR (STANDARD PAINT)	SQUARE FOOT	4.70
148	EXTERIOR TRIM	LINEAR FOOT	4.70
149	EXTERIOR DURATEMP SIDING	SQUARE FOOT	18.60
150	EXTERIOR T-1-11 SIDING	SQUARE FOOT	16.10
151	EXTERIOR PLYWOOD W/ 3 COAT STUCCO SIDING	SQUARE FOOT	41.40
152	EXTERIOR STUCCO PANEL SIDING	SQUARE FOOT	37.10
153	PITCHED ROOF 1/4:12	SQUARE FOOT	5.90
154	PITCHED ROOF 1/2:12	SQUARE FOOT	6.60
155	PITCHED ROOF 1:12	SQUARE FOOT	8.20
156	PITCHED ROOF 2:12	SQUARE FOOT	11.05
	ROOF		
157	HARD CEILINGS	SQUARE FOOT	30.05
158	1 HOUR FIRE RATED CEILINGS	SQUARE FOOT	9.10
159	2 HOUR FIRE RATED CEILINGS	SQUARE FOOT	14.60
160	VINYL COVERED GYPSUM CEILING PANELS IN COMMERICAL KITCHEN	SQUARE FOOT	4.90
161	POLYISOCYANURATE ROOF INSULATION R19	SQUARE FOOT	10.70
162	POLYISOCYANURATE ROOF INSULATION R30	SQUARE FOOT	12.80
163	COMPOSITION SHINGLE ROOF	SQUARE FOOT	19.40
164	GEO FLEX ROOF SYSTEM	SQUARE FOOT	14.60
165	BUILT UP ROOF SYSTEM	SQUARE FOOT	15.90
166	TPO ROOF SYSTEM	SQUARE FOOT	14.70
167	EPDM ROOF SYSTEM (INCLUDES FR DECK)	SQUARE FOOT	6.10
168	.60 MIL WHITE EPDM ROOF SYSTEM	SQUARE FOOT	9.04
169	COMMERCIAL GRADE COLORED STANDING SEAM	SQUARE FOOT	31.10
170	R30 FIBERGLASS INSULATION IN LIUE OF R19	SQUARE FOOT	0.59
171	MANSARD - METAL	LINEAR FOOT	361.60
172	MANSARD - TILE	LINEAR FOOT	408.00
173	MANSARD - COMPOSITION SHINGLE	LINEAR FOOT	401.00
174	18" PARAPET	LINEAR FOOT	313.00
175	42" PARAPET (On Site)	LINEAR FOOT	488.00
176	30" FASCIA METAL	LINEAR FOOT	363.00
177	30" FASCIA STUCCO	LINEAR FOOT	418.00
178	BOX SOFFIT STUCCO	LINEAR FOOT	402.00
179	BOX SOFFIT DURATEMP	LINEAR FOOT	264.00
180	2X2 SKYLIGHT WITH LIGHT SHAFT	EACH	918.45
181	2X4 SKYLIGHT WITH LIGHT SHAFT	EACH	1,802.00
182	4X4 SKYLIGHT WITH LIGHT SHAFT	EACH	1,997.00
183	10" SOLATUBE	EACH	3,310.00
184	14" SOLATUBE	EACH	3,640.00
185	GUTTERS 24 GUAGE METAL	LINEAR FOOT	34.05
186	DOWNSPOUTS (STANDARD)	LINEAR FOOT	34.15
187	ROOF DRAIN	LINEAR FOOT	2.80
188	DOWNSPOUTS - UPGRADE TO 3" DIAMETER STEEL PIPE - 144 INCH WALL THICKNESS MINIMUM	LINEAR FOOT	35.80
189	MECHANICAL EQUIPMENT SCREEN FRAMING (36" MAX) SUPPLY AND INSTALL	LINEAR FOOT	71.60
190	ROOF DECKING - UPGRADE TO 3/4 T&G PLYWOOD	SQUARE FOOT	6.15
194	WALKING PADS FOR ROOF	EACH	27.10
	DOORS		
195	EXTERIOR DOOR PACKAGE - STEEL 3070	EACH	2,460.00
196	UPGRADE TO WELDED DOOR FRAME	EACH	610.00

197	SINGLE STOREFRONT GLASS DOOR	EACH	7,997.00
198	DOUBLE STOREFRONT GLASS DOOR	EACH	16,105.00
199	DOUBLE EXTERIOR STEEL DOOR 6070	EACH	5,110.00
200	PVC EXTERIOR 3068 DOOR	EACH	2,370.00
201	PVC EXTERIOR 6070 DOOR	EACH	6,190.00
202	1 HOUR FIRE RATED DOOR	EACH	2,460.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
203	SIDE LIGHT HOLLOW METAL FRAME WINDOW	EACH	1,810.00
204	DOUBLE DOOR SIDE LITE	SQUARE FOOT	190.00
205	EXTERIOR DOOR WITH 2" SIDELIGHT	SQUARE FOOT	202.00
206	EXTERIOR DOOR WITH 6" SIDELIGHT	SQUARE FOOT	214.00
207	TRANSOM TOP DOOR HOLLOW METAL FRAME WINDOW	EACH	3,020.00
208	INTERIOR DOOR PACKAGE - WOOD	EACH	1,844.00
209	ROLL-UP OVERHEAD DOOR 10 X 8	EACH	5,905.00
210	ROLL-UP OVERHEAD DOOR 16 X 9 MOTORIZED 1 HOUR RATED	EACH	22,408.00
211	FLOOR ACCESS HATCH 24 X 24	EACH	2,148.00
212	ROOF HATCH 36 X 36	EACH	3,960.00
213	PANIC HARDWARE IN LIEU OF STANDARD LOCKSET	EACH	2,260.00
214	SCHLAGE VANDAL GUARD OR EQUAL IN LIEU OF STANDARD	EACH	988.00
215	HARDWARE UPGRADE "A"	EACH	1,180.00
216	HARDWARE UPGRADE "B"	EACH	1,744.00
217	HARDWARE UPGRADE "C"	EACH	4,840.00
218	DOOR CLOSER UPGRADE	EACH	471.00
219	CONTINOUS HINGE, PER DOOR	EACH	390.00
220	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7'	EACH	2,108.00
221	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7' 1-HOUR RATED	EACH	4,140.00
222	DOUBLE INTERIOR DOOR 6' X 6'-8" OR 7' 2-HOUR RATED	EACH	6,390.00
