

GLENDALE UNIFIED SCHOOL DISTRICT  
223 North Jackson Street  
Glendale, California 91206  
(818) 241-3111

**BOARD OF EDUCATION**  
**AGENDA**

May 16, 2023  
Meeting No. 21  
Regular Meeting

**GLENDALE UNIFIED SCHOOL DISTRICT**  
223 North Jackson Street  
Glendale, California 91206  
(818) 241-3111

**BOARD OF EDUCATION MEETING NO. 21**  
Administration Center

**May 16, 2023**

*“Preparing our students for their future.”*

*“Excelling Together with Endless  
Pathways for Success.”*

<b>Please Note Times</b>	
<b>5:00 P.M. -</b>	<b>Opening, Public Communications Recess</b>
<b>7:00 P.M.</b>	<b>Return to Meeting Acknowledgements and Recognitions Recess</b>
<b>Regular Meeting Student Board Member Report Superintendent’s Updates Information, Action Consent Calendar Reports</b>	

In accordance with the Americans with Disabilities Act (ADA) the District will provide accommodations, with reasonable advanced notice, for any individual with a disability needing to participate in the Board Meeting and/or access the information herein. Please contact the Glendale Unified School District Public Information Office to request such accommodation. In accordance with the Brown Act revisions; public records relating to a Board meeting agenda item that are distributed to at least a majority of Board members less than 72 hours before a regular meeting, may be inspected by the public at the District administrative offices during regular business hours (8:00 a.m. to 4:00 p.m.).

**AGENDA**

**ITEM**

**PAGE**

**A. OPENING – 5:00 P.M.**

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Certification of Compliance**

To accommodate the requirement of Government Code Section 54954.2 in accordance with the Brown Act revisions, the agenda for the meeting was posted on bulletin boards in the Administration Center and the Glendale Unified School District website 72 hours prior to this meeting.

- 4. Approval of Agenda Order**

**B. COMMUNICATIONS FROM THE PUBLIC**

1. ADDRESSING THE BOARD OF EDUCATION – An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction. Instructions for public communication are included below. Not more than five minutes may be allotted to each speaker and no more than 20 minutes to each subject, except by unanimous consent of the Board of Education. A speaker's allotted time cannot be deferred to another speaker. Board Members may question the speaker but there will be no debate or decision. The Superintendent may refer the matter to the proper department for review. A student's parent/guardian, or a student if age 18 or older, may request that the minutes exclude the student's directory information, as defined in Education Code 49061, or a parent/guardians' personal information, as defined in Education Code 49073.2. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. Glendale Unified School District will provide accommodations, with reasonable advance notice, for any individual with a disability or any individual requiring translation needing to address the Board of Education during Public Communication. Please contact the Glendale Unified Public Information Office at (818) 241-3111 x1218 or publicinfo@gusd.net at least 24 hours before the start of the meeting to request.

Instructions for Public Communication

1. Visitors wishing to speak during public communication should complete a comment card and select if they wish to address the Board regarding a specific agenda item/subject or a non-agenda item.
2. Comment cards for public communication will be available outside of the District office board room shortly before the start of the public meeting.
3. After a speaker completes their public comment or if the time allotted has been reached, the speaker will be asked to return to their seat.

**C. RECESS**

**D. RETURN TO MEETING – 7:00 P.M.**

**E. ACKNOWLEDGEMENTS AND RECOGNITIONS**

**1. Classified School Employees Week**

The week of May 21-27, 2023 is recognized as Classified School Employees Week. The Board of Education recognizes the many important roles classified school employees contribute towards the success of students within Glendale Unified.

**2. Math Field Day**

The Glendale Unified Annual Math Field Day event was held on March 25, 2023 at Mark Keppel Elementary School. A total of 232 students in grades 4-6 participated in the competition and twelve students that placed first in Individual Problem Solving represented Glendale Unified School District at the Los Angeles County Math Field Day event that took place on Saturday, April 29, 2023.

**3. Spring Athletics**

The Board would like to recognize our Glendale Unified student athletes and coaches who have demonstrated tremendous teamwork, athleticism, competitiveness, and growth during the CIF spring season.

**E. ACKNOWLEDGEMENTS AND RECOGNITIONS-continued**

**4. Techy Trailblazing Teachers Fellowship Initial Cohort**

Seven elementary teachers applied and were selected to be part of the inaugural cohort of the Techy Trailblazing Teachers (T3) Fellowship. They received one-on-one coaching from Dr. Valerie Sun and Collin Sasse throughout the academic year to realize a tech-infused project that they have created. Videos of their lessons, lesson plans, and student samples are available for GUSD teachers should they want to replicate the process or create a similar project. We are recognizing them for their openness to take on a challenge and unwavering dedication to complete this project with their students.

**F. RECESS**

**G. RETURN TO REGULAR MEETING**

**H. STUDENT BOARD MEMBER REPORT**

1. Student Board Member Melinda Khechumyan will report on activities and events happening at the schools around the District.

**I. SUPERINTENDENT’S UPDATES**

1. **Nutrition Update**

**J. INFORMATION**

1. **May Revise and GUSD Budget Update** **11**

This report provides information on the Governor’s May Revise, current legislative proposals, and the estimated impact on the GUSD budget.

2. **Proposed New Course of Study Outline for Use in Middle Schools in the Area of History/Social Science** **12**

The proposed new course of study outline in the area of History/Social Science (World Arts) is submitted for review and discussion by the Board of Education. The course outline has been reviewed for content and evaluated by the members of the History/Social Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outline to the Board of Education.

3. **Proposed New Course of Study Outline Pilot for Use in High Schools in the Area of History/Social Science** **26**

The proposed new course of study outline pilot in the area of History/Social Science (AP African American Studies) is submitted for review and discussion by the Board of Education. The course outline has been reviewed for content and evaluated by the members of the History/Social Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outline to the Board of Education.

**J. INFORMATION-continued**

- 4. Revisions to Board Policies Relating to Philosophy-Goals-Objectives and Comprehensive Plans; Personnel; Instruction; and Bylaws of the Board 29**

This report provides the Board of Education with information on the need to revise or retire existing Board Policies (BP) 0430 (Comprehensive Local Plan for Special Education); BP 4113.5/4213.5/4313.5 (Working Remotely); BP 6145.8 (Assemblies and Special Events) and BP 9320 (Meetings and Notices) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

- 5. Proposed Contract with Facing History and Ourselves for Professional Development for the 2023-2024 School Year 47**

This report provides information on a proposed contract with Facing History and Ourselves to provide professional development to all GUSD teachers and administrators during the 2023-2024 school year.

- 6. Acknowledgements of Service 49**

The resignations and retirements of the employees listed have been accepted by the Chief Human Resources and Operations Officer/Director of Classified Personnel, as effective and final per Board Policy 4117.1/4217.1/4317.1 and 4117.2/4217.2/4317.2, and are being reported to the Board of Education for information only – no action required.

**K. ACTION**

- 1. Approval of Amended Agreement Between The Latino Film Institute's Youth Cinema Project and the Glendale Unified School District for Columbus Elementary School 51**

The Superintendent recommends that the Board of Education approve the amended agreement with The Latino Film Institute's Youth Cinema Project, increasing the agreement to a three year option for a subsidy amount of \$317,565.45, to continue providing instructional services in cinematic film making, orientation, training and staff development for two fifth grade classes at Columbus Elementary School.

- 2. Approval for 3-Year Renewal of Contract with Panorama Education for Social-Emotional Learning Support 54**

The Superintendent recommends that the Board of Education approve the renewal of a 3-year contract between Glendale Unified School District and Panorama Education in the amount of \$45,310 per year to provide social-emotional learning support in the 2023-2024 through the 2025-2026 school years.

- 3. Approval of Services Agreement between Glendale Adventist Medical Center and Glendale Unified School District for Athletic Training 65**

The Superintendent recommends that the Board of Education approve a five-year agreement between Glendale Adventist Medical Center and Glendale Unified School District for continued athletic training at the three comprehensive high schools in the amount of \$ 99,996 for the services in 2023-2024; \$103,008 for 2024-2025; \$104,040 for 2025-2026; and \$105,600 in both the 2026-2027 and 2027-2028 school years.

**K. ACTION-continued**

- 4. Approval of Agreement with Techline Sports Lighting via the Buy Board Purchasing Program for the Purchase and Installation of Materials for the Glendale High School LED Sports Lighting Upgrade Project 71**

The Superintendent recommends that the Board of Education approve an agreement with Techline Sports Lighting via the Buy Board Purchasing Program for the purchase and installation of materials for the Glendale High School LED Sports Lighting Upgrade project in the amount of \$319,487.50, funded by Measure S funds.
- 5. Award of Bid No. 241-23/24 for the Modernization of Two (2) Hydraulic Passenger Elevators at the District Office 72**

The Superintendent recommends that the Board of Education award Bid No. 241-23/24 for the modernization of two (2) hydraulic passenger elevators at the District office to Total Access Elevator Corp. in the amount of \$293,200, funded by Deferred Maintenance General Fund.
- 6. Award of Bid No. 242-23/24 for the Site Work at Glenoaks Elementary School 73**

The Superintendent recommends that the Board of Education award Bid No. 242-23/24 for the site work project at Glenoaks Elementary School to Ravand Construction, Inc. in the amount of \$419,500, funded by Measure S funds.
- 7. Award of Bid No. 243-23/24 for the Piping Replacement Project at Monte Vista Elementary School 74**

The Superintendent recommends that the Board of Education award Bid. No. 243-23/24 for the piping replacement project at Monte Vista Elementary School to Hart Design Build, Inc. in the amount of \$64,900, funded by Measure S funds.
- 8. Award of Bid No. 244-23/24 for the Wrought Iron Fencing Project at Monte Vista Elementary School 75**

The Superintendent recommends that the Board of Education award Bid. No. 244-23/24 for the wrought iron fencing project at Monte Vista Elementary School to Hart Design Build, Inc. in the amount of \$327,000, funded by Measure S funds.
- 9. Award of Bid No. 245-23/24 for the Piping Project at Verdugo Woodlands Elementary School 76**

The Superintendent recommends that the Board of Education award Bid. No. 245-23/24 for the piping project at Verdugo Woodlands Elementary School to AMB Group, Inc. in the amount of \$118,400, funded by Measure S funds.
- 10. Award of Bid No. 246-23/24 for the Drain Lines Project at Glendale High School 77**

The Superintendent recommends that the Board of Education award Bid. No. 246-23/24 for the drain lines project at Glendale High School to Westside Builders Corp. in the amount of \$165,000, funded by Measure S funds.

