



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

Thursday, March 16, 2017

5:00 p.m. - Closed Session

6:00 p.m. - Public Session

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

The entire agenda packet is available for review online at www.burbankusd.org; 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

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

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

2.b Staff Responses

2.c Board Members' Comments and 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: Anita Schackmann

Employee Organization: Burbank Teachers Association (BTA)

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

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

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Agency Negotiator: Anita Schackmann
Employee Organization: California School Employees Association (CSEA) Chapter 674

- 3.c Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957
- 3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools
- 3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreements for Special Education Student No: 960019941
- 4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE
When the Board of Education reconvenes in Public Session, the Board may make any required disclosures regarding actions taken in Closed Session or adopt any appropriate resolutions concerning these matters.
- 5. REPORTING ON CLOSED SESSION
- 6. ADJUSTMENTS TO THE AGENDA
The Board President will announce any requests for adjustments to the meeting agenda.
- 7. ITEMS FOR FUTURE AGENDAS
- 8. PRESENTATIONS
 - 8.a Recognition of Independent Learning Academy (ILA) Graduate
John Paramo, Director, Secondary Education, will introduce Emilio Urioste, Director, Burbank Adult School, who will recognize Independent Learning Academy graduate Daisy Ramirez.
 - 8.b Recognition of Pederson's Band and Orchestra
Sharon Cuseo, Assistant Superintendent, Curriculum and Assessment, will facilitate the recognition and introduce Peggy Flynn, Coordinator, Arts and Career Technical Education, who will introduce Nedra and John Pederson, Pederson's Band and Orchestra, for the support and service to the community and to the District's Arts for All programs.
- 9. REPORTS FROM THE BOARD

9.a Student Representatives

Mathew Khalil, BHS; Sarah Fauchaux, JBHS; and Ian Scott, MHS; will report on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications

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10.b Staff Responses

10.c Board Members' Comments and Responses

11. REPORTS TO THE BOARD

11.a Superintendent's Comments

Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

11.b Update on Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

John Paramo, Director, Secondary Education, will provide an update on the Burbank Unified School District's Local Control and Accountability Plan (LCAP), as presented.

[LCAP_Meeting_4.pdf](#)

12. NEW AND/OR UNFINISHED BUSINESS

12.a Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

Matt Hill, Superintendent, will facilitate the Board's second reading and approval of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

[Policy Updates_June_July 2016_2nd Read_031617.pdf](#)

- 12.b Approval of Second Interim Report for 2016-2017 Fiscal Year
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a “qualified” certification of the Second Interim Report for the 2016-2017 fiscal year, as presented.

[Second Interim 2016-17.pdf](#)

- 12.c Approval of Letter to State Representatives Regarding Impending Budget Cuts to Educational Funding

Matt Hill, Superintendent, recommends that the Board of Education approve the letter of request to state representatives Anthony Portantino, Senator (25th District), and Laura Friedman, Member of the California State Assembly (43rd District) requesting a meeting to discuss the impact of the Governor’s budget on K-12 education and develop solutions to support schools.

[Approval of Letter to State Reps on Budget_031617.pdf](#)

- 12.d Approval of Purchase of 90 Computer Carts and 3,230 Chromebooks for the ELA Adoption (Bond Funds)

Sharon Cuseo, Assistant Superintendent, Curriculum and Assessment, recommends that the Board of Education approve the purchase of 90 computer carts, 3,230 Chromebooks and licenses through Arey Jones Educational Solutions not to exceed \$784,189.38 (Bond Funds), effective March 17, 2017, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented, as follows:

Jordan Middle School , \$121,886.39, 21.0-00000.0-93003-85000-xxxx-3210000
Luther Burbank Middle School, \$117,035.83, 21.0-00000.0-93003-85000-xxxx-3200000
John Muir Middle School, \$114,631.83, 21.0-00000.0-93003-85000-xxxx-3220000
Burbank High School, \$192,564.30, 21.0-00000.0-93003-85000-xxxx-4310000
John Burroughs High School, \$193,252.85, 21.0-00000.0-93003-85000-xxxx-4320000
Community Day School, \$28,613.18, 21.0-00000.0-93003-85000-xxxx-5260000
Monterey High School, \$16,205.00, 21.0-00000.0-93003-85000-xxxx-5300000

[Approval of Computer Carts for ELA Adoption with Quote.pdf](#)

- 12.e Approval of Program Participation Agreement between Burbank Unified School District and ABC Cable Networks Group (ACNG)

Sharon Cuseo, Assistant Superintendent, Curriculum and Assessment, recommends that the Board of Education approve Program Participation Agreement between the Burbank Unified School District and ABC Cable Networks Group, effective March 17, 2017 through May 25, 2017, and that authority to sign the agreement be exercised according to BUSD AR 3314, as presented.