223	DUTCH DOOR 3' X 6'-8"	EACH	1,870.00
224	DUTCH DOOR 3' X 6'-8" 1-HOUR RATED	EACH	2,910.00
225	DUTCH DOOR 3' X 6'-8" 2-HOUR RATED	EACH	4,940.00
226	LOUVER KIT FOR DOOR	SQUARE FOOT	180.00
227	STOREFRONT DOOR 3070 GLASS DOOR CLEAR ANODIZED FRAME AND INSULATED TEMPERED CLEAR GLASS	EACH	10,970.00
228	3070 STEEL DOOR	EACH	2,670.00
229	4070 STEEL DOOR	EACH	3,660.00
230	3068 INTERIOR WOOD DOOR IN STEEL FRAME, SOLID CORE, PRE-FINISHED	EACH	1,980.00
231	6068 INTERIOR WOOD DOOR IN STEEL FRAME, SOLID CORE, PRE-FINISHED	EACH	2,770.00
232	3070 OPTIONS FOR ALL ABOVE INTERIOR DOORS (ADDER)	EACH	980.00
233	VIEW LITE	SQUARE FOOT	72.00
234	10" HIGH KICK PLATE	EACH	81.00
	WINDOWS		
235	8040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,570.00
236	6040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,460.00
236	4040 XOX / DG SLIDING ALUMINUM WINDOW 46 %	EACH	1,104.00
237	8040 XOX HOLLOW METAL WINDOW	EACH	2,710.00
238	6040 XOX HOLLOW METAL WINDOW	EACH	2,180.00

239	4040 XOX HOLLOW METAL WINDOW	EACH	1,740.00
240	8020 XOX HOLLOW METAL WINDOW	EACH	2,380.00
241	6020 XOX HOLLOW METAL WINDOW	EACH	2,090.00
242	4020 XOX HOLLOW METAL WINDOW	EACH	1,670.00
243	FIXED EXTERIOR HOLLOW METAL WINDOWS	SQUARE FOOT	53.10
244	8040 VINYL XOX WINDOW	EACH	1,390.00
245	6040 VINYL XOX WINDOW	EACH	1,260.00
246	4040 VINYL XOX WINDOW	EACH	1,077.00
247	4020 VINYL XO WINDOW	EACH	990.00
248	4040 FIXED INTERIOR WINDOW	EACH	910.00
249	UPGRADE TO LOW E GLAZING	SQUARE FOOT	12.10
250	UPGRADE TO LEXAN GLASS	SQUARE FOOT	49.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
251	SECURITY SCREENS	SQUARE FOOT	54.10
252	FIRE RATED WINDOWS	SQUARE FOOT	312.00
253	WINDOW BLINDS	SQUARE FOOT	16.40
254	ROLLER SHADES	SQUARE FOOT	84.80
	ELECTRICAL		
255	100 AMP SINGLE PHASE PANEL	EACH	940.00
256	150 AMP SINGLE PHASE PANEL	EACH	1,260.00
257	200 AMP SINGLE PHASE PANEL	EACH	1,420.00
258	300 AMP SINGLE PHASE PANBEL	EACH	1,610.00
259	400 AMP SINGLE PHASE PANEL	EACH	1,880.00
260	100 AMP THREE PHASE PANEL	EACH	1,248.00
261	150 AMP THREE PHASE PANEL	EACH	1,490.00
262	200 AMP THREE PHASE PANEL	EACH	1,990.00
263	225 AMP THREE PHASE PANEL	EACH	2,030.00
264	400 AMP THREE PHASE PANEL	EACH	2,605.00
265	6X6X6 EXTERIOR SIGNAL BOX W/ 3/4" CONDUIT TO ATTIC	EACH	210.00
266	12 X 12 X6 EMPTY BOX	EACH	168.00
267	3 COMPARTMENT EMPTY GUTTER TRAY	EACH	670.00
268	4 COMPARTMENT EMPTY GUTTER TRAY	EACH	840.00
269	110V DUPLEX WALL RECEPTACLE WITH COVER	EACH	148.00
270	110V DUPLEX WALL RECEPTACLE WITH COVER - DEDICATED	EACH	277.00
271	110V DUPLEX WALL GFI RECEPTACLE WITH COVER	EACH	247.00
272	110V DUPLEX WALL GFI RECEPTACLE WITH COVER - DEDICATED	EACH	391.00
274	110V DUPLEX FLOOR RECEPTACLE WITH COVER	EACH	212.00
275	110V QUAD WALL RECEPTACLE WITH COVER	EACH	619.00
276	110V QUAD WALL RECEPTACLE WITH COVER - DEDICATED	EACH	244.00
277	110V QUAD WALL GFI RECEPTACLE WITH COVER	EACH	208.00
278	110V QUAD FLOOR RECEPTACLE WITH COVER	EACH	702.00
278	110V CEILING DUPLEX RECEPTACLE WITH COVER	EACH	208.00
279	110V FOURPLEX FLOOR BOX	EACH	672.00
280	DATA CEILING BOX	EACH	198.00
281	DATA FLOOR BOX	EACH	472.00
282	220V DUPLEX WALL RECEPTACLE WITH COVER	EACH	360.00
283	30 AMP CIRCUIT - WALL	EACH	390.00
284	40 AMP CIRCUIT - WALL	EACH	420.00
285	50 AMP CIRCUIT - WALL	EACH	480.00
286	60 AMP CIRCUIT - WALL	EACH	480.00
287	DEDICATED FOURPLEX WALL RECEPTACLE	EACH	301.00
288	WIREMOLD SERIES 5500	LINEAR FOOT	104.00
289	DATA WALL BOX WITH BLANK COVER PLATE	EACH	109.00
290	INTERIOR LIGHT SWITCH	EACH	112.00
291	INTERIOR LIGHT SWITCH - THREE WAY	EACH	209.00

292	INTERIOR 2X4 FLUORESCENT FIXTURE W/ A+ LOW HARMONIC BALLAST	EACH	270.00
293	INTERIOR 2X4 FLUORESCENT FIXTURE W/ BATTERY BACKUP	EACH	488.00