**K. ACTION-continued**

- 11. Award of Bid No. 247-23/24 for the Kitchen Walk-In Replacement Project at Muir Elementary School 78**
- The Superintendent recommends that the Board of Education award Bid No. 247-23/24 for the kitchen walk-in replacement project at Muir Elementary School to AMB Group, Inc. in the amount of \$358,200, funded by Kitchen Infrastructure Fund and Cafeteria Fund (Fund 13).
- 12. Award of Bid No. 248-23/24 for the Kitchen Walk-In Replacement Project at Hoover High School 79**
- The Superintendent recommends that the Board of Education award Bid No. 248-23/24 for the kitchen walk-in replacement project at Hoover High School to AMB Group, Inc. in the amount of \$421,600, funded by Kitchen Infrastructure Fund and Cafeteria Fund (Fund 13).
- 13. Award of Bid No. 249-23/24 for the Wrought Iron Fencing Project at La Crescenta Elementary School 80**
- The Superintendent recommends that the Board of Education award Bid No. 249-23/24 for the wrought iron fencing project at La Crescenta Elementary School to Quality Fence Co., Inc. in the amount of \$317,500, funded by Measure S funds.
- 14. Award of Bid No. 250-23/24 for the Wrought Iron Fencing Project at Crescenta Valley High School 81**
- The Superintendent recommends that the Board of Education award Bid No. 250-23/24 for the wrought iron fencing project at Crescenta Valley High School to AMB Group, Inc. in the amount of \$429,800, funded by Measure S funds.
- 15. Award of Bid No. 251-23/24 for the Fencing Project at Toll Middle School 82**
- The Superintendent recommends that the Board of Education award Bid No. 251-23/24 for the fencing project at Toll Middle School to Quality Fence Co., Inc. in the amount of \$192,300, funded by Measure S funds.
- 16. Award of Bid No. 253-23/24 for the HVAC Project at Rosemont Middle School 83**
- The Superintendent recommends that the Board of Education award Bid No. 253-23/24 for the HVAC project at Rosemont Middle School to Chalmers Construction Services, Inc. in the amount of \$2,098,000, funded by Measure S funds.
- 17. Award of Bid No. 254-23/24 for the Roofing Project at Wilson Middle School 84**
- The Superintendent recommends that the Board of Education award Bid No. 254-23/24 for the roofing project at Wilson Middle School to Best Contracting Services in the amount of \$1,389,824, funded by Measure S funds.

**K. ACTION-continued**

- 18. Approval of Change Order No. 1 to Bid No. 234-21/22 with Chalmers Construction Services, Inc. for the Front Office Remodel Project at Glendale High School, and Notice of Completion** **85**

The Superintendent recommends that the Board of Education approve Change Order No. 1 to 234-21/22 with Chalmers Construction Services, Inc. for the front office remodel project at Glendale High School in the amount of \$10,807.50, and Notice of Completion, funded by Measure S funds.

- 19. Approval of Services Agreement Between Glendale Unified School District and USC College Advising Corps for Glendale and Hoover High Schools** **88**

The Superintendent recommends that the Board of Education approve a two-year services agreement between Glendale Unified School District and USC College Advising Corps in the amount of \$197,140 to provide college advisement support for Glendale High School and Hoover High School funded by the Career Technical Education Incentive Grant.

- 20. Special Education Settlement Agreement**

The Superintendent recommends that the Board of Education approve the Special Education Settlement Agreement: The Office of Administrative Hearings Case No. 2022120175.

**L. CONSENT CALENDAR**

All items under Consent Calendar are considered to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent Calendar at the request of any Board Member and placed under Action.

- 1. Minutes** **118**

The Superintendent recommends that the Board of Education approve the Minutes, as listed:

- a. Regular Meeting No. 19 May 2, 2023

- 2. Certificated Personnel Report No. 15** **128**

The certificated report recommends approval of the following:

A maternity leave of absence, an extension of maternity leave of absence, parental leaves of absence, a change of health leave of absence, an extension of health leave of absence, a family & medical leave of absence, a change of family & medical leave of absence, a general purpose leave of absence, additional assignments, a certification authorization, elections, election to management positions, elections hourly/daily, revision to previous personnel reports, conditions of employment and a conference/workshop/meeting authorization.



**L. CONSENT-continued**

- 3. Classified Personnel Report No. 15 159**
- The classified report recommends approval of the following:
- Medical leave of absence; extension of medical leave of absence; maternity leave of absence; election from eligibility list; additional assignments; change of assignments; revisions to previous board reports; election of classified hourly substitutes; election of classified/non classified hourly substitutes.
- 4. Warrants 168**
- The Superintendent recommends that the Board of Education approve Warrants totaling \$27,667,796.76 for April 1, 2023 through May 10, 2023.
- 5. Purchase Orders 173**
- The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$1,538,413.64 for the period of April 24, 2023 through May 5, 2023.
- 6. Appropriation Transfer and Budget Revision Report 192**
- Budget revisions and transfers reflect changes to existing budget appropriations necessitated by increases or decreases to previously established income and expenditure accounts. The Education Code requires Board of Education approval of all budget.
- 7. Acceptance of Harbor Freight Tools for Schools Grant 197**
- The Superintendent recommends that the Board of Education accept the Harbor Freight Tools for Schools Grant in the amount of \$88,486 for Roosevelt and Wilson Middle Schools.
- 8. Approval of Memorandum of Understanding between Glendale Unified School District and Jet Propulsion Laboratory for a Summer High School Internship Program 209**
- The Superintendent recommends that the Board of Education approve a Memorandum of Understanding (MOU) between Jet Propulsion Laboratory and Glendale Unified School District for a Summer High School Internship Program (JPL SpaceSHIP) to begin in June 2023.
- 9. Approval of New and Revised Course of Study Outlines for Use in High Schools in the Area of Career Technical Education 216**
- The Superintendent recommends that the Board of Education approve new and revised course of study outlines (Advanced Commercial Art; Applied Computer Programming; Broadcast Video Production 1-2 Honors; Broadcast Video Production 3-4 Honors; Digital Cinema 1-2; Digital Cinema 3-4 Honors; Digital Cinema 5-6 Honors) for use in high schools in the area of Career Technical Education

**L. CONSENT-continued**

**10. Approval of Revisions to Board Policies Relating to Philosophy-Goals-Objectives and Comprehensive Plans; Students; and Instruction 258**

The Superintendent recommends that the Board of Education approve revisions to Board Policies (BP) 0420.4 (Charter School Authorization); BP 6173 (Education for Homeless Children); BP 6173.1 (Education for Foster Youth) and BP 6177 (Summer Learning Programs) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**11. Agreement with the Los Angeles County Office of Education for Business and Financial Data Processing Services, 2023-24 276**

The Superintendent recommends that the Board of Education approve an agreement with the Los Angeles County Office of Education (LACOE) for financial online services for 2023-24.

**12. Agreement with California State Polytechnic University, Pomona 285**

The Superintendent recommends that the Board of Education approve the Student Affiliation Agreement between Glendale Unified School District and California State Polytechnic University, Pomona

**13. Agreement with University of Phoenix 301**

The Superintendent recommends that the Board of Education approve the School Affiliation Agreement between Glendale Unified School District and the University of Phoenix.

**14. Acceptance of Gifts 311**

The Superintendent recommends that gifts to the District be accepted and that letters of appreciation be written to the donors.

**M. REPORTS AND CORRESPONDENCE**

**1. Board**

**2. Superintendent**

**N. ADJOURNMENT**

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 1

TO: Board of Education  
FROM: Dr. Vivian Ekchian Superintendent  
SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer  
SUBJECT: **May Revise and GUSD Budget Update**

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The Governor's May Revise will be released on Friday, May 12, 2023. The May Revise signals the final stages of the legislative process between the Governor, Senate and Assembly. The final State Budget Bill must be adopted by the Senate and Assembly no later than the June 15<sup>th</sup> constitutional deadline and presented to the Governor for signature.

During the next several weeks, negotiations will continue, however, the Governor's proposals will be summarized and released later this week and will be represented in the District's Adopted Budget. Any major changes will be adjusted in the 45-day Budget Revision following the Governor's signature.

It is expected that the May Revise will include a minimum statutory Cost of Living (COLA) adjustment for the Local Control Funding Formula (LCFF) of 8.22%, an increase from 8.13% in the Governor's initial budget proposal from January. However, it is important to note that there is an uncertainty on the State tax revenue receipts due to the extension of the tax filing deadline from April 2023 to October 2023.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Lena Kortoshian, Director, Teaching & Learning

SUBJECT: **Proposed New Course of Study Outline for use in Middle Schools in the Area of History/Social Science**

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The proposed new course of study outline in the area of History/Social Science (World Arts) for use in middle schools is submitted for review and discussion by the Board of Education. The course outline has been reviewed for content and evaluated by the members of the History/Social Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outline to the Board of Education.

**MIDDLE SCHOOLS**

**Department:** History/Social Science

Course Title: World Arts

Grade Level 6-8

School(s)  
Course Offered: Toll Middle School

UC/CSU Approved N/A  
(Y/N: Subject):

Course Credits: 5

Recommended  
Prerequisite: None

Recommended  
Textbook: None

Course Overview: Students develop cultural appreciation as they explore global topics from different geographical regions around the world. Students will participate in virtual field trips using Google Earth. They will conduct research by reading articles, viewing photos and videos, reading from selected websites, and by completing creative projects.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

Glendale Unified School District  
Middle School

(Meeting date will be typed in after Board Approval)

Department: History/Social Science

Course Title: World Arts

Course Code: (Educational Services will assign course number after Board Approval)

School(s) Course Offered: Toll Middle School

UC/CSU Approved:  
(Y/N Subject) N/A

Course Credits: 5

Recommended Prerequisite: None

Recommended Textbook: None

Course Overview: Students develop cultural appreciation as they explore global topics from different geographical regions around the world. Students will participate in virtual field trips using Google Earth. They will conduct research by reading articles, viewing photos and videos, reading from selected websites, and by completing creative projects.

**World Arts**

**Standards: Grades 6-8**

**Visual Arts / Grades 6-8**

The visual arts standards are designed to enable students to achieve visual arts literacy and develop technical artistic skills. Visual arts include the traditional fine arts such as drawing, painting, ceramics, metals, printmaking, fiber arts, photography, sculpture, works in wood, and mixed media; architectural, environmental, and industrial arts, such as urban interior, product, and landscape design; and folk art, which was historically defined by “originating from, or traditional to the common people of a country” (Collins English Dictionary 2019).