[Agreement ABC Cable.pdf](#)

- 12.f Adoption of Resolution 18 for the Elimination or Reduction of Services for Classified Positions

Anita Schackmann, Director, Human Resources Services, recommends that the Board of Education adopt Resolution 18 for the Elimination or Reduction of Services for Classified positions, as presented.

[Resolution 18 - Reduction in Force.pdf](#)

- 12.g Approval of Purchase of Cisco Wireless Licenses, Dimension Data (One-Time Fund)
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve the purchase with Dimension Data for Cisco wireless licenses, not to exceed \$199,653.30 (01.0-00010.0-00000-72000-5840-7730047) (One-Time Fund), as presented.

[Purchase_Dimension Data_Cisco Licenses_031617.pdf](#)

- 12.h Approval of Contract Extension for Bid 1415-039, Technology Network Electronics, District-Wide with Dimension Data/Nexus IS
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve the contract extension for Bid 1415-039, E-Rate 2015 Technology Network Electronics, District-Wide between the Burbank Unified School District and Dimension Data/Nexus IS, effective March 17, 2017 through March 17, 2018, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: The original agreement for Bid 1415-037 was approved by the Board of Education on March 5, 2015.

[Approval_Dimension Data_Contract Extension_031617.pdf](#)

- 12.i Approval of Contract Extension for Bid 1314-050, E-Rate Technology Infrastructure, Network, Wireless and Cabling Unit Price Bid with Quintron Systems, Inc.
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve the contract extension for Bid 1314-050, E-Rate Technology Infrastructure, Network, Wireless and Cabling Unit Price Bid between the Burbank Unified School District and Quintron Systems, Inc., effective March 17, 2017 through March 17, 2018, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented. Note: The original agreement for Bid 1314-050 was approved by the Board of Education on March 20, 2014.

[Approval_Quintron_Contract Extension_031617.pdf](#)

- 12.j Approval of Award of Contract with Level 3 for VoIP SIP Trunk, District-Wide (General Fund)
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education award a contract to Level 3, for the VoIP SIP Trunk service (01.0-00000.0-00000-77000-xxxx-7730007), not to exceed \$35,000 (General Fund), effective March 17, 2017, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

[Approval_AOC_Level 3_VoIP_District Wide_031617.pdf](#)

- 12.k Acceptance of Notice of Completion, Bid 1314-050, E-Rate Technology, Infrastructure,

Network, Wireless and Cabling Unit Price Bidding for Public Works, Quintron Systems Inc., Bret Harte Elementary School (Bond Fund)

Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education accept the following project as completed: Bid 1314-050 E-Rate 2014 Technology, Infrastructure, Network, Wireless and Cabling Unit Price Bidding for Public Works for the 21st Century project by Quintron Systems, Inc., at Bret Harte Elementary School (21.0-93063.0-00000-85000-4450/6249-2050000), PO #17000066, not to exceed total amount of \$164,685.13 (Bond Fund), as presented.

[NOC_Quintron_21st Century_Harte_031617.pdf](#)

- 12.1 Acceptance of Notice of Completion, Intercom Clock & Signal Service, Bid 1516-059, 2016 Low Voltage Unit Price Bid for Public Works Contracts, Fire Alarm Installation, John Muir Middle School (Bond Fund)

Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education accept Notice of Completion, Intercom Clock & Signal Service, Bid 1516-059, 2016 Low Voltage Unit Price Bid for Public Works Contracts, Fire Alarm Installation, John Muir Middle School (Bond Fund) as presented. Note: There was one additive change order for \$8,319.58 to this contract. PO 17000571

[3-16-17 Acceptance _NOC_ Intercom Clock & Signal_ Fire Alarm_ Muir.pdf](#)

- 12.m Approval of Deductive Change Order # 1, Playpower, LT Farmington Inc., Installation of Playground Equipment, Ralph Waldo Emerson, Theodore Roosevelt Elementary Schools, using National Joint Power Alliance (NJPA) piggyback contract 022113-LTS, (Bond Fund)

Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve deductive change order # 1, National Joint Powers Alliance (NJPA) Contracts #022113-LTS between Burbank Unified School District and Play Power LT Farmington, Inc., for the deletion of the installation portion of playground equipment, effective March 16, 2017 through August 5, 2017, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented, as follows:

Ralph Waldo Emerson, (\$37,551.39) 21.0-92122-0-00000-85314-6410-203-0000, Bond Fund
Theodore Roosevelt, (\$63,091.12) 21.0-92128-0-00000-85314-6410-214-0000, Bond Fund

[3-16-17 Approval_Deductive CO # 1 Installation_Playpwer_Emerson_Roosevelt.pdf](#)

- 12.n Award of Contract, T.J. Janca Construction Inc., CUPCCAA Bid 1617-062, Installation of Playground Equipment, Ralph Waldo Emerson, Theodore Roosevelt Elementary Schools (Bond Fund)

Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve an award of contract, CUPCCAA Bid 1617-062, T.J. Janca, for the installation of playground equipment, effective March 17, 2017 through March 17, 2018, not to exceed \$77,264, Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented, as follows:

Ralph Waldo Emerson, \$36,807, (21.0-00000-0-XXXXX-85000-6170-203-0000 Bond Fund
Theodore Roosevelt, \$40,457, (21.0-00000-0-XXXXX-85000-6170-214-0000 Bond Fund

[3-16-17 AOC_TJ Janca, Playground Equipment Install, Emerson, Roosevelt.pdf](#)

- 12.o Ratification of Additive Change Order # 1, Tax Adjustment, Playpower, LT Farmington Inc., Ralph Waldo Emerson, Theodore Roosevelt Elementary Schools, using National Joint Power Alliance (NJPA) piggyback contract 022113-LTS, (Bond Fund)
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education ratify an additive change order to National Joint Powers Alliance (NJPA) Contracts #022113-LTS between Burbank Unified School District and Play Power LT Farmington, Inc., for the purchase of playground equipment, not to exceed \$15,360.94, effective June 24, 2016 through June 2, 2017, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented, as follows:
- Ralph Waldo Emerson, \$5,724.11, PO 17002308, (21.0-92122-0-00000-85000-6410-203-0000) Bond Fund, and
Theodore Roosevelt, \$9,636.83, PO 17002811, (21.92128-0-00000-85000-6410-214-0000) Bond Fund

[3-16-17 Ratification_ Additive CO# 1 Tax_Playpower LTFarmington, Emerson, Roosevelt.pdf](#)

- 12.p Approval of Amended Agreement for Professional Services, Ninyo & Moore, Geotechnical Materials Testing and Special Inspection, Modular Buildings, Bret Harte, Thomas Jefferson, Robert Louis Stevenson Elementary Schools (Bond Fund)
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education approve an amended agreement for professional services between Burbank Unified School District and Ninyo & Moore, pursuant to proposal 210085001, dated February 24, 2017 to provide geotechnical, materials testing and special inspection services, effective March 17, 2017 through March 17, 2019, not to exceed \$74,016, Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented below:
- Bret Harte, \$24,672 (21.0-00000-0-91008-85000-6282-205-0000) Bond Fund;
Thomas Jefferson, \$24,672 (21.0-00000-0-91008-85000-6282-206-0000) Bond Fund;
Robert Louis Stevenson, \$24,672 (21.0-00000-91008-85000-6282-215-0000) Bond Fund.

[3-16-17 Amended Agreement_Ninyo&Moore_Modulars_ Materials Testing_Harte_Jefferson_ Stevenson Modulars.pdf](#)

- 12.q Ratification of Change Order # 1, Silver Creek Industries, Inc., Chula Vista Unified School District Piggy-Back Bid#14/15-3, Construction of Modular Buildings, Ralph Waldo Emerson, Theodore Roosevelt and George Washington Elementary Schools (Bond Fund)
Rick Nolette, Chief Facilities and Information Technology Officer, recommends that the Board of Education ratify additive change order #1 between Burbank Unified School District and Silver Creek Industries Inc., Chula Vista Unified School District Piggy-Back Bid#14/15-3, Construction of Modular Buildings, Ralph Waldo Emerson, Theodore Roosevelt and George Washington Elementary Schools, effective July 30, 2016 through July 30, 2017, not to exceed \$156,806.70 (Bond Fund), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented below:
- Ralph Waldo Emerson, \$3,013.12, PO 17001005 (21.0-92162.0-0-00000-85000-6230-203-0000) Bond Fund
Theodore Roosevelt, \$69,744.87, PO 17001002 (21.0-92167-0-00000-85000-6230-214-0000)