294	UPGRADE INT. 2X4 FLUORESCENT FIXTURE T-8 LAMPS W/ ELECT. BALLAST	EACH	244.00
295	INTERIOR 2X4 FLUORESCENT FIXTURE WITH T-8 LAMPS	EACH	280.00
296	INTERIOR 2X2 FLUORESCENT FIXTURE WITH T-8 LAMPS	EACH	305.00
297	INTERIOR 2 X 4 LED LIGHTING FIXTURE	EACH	390.00
298	INTERIOR 2 X 2 LED LIGHTING FIXTURE	EACH	408.00
299	EMERGENCY LIGHT W/BATTERY BACKUP - INTERIOR WALL MOUNT	EACH	391.00
300	EXIT LIGHT W/BATTERY BACK UP - INTERIOR WALL MOUNT	EACH	303.00
301	EXTERIOR FLUORESCENT FIXTURE WITH INTEGRAL PHOTO CELL	EACH	490.00
302	70W HPS EXTERIOR LIGHT	EACH	420.00
303	ELECTRIC HAND DRYER	EACH	675.00
303	TV OR PROJECTORY BRACKET MOUNT WITH BACKING	EACH	290.00
304	FACTORY STANDARD CLOCK	EACH	456.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
305	FIRE ALARM SYSTEM BY BUILDING SQUARE FOOT	SQUARE FOOT	338.00
306	SMOKE / HEAT DETECTOR	EACH	202.00
307	CO2 DETECTOR	EACH	844.00
308	FIRE SPRINKLER IN OPEN BUILDING SQUARE FOOT	SQUARE FOOT	15.10
309	FIRE SPRINKLER COMPLETE TO GROUND MOUNT - INCLUDING RISER	SQUARE FOOT	27.40
310	ABC RATED WALL HUNG FIRE EXTINGUISHER	EACH	144.00
311	ABC RATED FIRE EXTINGUISHER IN SEMI RECESSED WALL CABINET	EACH	490.00
312	INTERIOR 2X4 FLUORESCENT FIXTURE W/ 277 VOLT (DUAL BALLAST)	EACH	420.00
313	PENDANT LIGHT FIXTURE W/ SEISMIC TIES	EACH	571.00
314	ADD PARABOLIC LENSES	EACH	188.00
315	CEILING MOUNTED MOTION SENSOR	EACH	282.00
316	WALL MOUNTED MOTION SENSOR @ SWITCH	EACH	281.00
317	DAYLIGHT HARVESTING	PER SKYLIGHT	1,910.00
	HEAT AND COOLING		
318	AIR BALANCING	PER HVAC UNIT	1,880.00
319	AIR BALANCING (CERTIFIED)	PER HVAC UNIT	2,710.00
320	CO2 SENSOR	EACH	408.00
321	ENERGY MANAGEMENT SYSTEM BARD CS2000 FOR GAS OR ELECTRIC UNIT WITH OCCUPANCY SENSOR AND T-STAT OR EQUAL	EACH	6,605.00
322	FRESH AIR UNIT BARD ECONOMIZER	EACH	4,871.00
323	THERMOSTAT	EACH	262.00
324	PROGRAMMABLE THERMOSTAT	EACH	344.00
325	ENERGY VENTILATOR AND HOT GAS REHEAT BARD WG-SERIES 2.5 TON OR EQUAL	EACH	4,940.00
326	WALL OR ROOF MOUNTED HVAC TO GAS (NIC: GAS LINES OR CONNECTIONS)	EACH	1,260.00
327	CROSS-OVER HOLE THROUGH BEAMS TO EXTEND AIR SUPPLY/RETURN DUCTING	EACH	2,251.00
328	2 TON WALL MOUNT HEAT PUMP UNIT	EACH	6,160.00
329	3.5 TON WALL MOUNT HEAT PUMP UNIT	EACH	7,410.00
330	4 TON WALL MOUNT HEAT PUMP UNIT	EACH	7,880.00
331	5 TON WALL MOUNT HEAT PUMP UNIT	EACH	8,210.00
332	2 TON WALL MOUNT GAS PACK	EACH	22,375.00
333	3 TON WALL MOUNT GAS PACK	EACH	22,375.00
334	3-1/2 TON WALL MOUNT GAS PACK	EACH	22,905.00
335	4 TON WALL MOUNT GAS PACK	EACH	24,101.00
336	5 TON WALL MOUNT GAS PACK	EACH	24,101.00
337	3.5 TON ROOF MOUNT HEAT PUMP UNIT	EACH	26,808.00
338	4 TON ROOF MOUNT HEAT PUMP UNIT	EACH	26,940.00
339	5 TON ROOF MOUNT HEAT PUMP UNIT	EACH	27,404.00
340	3.5 TON ROOF MOUNT GAS PACK UNIT	EACH	26,102.00
341	4 TON ROOF MOUNT GAS PACK UNIT	EACH	26,704.00
342	5 TON ROOF MOUNT GAS PACK UNIT	EACH	27,402.00
343	7 TON ROOF MOUNT GAS PACK UNIT	EACH	40,004.00
344	10 TON ROOF MOUNT GAS PACK UNIT	EACH	48,106.00
345	3.5 TON INTERIOR HEAT PUMP UNIT	EACH	18,105.00
346	4 TON INTERIOR HEAT PUMP UNIT	EACH	18,804.00
347	5 TON INTERIOR HEAT PUMP UNIT	EACH	20,047.00

348	3 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	13,300.00
349	3.5 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	13,920.00
350	4 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	14,460.00
351	5 TON "QUIET CLIMATE" WALL MOUNT HEAT PUMP	EACH	16,040.00
352	MITSUBISHI TYPE MINI-SPLIT SYSTEM	EACH	7,140.00
353	SPLIT SYSTEM 2 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDENSING UNIT)	EACH	30,600.00
354	SPLIT SYSTEM 3 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTION TO CONDENSING UNIT)	EACH	35,104.00