## **History-Social Science Content Standards / Grades 6-8**

In addition to the standards for grades six through eight, students demonstrate the following intellectual reasoning, reflection, and research skills:

### **Chronological and Spatial Thinking**

1. Students explain how major events are related to one another in time. 2. Students use a variety of maps and documents to identify physical and cultural features of neighborhoods, cities, states, and countries and to explain the historical migration of people, expansion and disintegration of empires, and the growth of economic systems.

### **Research, Evidence, and Point of View**

1. Students frame questions that can be answered by historical study and research. 2. Students distinguish fact from opinion in historical narratives and stories. 3. Students distinguish relevant from irrelevant information, essential from incidental information, and verifiable from unverifiable information in historical narratives and stories. 4. Students assess the credibility of primary and secondary sources and draw sound conclusions from them. 5. Students detect the different historical points of view on historical events and determine the context in which the historical statements were made (the questions asked, sources used, author's perspectives).

### **Historical Interpretation**

1. Students explain the central issues and problems from the past, placing people and events in a matrix of time and place. 2. Students understand and distinguish cause, effect, sequence, and correlation in historical events, including the long-and short-term causal relations. 3. Students explain the sources of historical continuity and how the combination of ideas and events explains the emergence of new patterns. 4. Students recognize the role of chance, oversight, and error in history. 5. Students recognize that interpretations of history are subject to change as new information is uncovered. 6. Students interpret basic indicators of economic performance and conduct cost-benefit analyses of economic and political issues.

**Grade Six /History-Social Science Content Standards.**

**World History and Geography: Ancient Civilizations**

Students in grade six expand their understanding of history by studying the people and events that ushered in the dawn of the major Western and non-Western ancient civilizations. Geography is of special significance in the development of the human story. Continued emphasis is placed on the everyday lives, problems, and accomplishments of people, their role in developing social, economic, and political structures, as well as in establishing and spreading ideas that helped transform the world forever. Students develop higher levels of critical thinking by considering why civilizations developed where and when they did, why they became dominant, and why they declined. Students analyze the interactions among the various cultures, emphasizing their enduring contributions and the link, despite time, between the contemporary and ancient worlds.

**Grade Six / Science Standards**

Students act as climate scientists who ask questions about the factors affecting global warming.

**Grade Seven / History-Social Science Content Standards.**

**World History and Geography: Medieval and Early Modern Times**

Students in grade seven study the social, cultural, and technological changes that occurred in Europe, Africa, and Asia in the years 500 – 1789 CE. After reviewing the ancient world and the ways in which archaeologists and historians uncover the past, students study the history and geography of great civilizations that were developing concurrently throughout the world during medieval and early modern times. They examine the growing economic interaction among civilizations as well as the exchange of ideas, beliefs, technologies, and commodities.

**Grade Seven / Science Standards**

- Students act as informed citizens who evaluate different designs based on how well they protect the environment and meet economic and social needs.



Topic & Timeline	Standards (Grades 6-8)	Examples of Student Work	Sample Lesson showing critical thinking, depth, and assessment.
<p>What is Culture: Introduction (1 week)</p>	<p>*History-Social Science Content Standards / Grades 6-8</p> <p>*Research, Evidence, and Point of View</p>	<p>What is Culture?</p> <p>My Cultural Pie</p> <p>EdPuzzle: What are Art Careers?</p>	<ol style="list-style-type: none"> <li>1. Write a definition for "culture" on the board.</li> <li>2. Have the students create a grid of 4 boxes on a piece of paper. In each box, they write one category of culture. For example: religion, food, language, clothing, holidays, etc. Students will watch a short video about world cultures and will take notes in each box. The students will share their answers as an assessment.</li> <li>3. Students will create "My Cultural Pie" using a handout from the teacher. The circle "pie" will have 4 pieces. The students fill in the pieces of the pie with their own cultural information</li> </ol>

			<p>. They share their answers as an assessment.</p>
<p>Europe (6 weeks)</p>	<p>*Visual Arts / Grades 6-8</p> <p>*Grade Six History Social Science Content Standards.</p> <p>World History and Geography: Ancient Civilizations / <i>Students analyze the interactions among the various cultures, emphasizing their enduring</i></p>	<p>Russia: St. Basil's Cathedral Research &amp; Art Project</p> <p>Music appreciation: Tchaikovsky</p> <p>France: Eiffel Tower Research &amp; Create a 3D replica</p> <p>Celtic Ireland: Research &amp; Create Celtic Knots; rework art and see your designs improve with practice.</p>	<p>1. Students will read an article about St. Basil's Cathedral and will answer questions. 2. Students will view examples of architecture in Western and Eastern Europe from the Renaissance era. Students will compare and contrast the architecture of St. Basil's with another building in</p>

	<p><u>contributions and the link, despite time, between the contemporary and ancient worlds</u></p>		<p>Europe from the time period using a Venn Diagram. This will be used as one assessment.</p> <p>3. Students will complete an EdPuzzle Review of St. Basil's Cathedral as an additional assessment.</p>
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	<p>.</p>		<p>4. Students will practice sketching the architectural features of St. Basil's using the teacher's PowerPoint as a guide.</p> <p>5. Students will create their own building inspired by St. Basil's and will color it in using watercolor pencils and metallic markers.</p>
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<p>Asia (3 weeks)</p>	<p>*Visual Arts / Grades 6-8</p> <p>*History-Social Science Content Standards / Grades 6-8</p> <p>Historical Interpretation</p> <p>*Grade Six /History Social Science Content Standards.</p> <p>World History and Geography: Ancient Civilizations/ <i>Students analyze the interactions among the various cultures, emphasizing their enduring contributions and the link, despite time, between the contemporary and ancient worlds.</i></p> <p>*Grade Six &amp; Seven Science Standards</p>	<p>China: Geography and Himalaya Virtual Field Trip</p> <p>Music: Chinese flutes</p> <p>China: The Yangtze River and The Great Pacific Garbage Patch</p> <p>China: Bamboo Paintings</p> <p>Research: Pandas, Bamboo Forrest, and Terra Cota Warriors</p>	<p>1. Students will label a map of China and will locate the Himalayan Mountains.</p> <p>2. Students will visit the Himalayan Mountains on a virtual field trip. They will discuss the risks of climbing the importance of protecting the mountain from overuse.</p> <p>3. Students will read an article about the Yangtze River and the Great Pacific Garbage Patch. Students will discuss the environmental impact of the pollution from the river.</p> <p>4. Pandas and Bamboo forests – students will learn about pandas and bamboo and why these are valued in China.</p> <p>5. Students will discuss why some elements of nature are protected while others are not. They will discuss the pros and cons of protecting nature. They will consider the environmental reasons for protecting nature. They will consider the perspective of different people in society</p>
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			as they fill in a chart showing the pros and cons of protecting nature. For example, from the
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			perspective of a tourist, a company, a scientist, etc. This will be used as an assessment.
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<p>Africa (3 weeks)</p>	<p>*Visual Arts / Grades 6-8</p> <p>*History-Social Science Content Standards / Grades 6- 8</p> <p>Research, Evidence, and Point of View</p> <p>Historical Interpretation</p> <p>*Grade Six /History Social Science Content Standards.</p> <p>World History and Geography: Ancient Civilizations/ <u>Students analyze the interactions among the various cultures, emphasizing their enduring contributions and the link, despite time, between the contemporary and ancient worlds.</u></p>	<p>African is a continent intro videos and presentations using PowerPoints</p> <p>Virtual Field Trip: Victoria Falls</p> <p>Music appreciation: Music of griots, King Sunny Ade, and jazz</p> <p>Endangered Animals of the African Savannahs: Research &amp; create a painting of animals on a savannah.</p> <p>African Masks: Research &amp; create a unique mask</p>	<p>1.Endangered Animals of the Savannah: Students will learn about the oral history by viewing griots online as they tell stories about the savannah. Students will learn that animals play an important role in the cultural legacy as griots use animals to tell stories to pass down life lessons and traditions.</p> <p>2. Students will read an article about how the animals on the African savannah are endangered. Some of the reasons are due to illegal tourism hunting practices. Students will discuss the moral dilemma of how this type of tourism is impacting the culture in Africa.</p> <p>3.Students will create a painting of an endangered animal on a savannah with a bright red sunset in the background while listening to African music.</p> <p>4.Students will learn about responsible and irresponsible tourism, the significance of</p>
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			<p>the animals on the savannah for African culture, the significance of the oral tradition in Africa, and to appreciate the beauty of the animals that remain on the savannah.</p> <p>5. Students will complete research showing various</p>
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			<p>reasons why animals are endangered in Africa. They will complete a chart while they do their research. This will be used as an assessment.</p>
<p>The Americas (3 weeks)</p>	<p>*Visual Arts / Grades 6-8</p> <p>*Grade Six /History Social Science Content Standards.</p> <p>World History and Geography: Ancient Civilizations/ <u>Students analyze the interactions among the various cultures, emphasizing their enduring contributions and the link, despite time, between the contemporary and ancient worlds.</u></p>	<p>Geography of the Americas "Where is America?"</p> <p>Virtual Field Trips: -Grand Canyon -Alaskan Northern Lights -Paricutin, Mexico -Brazil</p> <p>Music: Coco Soundtrack</p> <p>Mexico: Day of the Dead Skulls &amp; Prints</p> <p>Aztec &amp; Mayan stele art</p>	<p>1. The students will research the Day of the Dead by viewing videos and reading articles. The students will learn that this is a holiday to honor loved ones who have passed away. They will learn how this holiday is celebrated and its correlation with the migration of the monarch butterflies.</p> <p>2. Students will learn the significance of ofrendas, candles, incense, pan de muerto, marigolds, papel picado, calacas, and calaveras. 2. Students will view several photos of calavera skulls. The students will then design their own skull using several design options that the teacher will present.</p> <p>3. Students will complete an EdPuzzle review as their assessment.</p>



<p>Australia (3 weeks)</p>	<p>*Visual Arts / Grades 6-8</p> <p>*History-Social Science Content Standards / Grades 6- 8</p>	<p>Virtual Field Trip and Research: Uluru Sacred Site</p> <p>Music appreciation: Aboriginal digeridoo</p> <p>Aboriginal Dot Paintings</p>	<p>1.Students will go on a virtual field trip to the Uluru Sacred Site. They will discuss why the aborigines request that tourists do not climb the rock.</p> <p>2.Students will learn about aborigines and how they continue many of their traditions while they also live in a modern world.</p> <p>Students will discuss how people could show their</p>
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<p>Research, Evidence, and Point of View</p> <p>Historical Interpretation</p>	<p>respect for aborigine culture and why this is important to do.</p> <p>3.Students will view several pieces of aborigine art.</p> <p>Students will create their own paintings in the aboriginal style.</p> <p>4.Students will complete a research project about Aborigines and Uluru Rock using a Google Slides handout. This will be used as an assessment.</p>
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Additional Recommended Materials - Must be approved by Board of

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Lena Kortoshian, Director, Teaching & Learning

SUBJECT: **Proposed New Course of Study Outline Pilot for use in High Schools in the Area of History/Social Science**

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The proposed new course of study outline pilot in the area of History/Social Science (AP African American Studies) is submitted for review and discussion by the Board of Education. The course outline has been reviewed for content and evaluated by the members of the History/Social Science Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outline to the Board of Education.