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Bond Fund

George Washington, \$84,048.71, PO 17001000 (210-92169-0-00000-85000-6230-216-0000)

Bond Fund

[3-16-17 Ratification_Add CO 1_ Silver Creek_ Phase I Modulares_ 3 sites.pdf](#)

12.r Acceptance of Gifts

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

[Gift Report_031617.pdf](#)

13. CONSENT AGENDA

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

13.a Approval of Action on Final Settlement Agreement

Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education, approve the Final Settlement Agreements between Burbank Unified School District and Parents of Special Education Student: #960019941, not to exceed \$7,000 (01.0-65000.0-50010-21000-5820-7440000), effective March 17, 2017 through July 31, 2018, and that authority to sign the Agreements be exercised pursuant to BUSD-AR 3314, as presented.

[SPED Settlement Agreement 960019941.pdf](#)

13.b Amended Action on Final Settlement Agreement (Special Education)

Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education, amend the Final Settlement Agreement between Burbank Unified School District and Parents of Special Education Student: #960023575, not to exceed \$9,575.70 (01.0-65000.0-50010-21000-5820-7440000), effective November 4, 2016 through December, 31, 2017, and that authority to sign the Agreements be exercised pursuant to BUSD-AR 3314, as presented. Note: This amendment corrects the final settlement amount from \$9,575.70 to \$13,616.58, a difference of \$4,040.88. This increase now provides speech language services and mileage for the Speech/Language Therapist.

[Settlement Amendment #960023575.pdf](#)

13.c Approval of Minutes

Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of February 9, 2017, as presented.

[Minutes.02.09.17.SP2.pdf](#)

13.d Approval of Minutes

Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of February 16, 2017, as presented.

[Minutes.02.16.17.pdf](#)

- 13.e Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of February 23, 2017, as presented.

[Minutes.02.23.17.SP2.pdf](#)

- 13.f Approval of Personnel Report Number 16-17-15
Anita Schackmann, Director, Human Resources Services, recommends that the Board of Education approve Personnel Report number 16-17-15, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

[Personnel Report 3-16-17.pdf](#)

- 13.g 2016-2017 Purchase Order Report
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2016-2017 as listed through February 20, 2017, as presented.

[2016-2017 Purchase Order Report.pdf](#)

- 13.h Approval of Warrants
David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of \$1,249,791.84 and commercial warrants in the total amount of \$809,492.56 as presented.

[WARRANTS.pdf](#)

- 13.i Ratification of Master Contracts for Nonpublic, Nonsectarian Agencies
Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Master Contracts for special education students, to be provided by Tierra del Sol and S.T.A.R. Academy, Nonpublic, Nonsectarian Agencies, effective July 1, 2016 through June 30, 2017 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

[Master Contract Ratification.pdf](#)

- 13.j Ratification of Instructional Consultant Services
Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD—AR 3314, as presented.

[Consultant Agreement 3.16.17.pdf](#)

- 13.k Ratification of Consultant Agreement (Instructional Services)
Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of

Education ratify the Consultant Agreements between the Burbank Unified School District and Accommodating Ideas, to provide DHH sign language interpreters, not to exceed \$1,500 (01.0-00000.0-00000-72000-5810-7421000), effective January 1, 2017 through June 30, 2017, and that authority to sign the service agreement be exercised pursuant to BUSD-AR 3314, as presented.

[DHH Consultant Agreements - Accommodating Ideas .pdf](#)

13.l Approval of Consultant Agreement (Instructional Services)

Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Consultant Agreements between the Burbank Unified School District and Purple Language Services, to provide DHH sign language interpreters, not to exceed \$3,000 (01.0-00000.0-00000-72000-5810-7421000), effective March 17, 2017 through June 30, 2017, and that authority to sign the service agreement be exercised pursuant to BUSD-AR 3314, as presented.

[DHH Consultant Agreements - Purple.pdf](#)

13.m Approval of Consultant Agreement (Instructional Services)

Tom Kissinger, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Consultant Agreements between the Burbank Unified School District and SLAP Interpreting LLP, to provide DHH sign language interpreters, not to exceed \$500 (01.0-00000.0-00000-72000-5810-7421000), effective March 17, 2017 through June 30, 2017, and that authority to sign the service agreement be exercised pursuant to BUSD-AR 3314, as presented.

[DHH Agreement SLAP.pdf](#)

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14.b Staff Responses

14.c Board Members' Comments and Responses

15. RECONVENE IN PUBLIC SESSION AND ADJOURNMENT