355	SPLIT SYSTEM 3.5 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTION TO CONDENSING UNIT)	EACH	37,808.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
356	SPLIT SYSTEM 4 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDENSING UNIT)	EACH	39,101.00
357	SPLIT SYSTEM 5 TON HEAT PUMP WITH CLOSET MOUNTED AIR HANDLER (NIC: CLOSET AND CONNECTIONS TO CONDESNING UNIT)	EACH	41,941.00
358	RESTROOM CEILING HEATER	EACH	978.00
359	PER UNIT 3 PHS UPGRADE	EACH	1,740.00
360	PER UNIT BARD UPGRADE	EACH	1,508.00
361	12 SEER UPGRADE	EACH	4,516.00
362	AIR PURIFIER	EACH	3,960.00
363	SUPPLY AIR REGISTER AND 12' OF FLEX DUCT	EACH	310.00
364	RETURN AIR REGISTER AND 12' OF FLEX DUCT	EACH	280.00
365	ADD FLEX DUCTING BY LINEAR FOOT	LINEAR FOOT	30.50
366	ADD GLVANIZED DUCTING BY LINEAR FOOT	LINEAR FOOT	91.10
367	SMOKE / FIRE DAMPLERS	EACH	2,124.00
368	BARAMETRIC RELIEF DAMPER	EACH	702.00
369	HVAC RETURN AIR PLENUM CHASE WALL (12'-0")	EACH	2,410.00
370	FIRE RATED SHAFT	LINEAR FOOT	715.00
371	CEILING MOUNT FAN (120 CAM) WITH DUCT	EACH	580.00
372	KITCHEN EXHAUST FAN COOK VCR-XP-300 2750 CFM	EACH	12,400.00
373	KITCHEN EXHAUST FAN COOK VCR-XP-A80 2050 CFM	EACH	11,770.00
374	KITCHEN SUPPLY FAN, COOK 120KSP-B 220 CFM	EACH	16,990.00
375	EXHAUST FAN COOK ACEB 70C26	EACH	7,140.00
376	EXHAUST FAN COOK ACEB 60C2B	EACH	6,980.00
377	INSECT CONTROL FAN	EACH	3,910.00
	GREEN/SUSTAINABLE OPTIONS		
378	HVAC UNIT, WALL HUNG, 2 STAGE HIGH EFFICIENCY, 3, 4, OR 5 TON	EACH	14,822.00
379	HVAC UNIT, WALL HUNG, 2 STAGE HIGH EFFICIENCY, 3, 4, OR 5 TON WITH MERV 11	EACH	14,990.00
380	HVAC UNIT, WALL HUNG, SINGLE STAGE 11 EER, 3, 4, OR 5 TON	EACH	12,490.00
381	HVAC UNIT, WALL HUNG, SINGLE STAGE 11 EER, 3, 4, OR 5 TON WITH MERV 11	EACH	13,760.00
382	ECONOMIZER FOR WALL HUNG HVAC UNIT	EACH	12,408.00
383	HVAC MERV 13 FILTER UPGRADE	EACH	2,180.00

384	HVAC ISOLATION CURB (EXTERIOR) FOR NOISE REDUCTION	EACH	3,010.00
	PLUMBING		
385	INTERIOR UNISEX TOILET ROOM	EACH	9,980.00
386	INTERIOR PRIMARY UNISEX TOILET	EACH	10,140.00
387	INSTANT FLOW ELECTRIC TANK LESS WATER HEATER	EACH	710.00
388	6 GAL ELECT WATER HEATER	EACH	1,380.00
389	10 GAL ELECT WATER HEATER	EACH	1,690.00
390	20 GAL ELEC. HOT WATER HEATER	EACH	1,780.00
391	50 GAL ELECT WATER HEATER	EACH	3,870.00
392	100 GAL ELECT WATER HEATER	EACH	5,110.00
393	GAS PIPING	LINEAR FOOT	48.00
394	GAS TURRETS	EACH	790.00
395	CAST IRON DRAIN LINES	LINEAR FOOT	70.10
396	ACID RESISTANT WASTE PIPING	LINEAR FOOT	99.40
397	FLOOR DRAINS	EACH	1,015.00
398	NON FREEZE PROOF HOSE BIB WITH PLUMBERS KEY	EACH	410.00
399	PLUMB WALL FOR FIXTURE WITH SUPPLY LINES(S) AND DRAIN LINES	EACH	1,920.00
	ATTACHMENT 2		
ITEM		**UNIT**	**PRICE**
400	DRINKING FOUNTAIN DUAL WALL MOUNTED INTERIOR	EACH	4,090.00
401	DRINKING FOUNTAIN DUAL WALL MOUNTED EXTERIOR	EACH	5,610.00
402	BUBBLER FOR SINK	EACH	644.00
403	LAVATORY WALL HUYNG VITREOUS CHINA 19" X 17" WITH CARRIERS	EACH	918.00
404	TOILET WALL HUYNG VITREOUS CHINA FLUSH VALVE ADA / STANDARD	EACH	1,410.00
405	FLUSH VALVE TOILET OR URINAL	EACH	1,277.00
406	15X22 COFFEE BAR SINK W/GOOSE NECK FAUCET & WRIST BLADE HANDLES	EACH	1,890.00
407	4' TROUGH SINK	EACH	2,616.00
408	CLASSROOM 17X25 SINK	EACH	1,804.00
409	BRADLEY SINK SS-2	EACH	3,910.00
410	BRADELY SINK MG-2	EACH	4,280.00
411	BRADLEY SINK AND COUNTER 72"	EACH	6,070.00
412	DOUBLE BOWL STAINLESS STEEL WITH 8" SINGLE LEVER FAUCET	EACH	2,960.00
413	THREE BOWL 55 COMM. SINK W/DRAIN BOARDS AND FAUCET	EACH	7,170.00
414	MOP SINK FIBERGLASS W/LEGS & SWING FAUCET	EACH	1,210.00
415	MOP SINK 24" X 24" FLOOR MOUNTED WITH WALL FAUCET	EACH	1,990.00
416	36" X 36" FIBERGLASS SHOWER UNIT WITH FLOOR UNIT	EACH	5,010.00