**HIGH SCHOOLS**

**Department:** History/Social Science

Course Title: AP African American Studies (Pilot)

Grade Level: 11-12

School(s)  
Course Offered: Crescenta Valley High School

UC/CSU Approved (Y/N: Subject): Pending

Course Credits: 10

Recommended Prerequisite: None

Recommended Textbook: *From Slavery to Freedom*  
Author: Franklin & Higginbotham  
Publisher: McGraw Hill 2022

**Course Overview:** AP African American Studies is an interdisciplinary course that examines the diversity of African American experiences through direct encounters with authentic and varied sources. Students explore key topics that extend from early African kingdoms to the ongoing challenges and achievements of the contemporary moment. Given the interdisciplinary character of African American studies, students in the course will develop skills across multiple fields, with an emphasis on developing historical, literary, visual, and data analysis skills. This course foregrounds a study of the diversity of Black communities in the United States within the broader context of Africa and the African diaspora.

On February 1, 2023, the first day of Black History Month, the Advanced Placement (AP) Program released the official framework for the AP African American Studies course, which has been under development for nearly a year. The AP Program consulted with more than 300 professors of African American Studies from more than 200 colleges nationwide, including dozens of Historically Black Colleges and Universities.

AP African American Studies is a multidisciplinary course that examines the breadth of African American experiences through direct encounters with rich and varied sources, drawing from the fields of literature, the arts and humanities, political science, geography, science, and more. The course covers four major themes, divided into the following units:

- Unit 1: Origins of the African Diaspora
- Unit 2: Freedom, Enslavement, and Resistance
- Unit 3: The Practice of Freedom
- Unit 4: Movements and Debates

Unique to this course is the required Course Project. This provides students with an opportunity to research any topic, theme, issue, or development in the field of African American studies. Students will define a research topic and line of inquiry, conduct independent research to analyze primary and secondary sources from multiple disciplines, and develop an evidence-based written argument. Students submit the project in May alongside their AP exam.

The AP African American Studies Exam is 2 hours 30 minutes long and includes 60 multiple-choice questions and 4 free-response questions. The project score and the exam score are combined to generate an AP score of 1-5 for college credit and placement.

Currently, sixty schools in the United States are piloting the curriculum. Next year, the pilot expands to hundreds of additional high schools. Schools planning to pilot this course in 2023-2024 were asked to complete an interest form. The College Board confirmed that Crescenta Valley High School will be among the pilot schools next year, with the course taught by Mr. Gavin Hall, an experienced AP Social Science teacher.

Starting in the 2024-2025 school year, all schools can begin offering AP African American Studies. In Spring 2025, the AP African American Studies Exams will be available to all students. College Board will be providing training and resources to assist the pilot school in preparing to teach this new course.

A copy of the full AP African American Studies course framework is available for review in the Glendale Unified School District Secondary Instruction Office.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 4

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services  
Dr. Darneika Watson, Chief HR & Operations Officer  
Dr. Chris Coulter, Executive Director, Secondary Instruction  
Phyllis Ishisaka, Executive Assistant to the Superintendent

SUBJECT: **Proposed Revisions to Board Policies Relating to Philosophy-Goals-Objectives and Comprehensive Plans; Personnel; Instruction; and Bylaws of the Board**

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This report provides the Board of Education with information on the need to revise or retire existing Board Policies (BP) 0430 (Comprehensive Local Plan for Special Education); BP 4113.5/4213.5/4313.5 (Working Remotely); BP 6145.8 (Assemblies and Special Events); and Bylaws of the Board (BB) 9320 (Meetings and Notices) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**BP 0430 – Comprehensive Local Plan For Special Education**

CSBA Update: December 2022  
Last GUSD Update: July 2020

Staff recommends the Board update Board Policy (BP) 0430 to reflect a new law (AB 181, 2022), which requires the State Superintendent of Public Instruction to make publicly available the special education funding each local educational agency (LEA) generates for their Special Education Local Plan Area (SELPA), and for the SELPA, to report to member LEAs the amount of funding each LEA generates for the SELPA.

**BP 4113.5/4213.5/4313.5 - Working Remotely**

CSBA Update: April 2020  
Last GUSD Update: May 2020

To align with the California School Boards Association (CSBA) policy, GUSD adopted Board Policy 4113.5/4213.5/4313.5 - Working Remotely in May 2020 to accommodate instances where working remotely at home or at another alternative location could be necessary at times when widespread illness, natural disaster, or other emergency condition

makes the school or worksite unsafe or otherwise interrupts the District's ability to effectively conduct operations at the school or worksite.

On April 10, 2023, President Biden signed legislation that ended the COVID-19 national emergency. On May 11, 2023, the COVID-19 public health emergency is expected to expire. Therefore, staff recommends that Board Policy (BP) 4113.5/4213.5/4313.5 be retired as the need for working remotely due to the pandemic will no longer be applicable.

#### **BP 6145.8 - Assemblies and Special Events**

CSBA Update: July 2006  
Last GUSD Update: October 2018

Staff is recommending the Board update Board Policy (BP) 6145.8 for consistency purposes to reflect recent language changes in BP 6144 (Instruction on Topics of Political and Socio-Cultural Importance) that also relates to assemblies and special events, including events with guest speakers.

#### **BB 9320 - Meetings and Notices**

CSBA Update: March 2023  
Last GUSD Update: February 2022

Board Bylaw (BB) is updated to reflect new law (AB 2449, 2022), which (1) requires Boards to maintain and implement a procedure for receiving and resolving requests for reasonable accommodation for individuals with disabilities, to resolve any doubt in favor of accessibility, and to give notice of the procedure for receiving and resolving requests for accommodation in each instance in which notice of the time of a meeting is otherwise given or the agenda is otherwise posted, and (2) adds procedures for "Teleconferencing During a Personal Emergency" and "Teleconferencing for 'Just Cause'." Bylaw is also updated to reflect new law (AB 2647, 2022), which provides a procedure for complying with the Brown Act when distributing materials to the Board less than 72 hours before a regular meeting and outside of regular business hours. Additionally, bylaw is updated to reference the expiration of the California COVID-19 State of Emergency on February 28, 2023, and to clarify that a Board may utilize "Teleconferencing During a Proclaimed State of Emergency" if all terms are met pursuant to Government Code 54953, until January 1, 2024.

The proposed revisions to these policies are presented to the Board for first reading. Should the consensus be to move forward, the policies will be on the June 6, 2023, meeting agenda for approval. Upon approval of the BPs, revisions will be made to the accompanying Administrative Regulations as needed following the normal District process.

Copies of the proposed revised policies are attached to this memo.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Local Plan For Special Education

The Governing Board recognizes its obligation to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the District.

~~Pursuant to Education Code 56195.1, school districts and county offices of education (COE) are required to form geographical regions, known as Special Education Local Plan Areas (SELPA), of sufficient size and scope to administer a local plan and the allocation of funds for all the special education service needs of the children residing within the boundaries of the region. Districts may join together or with a COE to form a SELPA, or a single district may form its own SELPA. Each SELPA is required to develop and administer a local plan describing how it will provide special education services. Pursuant to Education Code 56195.5, the Governing Board has authority, consistent with the SELPA plan, over the programs it directly maintains.~~

In order to meet the needs of individuals with disabilities, the District shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

~~Education Code 56195.8 mandates each entity providing special education that is participating in a multi-district SELPA to adopt policies for the programs and services it operates, including, but not limited to, policies on nonpublic, nonsectarian services, review of the class assignment of a student with disabilities, procedural safeguards, resource specialists, transportation of students with disabilities, information on the number of individuals with disabilities who are being provided special education and related services, and caseloads for speech and language specialists providing services to children with disabilities ages 3-5 years. District policies on these topics should be consistent with policies adopted by the SELPA.~~

The District shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the District shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

Each year, the Superintendent or designee shall provide to the Board any data and/or information regarding the special education funding generated by the District as supplied by the SPI and the SELPA in accordance with Education Code 56836.148.

~~Beginning July 1, 2020, the~~ The local plan shall be reviewed at least once every three years and



Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Local Plan For Special Education

updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. ~~The budget plan, service plan, and annual assurances support plan must still be reviewed annually~~ (Education Code 56195.9)

~~For districts participating in a multi-district SELPA with or without a COE these requirements are contained in the written agreement entered into by members of the SELPA.~~

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

Legal Reference: Education Code, Sections 56000-56001; 56020-56035; 56040-56046; 56048-56050; 56055; 56060-56063; 56170-56177; 56190-56194; 56195-56195.10; 56205-56208; ~~56213~~ 56211-56214; 56240-56245; 56300-56385; 56440-56447.1; 56500-56508; 56520-56524; 56600-56606; and 56836-56836.05  
Government Code, Sections 7579.5; 95000- ~~95029~~ 95004  
Welfare and Institutions Code, Sections 361; 726  
Code of Regulations, Title 5, Sections 3000-3089  
United States Code, Title 20, Sections 1232g; 1400-1482  
United States Code, Title 29, Section 794  
United States Code, Title 42, Sections 12101-12213  
Code of Federal Regulations, Title 34, Sections 99.10-99.22; 104.1-104.39; 300.1-300.818; 300.500-300.520; 303.1-303.654

Policy Adopted: 09/10/2002

Policy Amended: 07/26/2016; 07/14/2020; --/--/2023

Personnel

Working Remotely

~~The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the District's ability to effectively conduct operations at the school or worksite. A full time, part time, or short term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder District operations.~~

~~The opportunity to work remotely shall be entirely at the District's discretion, and no grievance or appeal right may arise from District denial of any employee request for remote work.~~

~~Employees approved for remote work shall comply with all District policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.~~

~~Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.~~

~~Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.~~

~~The District shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the District in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the District and shall adhere to the District's Acceptable Use Agreement. The employee's personally owned equipment may only be used for District business when approved by the Superintendent or designee.~~