417	FIBERGLASS ADA SHOWER STALL WITH ADA LIP AND SEAT	EACH	5,770.00
418	IN SINK GARBAGE DISPOSAL	EACH	844.00
419	EMERGENCY SHOWER	EACH	6,944.00
420	EMERGENCY EYE WASH	EACH	6,712.00
421	MIRROR, TOILET PAPER, PAPERTOWEL, SOAP, TOILET SEAT COVER DISP	EACH	804.00
422	SOLID PLASTIC PARTITION UPGRADE	LINEAR FOOT	550.00
423	FIXTURE HOLES THROUGH CONCRETE FLOOR	EACH	240.00
424	ADULT HANDICAP WATER CLOSET (INCLUDES GRAB BARD) STANDARD	EACH	1,070.00
425	HOSE BIB (RECESSED WITH LOCKING COVER)	EACH	912.00
426	HOT WATER HEATER UPGRADE TO GAS	EACH	421.00
427	ROUGH-IN GAS LINE	EACH	908.00
428	SENSOR FAUCET	EACH	852.00
429	URINAL WALL MOUNTED	EACH	1,252.00

430	SCIENCE ROOM SINK 12:" X 15" (NIC: ACID RESISTANT PLUMBING)	EACH	3,012.00
431	STAINLESS STEEL BULLNOSE COUNTERTOPS W/ BACKSPLASH	SQUARE FOOT	91.00
432	SCIENCE ROOM DRY SERVICE VALVE FOR GAS (NIC: GAS CONNECTION)	EACH	898.00
433	ROUGH-IN FOR FUTURE FUME HOOD (APPLIANCE AND INSTALLATION BY OTHERS)	EACH	1,960.00
434	ROUGH-IN FOR FUTURE VENT (APPLIANCE AND INSTALLATION BY OTHERS)	EACH	781.00
435	ACID WASTE PIPING (UTILITY CONNECTION, TANK AND ACCESSORIES NIC)	EACH	661.00
436	UPGRADE CHEM-SURF RESISTANT SINGLE BOWL SINK	EACH	2,204.00
437	WATER CLOSET, FLOOR MOUNT, TANK TYPE	EACH	1,108.00
438	WATER CLOSET, FLOOR MOUNT,FLUSH VALVE	EACH	1,612.00
439	WATER CLOSET, TANK TYPE, ADA	EACH	1,244.00
440	WATER CLOSET, WALL HUNG, TANK TYPE	EACH	2,402.00
441	WATER CLOSET, WALL HUNG, FLUSH VALVE	EACH	2,104.00
442	WATER CLOSET, CHILD 10" HEIGHT, FLOOR MOUNTED	EACH	1,280.00
443	URINAL WATERLESS	EACH	2,610.00
444	WASHING MACINE OUTLET/SUPPLY BOX	EACH	408.00
445	HOSE BIB	EACH	403.00
446	COPPER PIPE, TYPE "L" ROUGHT IN AND FIXTURE FITTING	EACH	804.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
447	REMOVE STANDARD UNISEX RESTROOM	EACH	2,770.00
448	OCCUPANCY SENSOR, CEILING MOUNTED	EACH	302.00
449	OCCUPANCY SENSOR, SWITCH MOUNTED	EACH	331.00
	TOILET PARTITIONS AND ACCESSORIES		
450	SIGNAGE	EACH	188.00
451	TOILET PRIVACY PARTITIONING (HIGH DENSITY PLASTIC)	EACH	3,595.00
452	STEEL ADA PRIVACY PARTITIONS WITH ENAMEL FINISH	EACH	2,770.00
453	STEEL STANDARD PRIVACY STALL WITH ENAMEL FINISH	EACH	2,770.00
454	STEEL PRIVACY SCREEN 54X58 WITH ENAMEL FINISH	EACH	840.00
455	STEEL URINAL SCREEN 24X24 WITH ENAMEL FINISH	EACH	644.00
456	GRAB BARS	EACH	180.00
457	LIQUID SOAP DISPENSER, SURFACE MOUNTED, BOBRICK 5-2122 OR EQUAL	EACH	705.00
458	TOILET PAPER DISPENSER, SURFACE MOUNTED, SINGLE ROLL, BOBRICK B0264	EACH	390.00
459	TOILET PAPER DISPENSER, SURFACE MOUNTED, MULTI-ROLL, BOBRICK B-2888	EACH	440.00
460	TOILET PAPER DISPENSER, SEMI-RECESSED, MULTI-ROLL, BOBRICK 5-3888	EACH	390.00
461	PAPER TOWEL DISPENSER, SURFACE MOUNTED, BOBRICK B*252	EACH	180.00
462	PAPER TOWEL DISPENSER, RECESSED, BOBRICK B-359 (FOLDED TOWELS)	EACH	290.00
463	PAPER TOWEL AND WASTE DISPENSER, RECESSED (4" WALL) BOBRICK 6-3944	EACH	610.00
464	WASTE RECEPTACLE, SURFACE MOUNTED, BOBRICK 6-279	EACH	310.00
465	SANITARY NAPKIN RECEPTACLE, SURFACE MOUNTED, BOBRICK 5-254	EACH	290.00
466	DIAPER CHANGING STATION, SURFACE MOUNTED, BOBRICK B-223X24	EACH	765.00
467	MOP AND BROOM HOLDER BOBRICK B-239-44	EACH	710.00
	CABINETRY		
468	PLUMBED SINK AND CABINET W/BUBBLER	EACH	3,710.00
469	BASE CABINET - WIC # 102 L36 X D24	EACH	1,109.00

470	BASE CABINET # 142	EACH	1,150.00
471	DRAWER BASE CAN WIC # 222	EACH	1,275.00
472	DRAWER BASE CAN WIC # 240	EACH	1,310.00
473	DRAWER BASE CAN WIC # 230	EACH	1,210.00
474	WALL HUNG CAB WIC # 312	EACH	770.00
475	OPEN UPPER CABINET WIC #300 L36 X H30 X D12	EACH	810.00
476	UPPER CABINET WITH DOORS WIC #400 L36 X H84 X D24	EACH	860.00
477	OPEN TALL STORAGE CABINET WIC #402 L36 X H84 X D24	EACH	1,235.00
478	LOCKABLE TALL STORAGE CABINET WIC #402 L36 X H84 X D24	EACH	1,610.00
479	TALL STORAGE WIC #440	EACH	1,492.00
476	CABINET LOCKS	EACH	160.00
477	7' CORNER TV CABINET	EACH	1,830.00
478	TALL TEACHER CABINET WIC #530 L48 X H84 X D24	EACH	1,735.00
479	16 TEACHING WALL	EACH	12,790.00
480	30' TEACHING WALL	EACH	24,780.00
481	30' SPECIAL TECH WALL	EACH	26,110.00
482	SCIENCE WORK STATION / ISLAND	EACH	9,080.00
483	KITCHEN	EACH	23,120.00
484	WARDROBE RACK WIC #540 L60 WITH 15 HOOKS (INTERIOR)	EACH	1,210.00

ATTACHMENT 2			
ITEM		**UNIT**	**PRICE**
485	WARDROBE RACK WIC #540 L60 WITH 15 HOOKS (EXTERIOR)	EACH	1,270.00
486	CUBBY STORAGE WIC #544 L48 X H66 X D12 (48 CUBICLES)	EACH	2,130.00
487	LOW BOOK SHELVES WIC #600 L36 X H42 X D9	EACH	1,110.00
488	COUNTER ONLY - HP LAMINATE W/ SUPPORTS	SQUARE FOOT	37.00
489	HIGH PRESSURE LAMINATE COUNTER TOP W/BACKSPLASH	LINEAR FOOT	120.00
490	EPOXY COUNTER TOP	UN EAR FOOT	310.00
491	CABINET BLOCKING UPPER 4X4	LINEAR FOOT	29.10
492	CABINET BLOCKING LOWER	LINEAR FOOT	29.10
493	WIC WALL HUNG CUBICLES # 304	LINEAR FOOT	290.00
494	DRAWERS IN LIEU OF SHELVING AND DOORS	LINEAR FOOT	97.00
495	PLASTIC LAMINATED COUNTER TOP ONLY WITH BACKSPLASH	LINEAR FOOT	120.00
496	PLASTIC LAMINATED COUNTER TOP ONLY WITHOUT BACKSPLASH	LINEAR FOOT	104.00
497	UPGRADE TO CH EM-SURFACE RESISTANT COUNTER TOP WITH BACKSPLASH	LINEAR FOOT	310.00
498	UPGRADE TO CHEM-SURFACE RESISTANT COUNTER TOP WITHOUT BACKSPLASH	LINEAR FOOT	270.00
499	CASEWORK NOT INCLUDED HEREIN	LINEAR FOOT	COST + 20%
	CEILING		
500	ACOUSTICAL LAY-IN 2'X2' X 5/8"	SQUARE FOOT	6.70
501	CEILING GRID 2* X 4' WITH STANDARD EDGE CEILING PANELS	SQUARE FOOT	3.90
502	UPGRADED ACCOUSTICAL CEILING TILE	SQUARE FOOT	7.90
503	VINYL FACED FIBERGLASS CEILING TILE	SQUARE FOOT	4.90
502	WASHABLE CEILING TILE	SQUARE FOOT	4.90
503	9'-0" CEIUNG HEIGHT	SQUARE FOOT	19.70
504	9'-6" CEILING HEIGHT	SQUARE FOOT	21.90
505	10'-0" CEILING HEIGHT	SQUARE FOOT	24.70
	APPLIANCES		
506	RESIDENTIAL RANGE HOOD	EACH	610.00

507	RESIDENTIAL FREE STANDING 30" ELECTRIC RANGE	EACH	2,270.00
508	RESIDENTIAL REFRIGERATOR (18 Cu FT) FROST FREE	EACH	3,190.00
509	24" UNDER COUNTER RESIDENTIAL REFRIGERATOR (6 Cu FT)	EACH	1,344.00
510	RESIDENTIAL DISHWASHER (2 CYCLE)	EACH	2,090.00
511	RESIDENTIAL WASHER	EACH	2,130.00
512	RESIDENTIAL DRYER	EACH	2,130.00
513	COMM. RANGE HOOD 5X21 WITH FIRE SUPPRESSION SYSTEM	EACH	37,151.00
514	VULCAN 36L COMMERCIAL 6 BURNER RANGE WITH OVEN	EACH	6,825.00
515	SINGLE DOOR 27" COMM. FREEZER (23 CU FT)	EACH	5,957.00
516	SINGLE DOOR 27" COMM. REFRIGERATOR (23 Cu FT)	EACH	17,910.00
517	COMMERCIAL DISHWASHER	EACH	21,110.00
518	8X8 WALK-IN REFRIGERATOR	EACH	39,440.00
519	12X17 WALK-IN REFRIGERATOR	EACH	46,410.00
520	10X20 WALK-IN FREEZER	EACH	42,105.00
521	DISPOSER 1 1/2 HP	EACH	4,310.00
522	FAUCET PRE-RINSE	EACH	2,610.00
523	SINK FOOD PREP 1 COMPARTMENT	EACH	5,990.00
524	MICROWAVE RANGE	EACH	680.00
	FIRE PROTECTION		
525	FIRE EXTINGUISHER IN RECESSED STEEL CABINET	EACH	710.00
526	FIRE EXTINGUISHER IN SEMI-RECESSED STEEL CABINET	EACH	640.00
527	FIRE EXTINGUISHER WITH MOUNTING BRACKET	EACH	290.00
528	FIRE RATED SKIRTING	LINEAR FOOT	21.40
529	WILDLIFE/URBAN INTERFACE ADDITIONS	PER FLOOR	4,140.00
	ATTACHMENT 2		
	BUILDING AND INSTALLATION MISCELLANEOUS		
530	ONE HOUR RATED SEISMIC CLOSURE	EACH	770.00
531	TWO HOUR RATED SEISMIC CLOSURE	EACH	945.00
532	FIRE RATED SKIRTING (ONE HOUR)	LINEAR FOOT	21.40
533	FIRE RATED SKIRTING (TWO HOUR)	LINEAR FOOT	24.10
	SCIENCE LAB OPTIONS		
534	LAB FAUCET	EACH	2,010.00
535	ACID DILUTER (UNDER SINK, SINGLE STATION)	EACH	908.00
536	SINGLE-HOLE TOP-MOUNTED SINK FOR SINGLE HOLE FAUCET, STAINLESS STEEL, ACID RESISTANT ENAMEL FINISH	LINEAR FOOT	3,607.00