~~Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept~~

Personnel

Working Remotely

~~confidential or made accessible to the public in accordance with law.~~

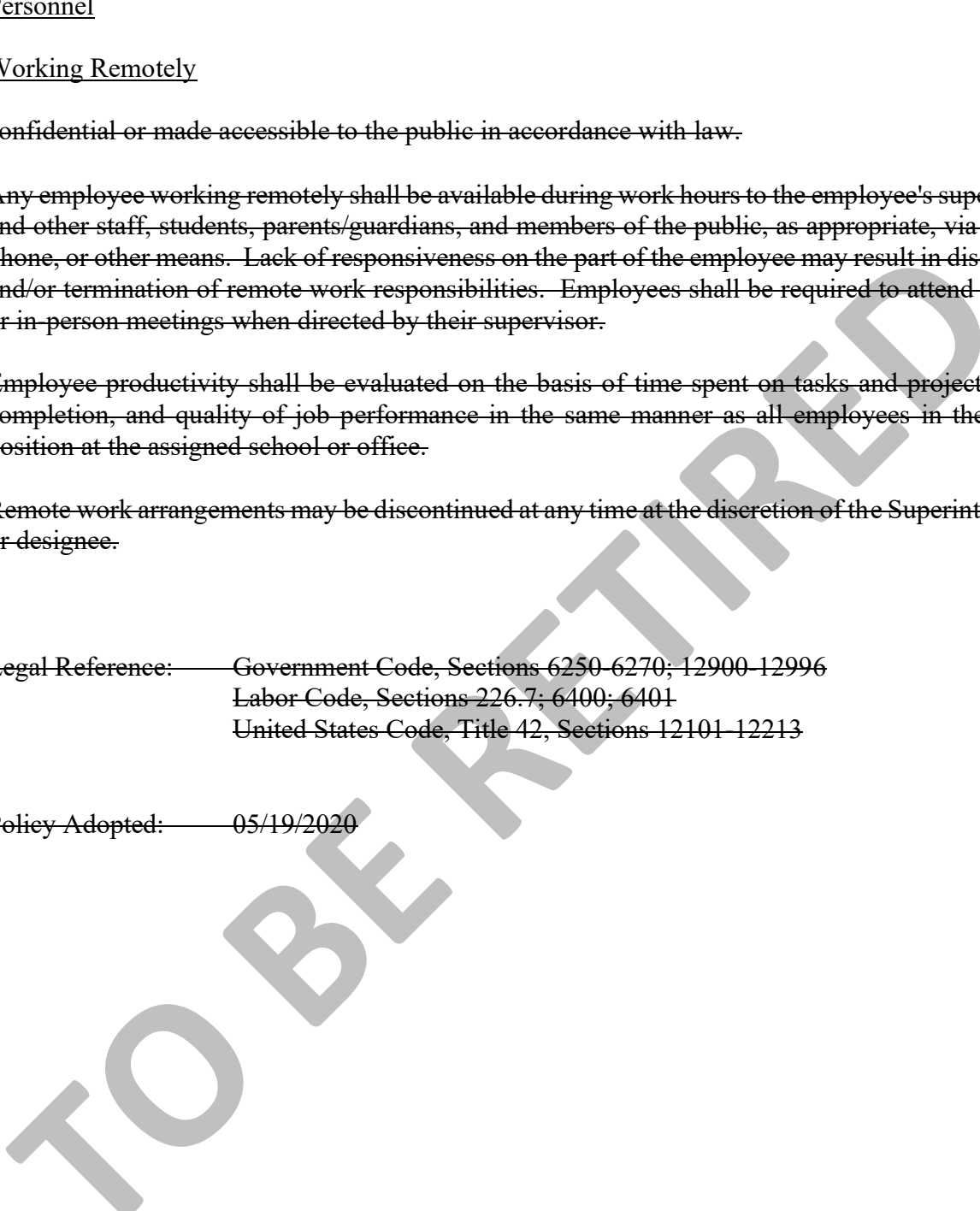
~~Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.~~

~~Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.~~

~~Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.~~

~~Legal Reference: Government Code, Sections 6250-6270; 12900-12996  
Labor Code, Sections 226.7; 6400; 6401  
United States Code, Title 42, Sections 12101-12213~~

~~Policy Adopted: 05/19/2020~~



Instruction

Assemblies and Special Events

The Board of Education believes that assemblies and special events should promote a positive school climate and be related to the District's educational program. Assemblies may provide information that supplements the District's curriculum or may showcase student achievement in academics, athletics, music, art, drama, or other extracurricular or cocurricular activities.

Prior approval of assemblies or speakers must be obtained by the principal. The principal shall use their professional judgement to ensure that ~~speakers and community resources~~ the subject matter and performances featured in school assemblies and special events are carefully selected and represent a balanced viewpoint suitable for the age and maturity of the students. The principal shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources. Prospective speakers shall agree to present material of educational relevance that is appropriate to the maturity of the audience, demonstrates respect for others and diverse points of view, and ability to engage in civilized discourse with no statements that are obscene, vulgar, or that incite violence.

The principal shall schedule assemblies and special events so as to maximize the effectiveness of instructional time and to satisfy the requirements of law and negotiated agreements.

Students shall be informed of appropriate conduct expected during assemblies and special events and the importance of, and how to demonstrate, being courteous and respectful of the performers and speakers. During the assembly, students shall show respect to all performers and speakers. Students who disrupt the program shall lose the privilege of attending the assembly/special event and may be subject to disciplinary action.

Legal Reference: Education Code, Sections 37200-37202; 37220-37223; 46010; 46100; 48980; 51202; 51240; 51513; 51930-51939

Policy Adopted: 10/02/2018

Policy Amended: --/--/2023

Previously BP 6154.8 Outside Speakers

Meetings and Notices

Meetings of the Governing Board are conducted for the purpose of accomplishing District business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location, as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or District official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or District official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. (Government Code 54953, 54953.2, 54954.1, 54954.2)

Notice of the procedure for receiving and resolving requests for accommodation described above shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953).

Regular Meetings

The Board shall hold at least one regular meeting each month. Regular meetings shall be held at 5:00 p.m. on a Tuesday in the Board Room at the Administration Center, 223 N. Jackson Street, unless otherwise determined by the Board.

~~Regular meetings, unless otherwise determined by the Board of Education, shall be held on the first and third second Tuesday of each calendar month except when the meeting falls on a holiday fixed by the laws of the State of California or declared by the Board of Education. Meetings shall~~

### Meetings and Notices

~~be held in the Board Room at the Administration Center, 223 North Jackson Street, unless otherwise determined by the Board. The time of the meetings shall be 5:00 p.m. and posted in advance in accordance with state law.~~

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the District's website. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose or on the District web site, consistent with Government Code 54957.5, at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

### Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the District's website. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

### Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without

### Meetings and Notices

complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board.
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board.

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

### Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

### Meetings and Notices

#### Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within District boundaries. Action items shall not be included on the agenda for these meetings.

#### Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific District business among themselves other than as part of the scheduled program (Government Code 54952.2):

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members.
2. An open, publicized meeting organized by a person or organization other than the District to address a topic of local community concern.
3. An open and noticed meeting of another body in the District.
4. An open and noticed meeting of a legislative body of another local agency.
5. A purely social or ceremonial occasion.
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers.

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

#### Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not



Meetings and Notices

be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within District boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the District is a party.
2. Inspect real or personal property which cannot conveniently be brought into the District, provided that the topic of the meeting is limited to items directly related to the property.
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.
4. Meet in the closest meeting facility if the District has no meeting facility within its boundaries or if its principal office is located outside the District.
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the District over which the state or federal officials have jurisdiction.
6. Meet in or near a facility owned by the District but located outside the District, provided the meeting agenda is limited to items directly related to that facility.
7. Visit the office of the District's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs.
8. Attend conferences on nonadversarial collective bargaining techniques.
9. Interview residents of another District regarding the Board's potential employment of an applicant for Superintendent of the District.
10. Interview a potential employee from another district.

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings

### Meetings and Notices

shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

### Traditional Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means, through either audio and/or video. (Government Code 54953)

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction.

All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within District boundaries. (Government Code 54953)

Unless a Board member participates by teleconference pursuant to the provisions described in the sections “Teleconferencing During a Personal Emergency,” “Teleconferencing For Just Cause,” or “Teleconferencing During a Proclaimed State of Emergency” below, agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere.

All teleconference locations shall be accessible to the public and the public shall have the right to address the Board directly at each teleconference location. Additional teleconference locations may be provided to the public. (Government Code 54953)

~~Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)~~

~~All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)~~

### Teleconferencing During a Personal Emergency

Meetings and Notices

Until January 1, 2026, with approval from the majority of the Board, a Board member may be permitted to participate in a meeting remotely when a physical or family medical emergency prevents the Board member from attending in person. The Board member requesting to appear remotely shall notify the Board of the emergency situation as soon as possible, and provide a concise general description of the circumstances relating to the Board member's need to appear remotely. The Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953)

A Board member may not appear remotely under emergency circumstances for more than 20 percent of the Board's regular meetings or for more than three consecutive months. If the Board meets less than 10 times in a calendar year, a Board member may not appear remotely under emergency circumstances for more than two meetings. (Government Code 54953)

When a Board member is approved to participate remotely due to emergency circumstances, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If permitted to participate remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

The District shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)

If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953)

Teleconferencing for "Just Cause"

A Board member may be permitted to appear remotely, pursuant to the provisions below, for just cause for no more than two meetings per calendar year. A Board member appearing for just cause shall notify the Board at the earliest possible opportunity of the need to participate in the meeting remotely, including at the start of a regular meeting. (Government Code 54953)

Meetings and Notices

Just Cause may exist for any of the following: (Government Code 54953)

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Board member to participate remotely.
2. A contagious illness prevents a Board member from attending in person.
3. A Board member has a need related to a physical or mental disability not otherwise reasonably accommodated.
4. A Board member is traveling while on official business of the Board or another state or local agency.

When a Board member participates remotely for just cause, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If the Board member participates remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

The District shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)

If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

Until January 1, 2024, the Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring

Meetings and Notices

that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing.
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees.
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act.
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option.

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3.
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time.
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed.
6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to the public using the call-in option or internet-based service option, or in the

Meetings and Notices

event of a disruption within the District's control that prevents members of the public from offering public comments, ~~or for members of the public to offer public comments,~~ the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored.

The District may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person.
2. State or local officials continue to impose or recommend measures to promote social distancing.