537	EPDXYTOP, BLACK COUNTERTOP	LINEAR FOOT	310.00
538	LABORATORY FUME HOOD (ISOLATER SERIES WITH A TOP AND BOTTOM AIROFOIL AND ERODYNAMICALY SHAPED FASCIA POSTS TO MINIMIZE TURBULENCE)		31,144.00
539	EXPANDED METAL VENTS	SQUARE FOOT	26.00
	ADA ACCESS RAMPS		
540	METAL 4' X 11' RAMP AND 5' X 7' LANDING WITH HANDRAILS	EACH	4,590.00
541	METAL 4' X 11' RAMP AND 34' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	13,260.00
542	METAL 4' X 11' RAMP AND 36' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	13,770.00
543	METAL 4' X 11' RAMP AND 40' X 6'-6" COMMON DECK WITH 5' X 7' LANDING W/HANDRAILS	EACH	14,790.00
544	REFURBISHED RAMPS AND DECKS	LINEAR FOOT	291.00
545	LEASE OF STANDARD METAL 4' X 11' RAMP AND 5' X 7' LANDING WITH HANDRAILS	ANNUAL	1,320.00
	CONCRETE FOUNDATION		
546	SHEET METAL 12" FLASHING 22 GAUGE	LINEAR FOOT	30.10
547	FLATWORK 4" THICK REINFORCED CONCRETE (200 SQUARE FOOT MINIMUM)	SQUARE FOOT	41.00

548	BOLTED INSTALLATION ON CONCRETE FOUNDATION	SQUARE FOOT	4.10
549	WELDED INSTALLATION ON CONCRETE FOUNDATION	SQUARE FOOT	4.90
550	WELD PLATES FOR CONCRETE FOUNDATION ATTACHMENT	EACH	219.00
551	12" HIGH, 24 GAUGE METAL FLASHING	LINEAR FOOT	12.40
	WOOD OR ENGINEERED WOOD PRODUCTS		
552	3/8" "SMART PANEL" WITH GROOVES 8" OC (T-I-11 SUBSTITUTION)	SQUARE FOOT	5.95
553	1/2" CDX PLYWOOD (FOR USE UNDER EXTERIOR FINISH PRODUCTS)	LINEAR FOOT	11.70
554	2" X 6" EXTERIOR WALL STUDS IN LIEU OF 2 X 4' STUDS	LINEAR FOOT	6.90
	CEMENT BASED OR STUCCO EXTERIOR FINISHES		
555	CEMENT BOARD SIDING (4' X 8') (HARDIE PANEL, OR EQUALIVENT) EXCLUDES REMOVAL OF EXISTING SIDING	SQUARE FOOT	8.70
556	CEMENT BACKER, (4' X 8' SHEET) EXTERIOR (FOR USE UNDER EXTERIOR FINISH PRODUCTS) EXCLUDES REMOVAL OF EXISTING SIDING	EACH	1,610.00
	MISCELLANEOUS EXTERIOR FINISHES		
557	EXTERIOR PAINT (AFTER TWO COLORS STANDARD), WHOLE SURFACE	SQUARE FOOT	4.80
558	METAL ROOF AND WALL CLOSURE PANELS BETWEEN BUILDINGS, UP TO 6"	LINEAR FOOT	8.05
559	WOOD CLOSURE PANEL BETWEEN BUILDINGS, UP TO 2'	EACH	206.00
560	EXTERIOR HARDIE PANEL SIDING - WUI CODE PRODUCT	LINEAR FOOT	61.10
561	EXTERIOR HARDIE LAP SIDING	LINEAR FOOT	89.20
562	ROOF ACCESS LADDER, EXTERIOR, FIXED TO WALL	EACH	3,191.00
563	ROOF INTERIOR ACCESS LADDER WITH HATCH	EACH	2,970.00
563	STANDARD AWNING/CANOPY (COVERS EACH SINGLE EXT. DOOR)	EACH	2,050.00
565	PLUMBING MANIFOLD (SHIP LOOSE)	PER FLOOR	1,200.00
	ROOFING OPTIONS - NEW BUILDING ONLY		
566	EXTEND REAR OVERHANG TO 5' (2'-6" STANDARD)	MODULE	3,515.00
567	MANSARD FASCIA, MAX 2'-4" HIGHER THAN CEILING LEVEL, FACTORY BUILT (SHIPPING HEIGHTS AND WIND LOADS MUST BE CONFIRMED)	LINEAR FOOT	408.00
568	EXTEND FRONT OVERHANG FROM 5' TO 8'	MODULE	3,735.00
569	1 HOUR FIRE RATED CEILING	SQUARE FOOT	41.00
570	2 HOUR FIRE RATED CEILING	SQUARE FOOT	62.00

ATTACHMENT 2			
571	LEVEL 3 DRYWALL FINISH	SQUARE FOOT	12.10
572	LEVEL 4 DRYWALL FINISH	SQUARE FOOT	16.40
	ON SITE WORK		
573	PARAPET INSTALLATION	LINEAR FOOT	397.00
574	CUSTOM RAMP/DECK INSTALLATION	SQUARE FOOT	29.90
575	CARPET SEAMS	PER FLOOR	800.00
576	EXTERIOR DRNKING FOUNTAIN INSTALLATION	EACH	2,144.00
577	INSTALL STANDARD ABS PLUMBING MANIFOLD	PER FLOOR	1,500.00
578	FLASHING INSTALLATION	LINEAR FOOT	91.00
	FACTORY MODIFICATIONS		
579	REMOVE WINDOWS AND INFILL	SQUARE FOOT	420.00
580	REMOVE DOORS AND INFILL	SQUARE FOOT	490.00
581	CEILING LIGHT CHANGES	EACH	240.00
582	REMOVE INTERIOR WALLS	LINEAR FOOT	105.00
	MISCELLANEOUS		
582	ADDITIONAL METAL 4X11 RAMP AND 5X7 LANDING WITH HANDRAILS	EACH	4,590.00
583	ADD A STEEL 3 STEP RISER WITH HANDRAILS	EACH	1,310.00
584	EXTEND METAL RAMP OR LANDING WITH HANDRAILS (TRANSITION TO GRADE NOT INCLUDED)	LINEAR FOOT	340.00
585	CONCRETE 4X11 RAMP AND 5X7 LANDING WITH HANDRAILS	EACH	10,100.00
586	EXTEND CONCRETE RAMP OR LANDING WITH HANDRAILS	LINEAR FOOT	620.00
587	WIRE MESH HANDRAILS	LINEAR FOOT	281.00
588	PERFORATED HANDRAILS	LINEAR FOOT	312.00
589	METAL GALVANIZING	LINEAR FOOT	289.00
590	TWO STORY BRIDGING	LINEAR FOOT	1,810.00
591	TWO STORY SWITCH BACK STAIR SYSTEM	EACH	51,040.00
592	TWO STORY STRAIGHT RUN STAIR SYSTEM	EACH	44,770.00
593	CAIS ON STAIR SUPPORT SYSTEM	EACH	7,993.00
594	TWO STORY ELEVATOR MODULE	EACH	304,110.00
595	EXTERIOR PLASTER STUCCO	SQUARE FOOT	26.10
596	EXTERIOR DRY VIT	SQUARE FOOT	31.40
597	RODENT SLAB	SQUARE FOOT	7.10
598	LIGHT WEIGHT CONCRETE	SQUARE FOOT	5.22
599	LIGHT WEIGHT CONCRETE WATER PROOF COATING	SQUARE FOOT	6.35
600	SITE SURVEY (MINIMUM 4 HOURS)	PER HOUR	405.00
601	PHOTO VOLTAIC SYSTEM	PER KW	2,370.00
602	EXCAVATION FOR FOUNDATION	CUBIC YARD	601.00
603	SPOIL REMOVAL-GENERAL 40-YARD CONTAINER	CUBIC YARD	43.00
604	SPOIL REMOVAL/SITE DEBRIS/RECORDED	CUBIC YARD	62.30
605	BUILDING WASTE REMOVAL-RECORDED-LANDFILL	CUBIC YARD	64.10
606	BUILDING WASTE REMOVAL-RECORDED-RECYCLABLE	CUBIC YARD	60.70
607	ADD FOR CUSTOM EXTERIOR COLORS	EACH MODULE	590.00
608	GUTTERS / DOWNSPOUTS	LINEAR FOOT	27.00
609	BONDS IF REQUIRED/REQUESTED	PERCENT	2.81
610	10' BICYCLE RACK W/MOUNTING RACK	EACH	1,490.00
611	RAIN BARRELL WATER COLLECTION	EACH	1,605.00
612	ENGINEERING AND DESIGN	PER HOUR	280.00
613	CONTRACT AND PROJECT SUPERVISION	PER HOUR	190.00
614	PERFORMANCE AND PAYMENT BONDS (% OF P.O. TOTAL)	PERCENT	2.81
615	COURSE OF CONSTRUCTION.BUILDINGS RISK MISC. INS. (% ABOVE COST)	PERCENT	COST + 20%
616	TEMP TOILET PER MONTH	EACH MO	310.00
617	UNFORESEEN ITEMS NOT ITEMIZED (% ABOVE COST)	PERCENT	COST + 20%
618	CRANE PER HOUR MINIMUM OF 4 HOURS	PER HOUR	1,870.00
619	DAILY CREW PER DIEM OUTSIDE OF 150 MILES	PER DAY	1,040.00
620	DEBRIS BIN (1 DUMP, UP TO 30 YD, PER WEEK)	WEEK	1,165.00
621	FINAL BUILDING CLEAN UP	MODULE	540.00
622	FORKLIFT AT JOB SITE (PER DAY)	PER DAY	880.00

623	ADDITIONAL LABOR DUE TO SITE CONDITIONS	PER MAN HOUR	171.00
624	PERIMETER SKIRTNG	LINEAR FOOT	21.00
	ATTACHMENT 2		
625	EQUIPMENT RENTAL LARGE (8 HOUR MINIMUM)	HOUR	910.00
626	EQUIPMENT RENTAL MEDIUM (8 HOUR MINIMUM)	HOUR	797.00
627	EQUIPMENT RENTAL SHALL (8 HOUR MINIMUM) PERCENTAGE)	HOUR	688.00
628	ADDITONAL LABOR AND MATERIALS FOR ITEMS NOT LISTED HEREIN (AS A PERCENTAGE)	EACH	COST + 20%
629	BONDS, IF REQUIRED/REQUESTED	EACH	COST + 20%
630	UNFORSEEN ITEMS NOT ITEMIZED WILL BE INVOICE TO INCLUDE %	PERCENT	COST + 20%
631	DAILY CREW PER DIEM OUTSIDE 150 MILES	PER DAY	1,310.00
632	MODULE SHUTTLE SERVICE AT SITE	MODULE	410.00
633	TRANSPORTATION CITY PERMITS	PER FLOOR	310.00
634	PILOT CARS	EACH	COST + 20%
	ADDITIVE ALTERNATE DELIVERY SERVICE CAL TRANS APPROVED ROUTES RATES FOR UP TO 40 MODULE (ALSO FOR RETURN DELIVERY SERVICE)		
635	0-30	EACH	1,310.00
636	31-40	EACH	1,310.00
637	41-50	EACH	1,580.00
638	51-60	EACH	1,580.00
639	61-70	EACH	1,900.00
640	71-80	EACH	1,900.00
641	81-90	EACH	2,340.00
642	91-100	EACH	2,340.00
643	101-115	EACH	2,680.00
644	116-130	EACH	2,680.00
645	131-145	EACH	3,110.00
646	146-160	EACH	3,110.00
647	161-180	EACH	3,405.00
648	181-200	EACH	3,405.00
649	201-225	EACH	3,715.00
650	226-250	EACH	3,715.00
651	251-275	EACH	4,200.00
652	276-300	EACH	4,200.00
653	301-325	EACH	4,580.00
654	326-350	EACH	4,580.00
655	351-375	EACH	4,800.00
656	376-400	EACH	4,800.00
657	401-425	EACH	5,000.00
658	426-450	EACH	5,000.00
659	450-475	EACH	5,200.00
660	476-500	EACH	5,200.00
661	501-525	EACH	5,470.00
662	526-550	EACH	5,470.00
663	551-755	EACH	5,810.00
664	576-600	EACH	5,810.00