Legal Reference: Education Code, Sections 35140; 35143; 35144; 35145; 35145.5; 35146; 35147  
Government Code, Sections 3511.1; 11135; 54950-54963; 54953; 54953; 54954; 54954.2; 54956; 54956.5; 6252-6270; 79200.000 – 7930.170; 8625-8629  
United States Code, Title 42, Sections 12101-12213  
Code of Federal Regulations, Title 28, Sections 35.160; 36.303

Policy Adopted: 12/04/1956

Policy Amended: 06/16/1959; 03/19/1985; 09/03/1996; 09/16/1997; 10/05/1999; 6/24/2003; 03/06/2012; 02/02/2021; 02/01/2022; --/--/2023

Formerly BP 9440, BP 9441, BP 9442

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Chris Coulter, Executive Director, Secondary Instruction

SUBJECT: **Proposed Contract with Facing History and Ourselves for Professional Development for the 2023-2023 School Year**

---

All GUSD teachers and administrators will participate in professional learning provided by the highly regarded organization, Facing History and Ourselves, during the 2023-2024 school year. GUSD teachers have previously participated in Armenian Genocide education training with Facing History and Ourselves and teachers have always given very positive feedback to the organization's many offerings.

For the 2023-24 school year, teachers and administrators will engage in learning, reflection, and discussion over the course of six modules that are each 90-minutes long. For each module, staff from Facing History will provide historical context and engage staff in opportunities to explore the diversity represented in GUSD more deeply. The six modules will cover the following topics:

1. Setting environment for difficult conversations
2. Unpacking key terms and big ideas
3. History - slavery, race, eugenics
4. Implicit bias
5. Deficit narratives
6. Shifting mindsets and perspectives

Each school site will identify a team of teachers to serve as facilitators. The site facilitators will work with small groups of teachers to carry out activities after content experts from Facing History and Ourselves present content. In preparation, the site facilitators will participate in two days of training in October.

All teachers and administrators will participate in Modules 1 and 2 on the morning of October 27, 2023, during the District-wide Professional Development Day. Module 3 will occur between November 2023 and March 2024 (determined by school site) at a faculty meeting or special purpose meeting. Modules 4 and 5 will occur during the March 25, 2024, Professional Development day. The final module will take place during a faculty meeting in April or May 2024 (determined by school site). After each module presentation,

District staff and Facing History and Ourselves will meet with the site facilitators to reflect on the process and content and prepare for the next module(s).

The total cost to provide training for the facilitators, presentations for all six modules by content experts, and follow-up work with facilitators over the course of the 2023-24 school year is \$176,000. Anti-Bias and Educator Effectiveness grant funds will be used in order to fulfill grant expectations and agreements.

It is planned to present the contract at the June 6, 2023, Board meeting for approval.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

INFORMATION REPORT NO. 6

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations  
Officer/Director of Classified Personnel

SUBJECT: ACKNOWLEDGEMENTS OF SERVICE

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The resignations and retirements of the following employees have been accepted by the Chief Human Resources and Operations Officer/Director of Classified Personnel, as effective and final per Board Policies 4117.1/4217.1/4317.1 and 4117.2/4217.2/4317.2, and are being reported to the Board of Education as information only - no action required:

Resignations:

1. Altunyan, Lusine Effective 4/28/23  
Cafeteria Worker I  
Wilson Middle School
2. Amiriyani-Eleasiyan, Artineh Effective 4/25/23  
Early Education Teacher  
Dunsmore ES/CDCC
3. Espinoza, Sandra Effective 5/19/23  
Coordinator II, Categorical Programs  
EAFE
4. Issagholian, Aida Effective 5/10/23  
Special Education Assistant  
FACTS
5. Lopez, Erika Effective 4/24/23  
Education Assistant Intensive Support  
Horace Mann Elementary School

Retirements:

1. Ake, Silvana  
Early Education Teacher  
Cerritos Elementary/CDCC  
Effective 7/01/23  
21 years, 6 months of service
2. Amses, Robert  
5<sup>th</sup> Grade Teacher  
Glenoaks Elementary  
Effective 6/09/23  
18 years of service
3. Curry, Julie  
English/ELD Teacher  
Wilson Middle School  
Effective 6/09/23  
29 years, 5 months of service
4. Sahakyan, Susanna  
Education Assistant II  
Daily High School  
Effective 6/01/23  
15 years, 6 months of service
5. Siegall, Alicia  
5<sup>th</sup> Grade Teacher  
Jefferson Elementary  
Effective 7/01/23  
30 years of service
6. Simonian, Hasmig  
3<sup>rd</sup> Grade Teacher  
Marshall Elementary  
Effective 6/09/23  
31 years of service
7. Turdjian, Karine  
Counselor  
Clark Magnet High School  
Effective 7/10/23  
15 years of service
8. Vallejos, Lourdes  
Clerk III  
Toll Middle School  
Effective 6/02/23  
36 years, 5 months of service

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 1

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Brook Reynolds, Executive Director, Elementary Instruction

SUBJECT: **Approval of Amended Services Agreement Between the Latino Film Institute's Youth Cinema Project and the Glendale Unified School District for Columbus Elementary School**

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The Superintendent recommends that the Board of Education approve the amended agreement with The Latino Film Institute's Youth Cinema Project, increasing the agreement to a three-year option for a subsidy amount of \$317,565.45, to continue providing instructional services in cinematic film making, orientation, training and staff development for two fifth grade classes at Columbus Elementary School.

The Glendale Unified School District (GUSD) contracted with The Latino Film Institute to bring the Youth Cinema Project (YCP) to two fifth grade classes at Columbus Elementary School during the 2022-2023 school year. The project provides school administrators and teachers an initial orientation to prepare them in launching this project-based program with students to produce competent, resilient and real-world problem-solvers by bridging the achievement and opportunity gaps and creating lifelong learners in the entertainment industry's multicultural future. The program teaches students about screenwriting, storyboarding, casting, directing, producing, editing, sound recording and engineering, and other post production skills. Services include year-round staff development and training by YCP leadership teams.

Students are provided with one and a half hours of instruction by the classroom teacher and YCP project mentors twice a week. Additionally, YCP guest lecturers present on specialized film-making topics to provide a direct pathway and outlook into the industry in which they are active by having them share their experiences on film projects.

The program includes an industry-related field trip to enhance the curriculum being taught. In the 2022-2023 school year, the field trip will be for staff, students and parents to attend the Youth Cinema Project Student Film Festival at the TCL Chinese Theater in

Hollywood, California for the premiere of the students' short films and participation in special events and workshops led by entertainment industry professionals.

Due to the success of the Youth Cinema Project at Columbus Elementary School, the District plans to extend the existing one-year agreement and amend it to the proposed three-year option offered by the Latino Film Institute at a 25% subsidy discount.

The cost of the amended agreement will cover services during the 2022-2023, 2023-2024 and 2024-2025 school years for a total cost of \$317,565.45 (\$105,855.15 x three years, in lieu of the original one-year cost of \$141,140.20), and will be paid using funds from the Arts, Music and Instructional Discretionary Block Grant. The contractor will credit any overpayment from the first year of services to the balance due for year two of the agreement.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

**AMENDMENT NO. 1 TO SERVICES AGREEMENT  
FOR  
INSTRUCTIONAL FILM MAKING**


This Amendment made this 10<sup>th</sup> day of May, 2023 between Latino Film Institute Youth Cinema and Glendale Unified School District to the existing Service Agreement Board approved on July 12, 2022 and executed July 14, 2022 to provide Instructional Filmmaking Services.

This Amendment extends the terms of the initial agreement an additional two (2) years to June 30, 2025. The compensation for the additional term will be as follows:

- \$35,285.05 Credit for Year 22/23 (25% Subsidy Discount)
- \$105,855.15 for Year 23/24
- \$105,855.15 for Year 24/25

This Amendment is effective upon execution. Any dates set forth in the original Contract shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract Agreement shall remain the same.

LATINO FILM INSTITUTE YOUTH CINEMA

By: _____	_____
Signature 	Executive Director
_____	_____
Erika Sabel Flores	5/11/2023
Print Name	Date

GLENDALE UNIFIED SCHOOL DISTRICT

By: _____	_____
Signature	Assistant Superintendent
_____	_____
Dr. Kelly King	May 17, 2023
Print Name	Date

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Stepan Mekhitarian, Director, Innovation, Instruction, Assessment and Accountability

SUBJECT: **Approval for 3-Year Renewal of Contract with Panorama Education for Social-Emotional Learning Support**

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The Superintendent recommends that the Board of Education approve the renewal of a 3-year contract between Glendale Unified School District and Panorama Education in the amount of \$45,310 per year to provide social-emotional learning support in the 2023-2024 through the 2025-2026 school years.

Educational Services collaborated with several departments and Panorama Education in 2018-19 to develop a research-based survey to gather actionable data on socioemotional learning at school sites. The six topics selected for inclusion in the survey were:

- Social Awareness
- Growth Mindset
- Self-Efficacy
- Sense of Belonging
- Emotion Regulation
- School Safety

The survey is administered twice a year – once in the Fall and once in the Spring. During the Spring 2023 administration, approximately 14,600 students completed the survey for an 87% completion rate. The survey was differentiated for 4<sup>th</sup> – 5<sup>th</sup> graders and for 6<sup>th</sup> – 12<sup>th</sup> graders.

The results are disaggregated by multiple subgroups, including:

- EL Status
- Ethnicity
- Gender
- Grade Level
- Special Education Status

**Recommendation**

The Superintendent recommends a 3-year contract renewal with Panorama Education to provide social-emotional learning support in the 2023-2024 through the 2025-2026 school years. The proposed contract includes:

Annual License Fee	\$51,750
Partnership Discount	- \$2,500
Multi-Year Discount	- \$3,940
Total Cost (per year)	\$45,310

Educational Services funding will cover the cost associated with this contract, to be paid annually for three years.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***

Primary Contact Information			
Client		Panorama Education, Inc. ("Panorama")	
<i>Client Legal Name ("Client")</i>	Glendale Unified School District	<i>Company Name</i>	Panorama Education, Inc.
<i>Primary Contact, Title</i>	Dr. Kelly King, Assistant Superintendent, Educational Services	<i>Contact</i>	Account Management Team
<i>Billing / Payment Address</i>	223 North Jackson Street	<i>Billing Address</i>	24 School St. Fourth Floor
<i>City / State / Zip</i>	Glendale, CA 91206	<i>City / State / Zip</i>	Boston, MA 02108
<i>Primary Contact Email Address</i>	<a href="mailto:kking@gusd.net">kking@gusd.net</a>	<i>Email</i>	Contact@panoramaed.com
<i>Primary Contact Phone Number</i>	818-241-3111 Ext. 1208	<i>Phone</i>	(617) 356-8123
<i>Accounts Payable Contact</i>	Adrineh Khachikian		
<i>Accounts Payable Email Address</i>	akhachikian@gusd.net		
<i>Accounts Payable Phone Number</i>	818-241-3111 x1552		
<i>Purchase Order Required?</i>	Yes [ x ]    No [   ]		

**(1) Description of Services and (2) Fees**

Description of Services	Fees		
<p><b><u>Annual Licenses:</u></b>                      All licenses include access to Platform and Support (as defined in the Terms and Conditions): Survey administration, analysis and reporting.</p> <ul style="list-style-type: none"> <li>Dashboards and reporting for teachers, student support staff, school administrators, and district administrators</li> <li>Ongoing Project Management and Technical support through the length of the contract</li> </ul> <p><b>Student Climate Surveys &amp; SEL: Platform License</b></p> <ul style="list-style-type: none"> <li>Student Surveys</li> </ul>	<b>Effective Date:</b>	6/19/2023	
	<b>Contract Term:</b> <i>(From Effective Date)</i>	__ 3 __ Contract Years	
	<b>Annual License Fee:</b> <b>Partnership Discount:</b>	\$51,750 / year -\$2,500/ year	
	<b>Multi-Year Discount:</b>	____ 5% __ x __ 8% ____ 10%  -\$3,940 / year	



# PANORAMA EDUCATION - SERVICE ORDER



	<i>Discounted Annual License Fee:</i>	\$45,310 / year * <u>3</u> Contract Years
	<b>Subtotal License Fee Over Contract Term:</b>	\$ 135,930
<b>Services:</b>	<i>Professional Development:</i>	\$0 / year
	<i>Additional Services:</i>	\$0 / year
	<i>Annual Services Fees:</i>	\$0 / year * <u>3</u> Contract Years
	<b>Subtotal Services Fees Over Contract Term:</b>	\$0
	<b>Subtotal License Fee Over Contract Term:</b>	\$135,930
	<b>Subtotal Services Fees Over Contract Term:</b>	\$0
	<b>Total Over Contract Term:</b> <i>(Invoiced on Effective date of Year 1 unless otherwise specified)</i>	\$135,930
	<b>Annual Total:</b>	\$45,310 / year

**(3) Agreement**

The entire agreement by and between Client and Panorama ("Agreement") consists of (i) the terms set forth in this Service Order ("SO") and (ii) the terms attached as Exhibit A to, and hereby incorporated by reference into, this SO ("Terms").

**(4) Supplemental Terms and Conditions (if any)**

**Authorization**

By signing below, Client and Panorama ACCEPT AND AGREE TO the Agreement as of the Effective Date.

Client Signature:	Print Name, Title: Dr. Kelly King	Date: May 17, 2023
Panorama Signature:	Print Name, Title:	Date:

## Exhibit A

### Terms

#### BACKGROUND

Panorama is an education technology company that provides a cloud-based platform-as-a-service and related support services to enable schools and school districts to analyze student and school data, measure social-emotional learning, and design and implement survey programs for students, staff and parents or authorized guardians ("Platform"). The client named on the Service Order attached hereto ("Client") and Panorama have entered into an agreement consisting of the attached Service Order, including any exhibits attached thereto, ("SO"), these terms ("Terms" and collectively with the SO, "Agreement"). From time to time hereafter, Client and Panorama may enter into additional service orders pursuant to which Client may purchase additional rights to use the Platform and receive additional services, provided that these Terms will be incorporated by reference into and apply to each such additional service order to create a separate agreement that governs each such additional service order, in each case to the exclusion of any other terms or conditions that either party seeks to impose or incorporate or that are implied by course of dealing.

#### 1 RIGHT TO USE PLATFORM

1.1 Platform. Subject to this Agreement, Panorama hereby grants Client (including Client's students, employees, and parents and authorized guardians of Client's students, all as applicable and described in the relevant SO, ("Authorized Users")), the limited, nonexclusive, nontransferable, non-sublicenseable right to access and use the Platform via the Internet during the Term solely for Client's use, in accordance with applicable laws and regulations and the Platform's intended uses as communicated to Client by Panorama.

1.2 Limitations. Except as expressly permitted in the Agreement, Client will not and will not authorize or allow any third party to: (a) provide access to the Platform to any person who is not an Authorized User or (b) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas or algorithms of the Platform; (c) modify, translate or create derivative works based on the Platform; (d) copy, rent, lease, distribute, pledge, assign or otherwise transfer or allow any lien, security interest or other encumbrance on the Platform; (e) use the Platform for timesharing or service bureau purposes or otherwise for the benefit of a third party; (f) hack, manipulate, interfere with or disrupt the integrity or performance of or otherwise attempt to gain unauthorized access to the Platform or its related systems, hardware or networks or any content or technology incorporated in any of the foregoing; or (g) remove or obscure any proprietary notices or labels of Panorama or its

suppliers on the Platform or on any printed or digital materials provided by Panorama.

1.3 Compliance with Laws. Panorama is responsible for compliance with federal, state local laws and regulations to the extent they govern Panorama's activities, including providing the Platform to Client. Client is responsible for compliance with federal, state and local laws and regulations to the extent they govern Client's activities, including but not limited to the use by Client of the Platform to collect, record, retain, use and disclose any individual's information. Without limiting the foregoing, each party is responsible for determining its own obligations, including but not limited to notice and consent obligations, under the Family Educational Right to Privacy Act and its implementing regulations ("FERPA") and the Protection of Pupil Rights Act and its implementing regulations ("PPRA"). The parties agree that they intend for the collection and use of personally identifiable information (as defined under FERPA) for only legitimate educational purposes and other purposes allowed under relevant laws, including but not limited to FERPA and PPRA. Client hereby gives its consent to Panorama on behalf of parents (as defined under FERPA, PPRA and the Children's Online Privacy Protection Act ("COPPA")) of children from whom any personal information (as defined under COPPA) may be gathered in connection with this Agreement and the Platform. Panorama shall not be obligated to obtain consents from parents directly.

#### 2 INTELLECTUAL PROPERTY; PRIVACY; SECURITY

2.1 Client Data. As between Client and Panorama, Client owns data input into the Platform, or otherwise provided to Panorama, by Client and Authorized Users, that constitutes personally identifiable information (as defined under FERPA), such as student survey responses reported on an individual level, ("Client PII") and (b) any other data and content input into the Platform, or otherwise provided to Panorama, by Client and Authorized Users or on their behalf, such as survey questions, ("Non-PII" and together with PII "Client Data"). Client hereby grants Panorama a nonexclusive, worldwide, royalty-free, fully paid up, sublicenseable (through multiple tiers): (i) right and license during the Term to copy, distribute, display, create derivative works of and use Client Data to perform Panorama's obligations under this Agreement; (ii) perpetual, irrevocable right and license to copy, modify and use Client PII to create aggregated, non-personally identifiable data sets ("Blind Data") and copy, distribute, display, create derivative works of and use Blind Data for benchmarking, research or development purposes, including published research; and (iii) perpetual, irrevocable right and license to copy, distribute, display, create derivative works of and use Non-PII, for any and all purposes, in any form, media or manner. Client reserves any and all right,

## Exhibit A

### Terms

title and interest in and to Client Data other than the licenses therein expressly granted to Panorama under this Agreement.

2.2 Panorama Intellectual Property. Panorama retains all right, title and interest in and to the Platform, including but not limited to learning content, teaching materials, survey questions, underlying research and methodologies (by whomever produced except to the extent Client produced such material), all copies and parts of any of the foregoing, and all intellectual property rights therein. Panorama grants no, and reserves any and all, rights other than the rights expressly granted to Client under this Agreement with respect to the Platform.

2.3 Client Feedback. Client may from time to time provide suggestions, comments for enhancements or functionality or other feedback ("Feedback") to Panorama with respect to the Platform. Panorama has full discretion to determine whether to proceed with development of the requested enhancements, features or functionality. Client hereby grants Panorama a royalty-free, fully paid-up, worldwide, transferable, sublicenseable, irrevocable, perpetual license to: (a) copy, distribute, transmit, display, perform, and create derivative works of the Feedback in whole or in part; and (b) use the Feedback in whole or in part, including without limitation, the right to develop, manufacture, have manufactured, market, promote, sell, have sold, offer for sale, have offered for sale, import, have imported, rent, provide and lease products or services that practice or embody, or are configured for use in practicing, the Feedback in whole or in part.

2.4 Panorama Privacy Policy. Panorama's Privacy Statement, as may be amended from time to time, is available at <https://www.panoramaed.com/privacy>.

2.5 Data Security and Privacy.

1. (a) Panorama will implement and maintain an information security program that is consistent with industry recognized practices, which include using commercially reasonable administrative, physical and technical safeguards designed to protect the Platform from unauthorized access that could compromise the security, confidentiality or integrity of Client PII. Panorama shall: (i) use reasonable efforts to secure physical premises where Client PII will be processed and/or stored and (ii) take reasonable precautions with respect to the employment of, access given to, and education and training of personnel engaged by Panorama to perform its obligations under this Agreement.

2. (b) Client will and will instruct its Authorized Users to: (i) use the Platform to collect, record, retain, use and disclose personally identifiable information only to the extent

necessary for its legitimate educational purposes; (ii) otherwise provide Panorama with personally identifiable information only to the extent necessary for Panorama to provide the Platform and perform its obligations under the Agreement; (iii) input personally identifiable information into the Platform only as prescribed by Panorama and only in the fields designated by Panorama ("Structured Fields"); (iv) use reasonable efforts to prevent unauthorized access to or use of the Platform; and (v) notify Panorama promptly of any known or suspected unauthorized access or use. Client will assist Panorama in all efforts to investigate and mitigate the effects of any such incident.

3. (c) If during the Term or upon termination of this Agreement Client requests in writing, Panorama will delete or otherwise render unrecoverable Client PII in Panorama's possession in a manner consistent with media sanitization practices described under industry recognized standards.

4. (d) Panorama shall not be responsible for any personally identifiable information input into the Platform in a manner not prescribed by Panorama or in a field that is not a Structured Field.

### 3 FEES; PAYMENT TERMS

3.1 Fees; Payment Terms. Unless otherwise indicated on the SO, Client will pay all fees within thirty (30) days of the invoice date. If payment of any fee is not made when due and payable, a late fee will accrue at the rate of the lesser of one and one-half percent (1.5%) per month or the highest legal rate permitted by law and Client will pay all reasonable expenses of collection. In addition, if any past due payment has not been received by Panorama within thirty (30) days from the time such payment is due, Panorama may upon written notice to Client suspend access to the Platform until such payment is made.

3.2 Taxes; Tax Exemption. All amounts payable by Client to Panorama hereunder are exclusive of any sales, use and other taxes or duties, however designated, including without limitation, withholding taxes, royalties, know-how payments, customs, privilege, excise, sales, use, value-added and property taxes (collectively "Taxes"). To the extent applicable, Client will be solely responsible for payment of all Taxes and will not withhold any Taxes from any amounts due Panorama. For the avoidance of doubt, Taxes do not include taxes based on Panorama's income. Client is responsible for determining whether it qualifies for any tax exemption, and if Client claims it is tax-exempt, it will, upon request from Panorama, provide documentation evidencing its tax-exempt status.

#### 4 TERM, TERMINATION

4.1 Term. The term of the Agreement will commence on the Effective Date and, unless earlier terminated in accordance with this Section 4, will continue through the date set forth on the SO ("Term").

4.2 Expiration; Termination. In addition to any other remedies it may have, either party may terminate the Agreement prior to expiration if the other party breaches any part of the Agreement and fails to cure such breach within thirty (30) days after receiving notice thereof. Upon expiration or any termination for any reason of the Agreement: (a) Client will pay in full for use of the Platform up to and including the last day on which the Platform is provided; (b) Panorama may, without notice to Client, delete or otherwise render unrecoverable Client PII in Panorama's possession in a manner consistent with media sanitization practices described under industry recognized standards; and (c) all rights granted to Client and all obligations of Panorama will immediately terminate and Client will promptly cease use of the Platform.

4.3 Survival. Upon expiration or termination for any reason of the Agreement, Sections 2 (Intellectual Property; Privacy; Security), 3 (Fees; Payment Terms), 4.2 (Termination; Effect of Termination), 4.3 (Survival), 5 (Confidentiality), 6.2 (Disclaimer), 7 (Limitations of Liability; Indemnification), and 8 (General) will survive.

#### 5 CONFIDENTIALITY

5.1 As used herein, "Confidential Information" means, subject to the exceptions set forth in the following sentence, any information or data that is not Client PII, regardless of whether it is in tangible form, disclosed by either party ("Disclosing Party") that Disclosing Party has either marked as confidential or proprietary, or has identified in writing as confidential or proprietary within thirty (30) days of disclosure to the other party ("Receiving Party"); provided, however, that a Disclosing Party's business plans, strategies, technology, research and development, current and prospective clients and customers, billing records, and products or services will be deemed Confidential Information of Disclosing Party even if not so marked or identified. Panorama's Confidential Information includes, without limitation, the Platform and this Agreement. Information will not be deemed Confidential Information" if such information: (a) is known to the Receiving Party prior to receipt from Disclosing Party directly or indirectly from a source other than one having an obligation of confidentiality to Disclosing Party; (b) becomes known (independently of disclosure by Disclosing Party) to the Receiving Party directly or indirectly from a source other than one having an obligation of confidentiality to Disclosing Party; or (c) becomes publicly

known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the Receiving Party. Each party acknowledges that certain Confidential Information may constitute valuable trade secrets and proprietary information of a party, and each party agrees that it will use the Confidential Information of the other party solely in accordance with the provisions of this Agreement and will not disclose, or permit to be disclosed, the same directly or indirectly, to any third party without the other party's prior written consent, except as otherwise permitted hereunder. Each party will use reasonable measures to protect the confidentiality and value of the other party's Confidential Information. Notwithstanding any provision of this Agreement, either party may disclose the terms of the Agreement, in whole or in part (i) to its employees, officers, directors, professional advisers (e.g., attorneys, auditors, financial advisors, accountants and other professional representatives), existing and prospective investors or acquirers contemplating a potential investment in or acquisition of a party, sources of debt financing, acquirers and/or subcontractors who have a need to know and are legally bound to keep such Confidential Information confidential by confidentiality obligations or, in the case of professional advisers, are bound by ethical duties to keep such Confidential Information confidential consistent with the terms of this Agreement; and (ii) as reasonably deemed by a party to be required by law (in which case each party will provide the other with prior written notification thereof, will provide such party with the opportunity to contest such disclosure, and will use its reasonable efforts to minimize such disclosure to the extent permitted by applicable law). Each party agrees to exercise due care in protecting the Confidential Information from unauthorized use and disclosure. In the event of actual or threatened breach of the provisions of this Section, the non-breaching party will be entitled to seek immediate injunctive and other equitable relief, without waiving any other rights or remedies available to it. Each party will promptly notify the other in writing if it becomes aware of any violations of the confidentiality obligations set forth in the Agreement. Upon Disclosing Party's written request, Receiving Party will either promptly return to Disclosing Party Disclosing Party's Confidential Information, and all embodiments thereof, that is in Receiving Party's possession and certify such return or use reasonable efforts to delete or otherwise render inaccessible such Confidential Information and certify the same.

#### 6 REPRESENTATIONS, WARRANTIES AND DISCLAIMER

6.1 Representations and Warranties. Each party represents and warrants to the other party that (a) such party has the required power and authority to enter into this Agreement and to perform its obligations hereunder, (b) the

## Exhibit A

### Terms

execution of this Agreement and performance of its obligations thereunder do not and will not violate any other agreement to which it is a party or any law or regulation applicable to it, and (c) this Agreement constitutes a legal, valid and binding obligation when signed by both parties. Client further represents and warrants that it has the right to provide Client Data to Panorama as well as the licenses and rights therein and thereto for the purposes contemplated by this Agreement.

6.2 Disclaimer. EXCEPT AS EXPRESSLY SET FORTH HEREIN, THE PLATFORM IS PROVIDED ON AN “AS-IS” BASIS AND PANORAMA DISCLAIMS ANY AND ALL WARRANTIES. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY MAKES ANY ADDITIONAL REPRESENTATION OR WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER. ALL OTHER EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW. EACH PARTY EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, TITLE, AND NON-INFRINGEMENT. NEITHER PARTY WARRANTS AGAINST INTERFERENCE WITH THE ENJOYMENT OF THE PRODUCTS OR SERVICES PROVIDED BY SUCH PARTY OR AGAINST INFRINGEMENT. NEITHER PARTY WARRANTS THAT THE PRODUCTS OR SERVICES PROVIDED BY SUCH PARTY ARE ERROR-FREE OR THAT OPERATION OF SUCH PARTY’S PRODUCTS OR SERVICES WILL BE SECURE OR UNINTERRUPTED. NEITHER PARTY WILL HAVE THE RIGHT TO MAKE OR PASS ON ANY REPRESENTATION OR WARRANTY ON BEHALF OF THE OTHER PARTY TO ANY THIRD PARTY.

### 7 LIMITATIONS OF LIABILITY; INDEMNIFICATION

7.1 Disclaimer of Consequential Damages. THE PARTIES HERETO AGREE THAT, NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, EXCEPT FOR LIABILITY ARISING OUT OF (A) CLIENT’S USE OF THE PLATFORM OTHER THAN EXPRESSLY PERMITTED BY SECTION 1 (RIGHT TO USE PLATFORM), (B) EITHER PARTY’S BREACH OF SECTION 5 (CONFIDENTIALITY), AND (C) A PARTY’S INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 7.4 AND 7.5 BELOW, AS APPLICABLE, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, RELIANCE, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, LOST OR DAMAGED DATA, LOST PROFITS OR LOST REVENUE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING

NEGLIGENCE), OR OTHERWISE, EVEN IF A PARTY HAS BEEN NOTIFIED OF THE POSSIBILITY THEREOF.

7.2 General Cap on Liability. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, EXCEPT FOR LIABILITY ARISING OUT OF (A) CLIENT’S USE OF THE PLATFORM OTHER THAN EXPRESSLY PERMITTED BY SECTION 1 (RIGHT TO USE PLATFORM), (B) EITHER PARTY’S BREACH OF SECTION 5 (CONFIDENTIALITY), AND (C) A PARTY’S INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 7.4 AND 7.5 BELOW, AS APPLICABLE, UNDER NO CIRCUMSTANCES WILL EITHER PARTY’S LIABILITY FOR ALL CLAIMS ARISING UNDER OR RELATING TO THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, EXCEED THE AGGREGATE FEES PAID BY CLIENT TO PANORAMA UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE EVENT OR CIRCUMSTANCES GIVING RISE TO SUCH LIABILITY. THIS LIMITATION OF LIABILITY IS CUMULATIVE AND NOT PER INCIDENT.

7.3 Independent Allocations of Risk. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT, AND EACH OF THESE PROVISIONS WILL APPLY EVEN IF THEY HAVE FAILED OF THEIR ESSENTIAL PURPOSE.

7.4 Indemnification by Panorama. Except for liability for which Client is responsible under Section 7.5, Panorama will indemnify, defend and hold Client and the officers, directors, agents, and employees of Client (“Client Indemnified Parties”) harmless from settlement amounts and damages, liabilities, penalties, costs and expenses (“Liabilities”) that are payable to any third party or incurred by the Client Indemnified Parties (including reasonable attorneys’ fees) arising from any third party claim, demand or allegation that the use of the Platform in accordance with the terms and conditions of this Agreement infringes such third party’s copyright or results in a misappropriation of such third party’s trade secrets. Panorama will have no liability or obligation under this Section 7.4 if such Liability is caused in whole or in part by (a) modification of the Platform by any party other than Panorama without Panorama’s express consent; (b) the combination, operation, or use of the Platform with other product(s), data or services not provided by Panorama where the Platform would not by itself

## Exhibit A

### Terms

be infringing; or (c) unauthorized or improper use of the Platform. If the use of the Platform by Client has become, or in Panorama's opinion is likely to become, the subject of any claim of infringement, Panorama may at its option and expense (i) procure for Client the right to continue using the Platform as set forth hereunder; (ii) replace or modify the Platform to make it non-infringing so long as the Platform has at least equivalent functionality; (iii) substitute an equivalent for the Platform or (iv) if options (i)-(iii) are not available on commercially reasonable terms, terminate the Agreement. This Section 7.4 states Panorama's entire obligation and Client's sole remedies in connection with any claim regarding the intellectual property rights of any third party.

7.5 Indemnification by Client. Client will indemnify, defend and hold Panorama and the officers, directors, agents, and employees of Panorama ("Panorama Indemnified Parties") harmless from Liabilities that are payable to any third party or incurred by the Panorama Indemnified Parties (including reasonable attorneys' fees) arising from any third party claim, demand or allegation arising from or related to any use by Client or Authorized Users of the Platform or Client Data in violation of the Agreement or any applicable federal, state or local law or regulation.

7.6 Indemnification Procedure. If a Client Indemnified Party or a Panorama Indemnified Party (each, an "Indemnified Party") becomes aware of any matter it believes it should be indemnified under Section 7.4 or Section 7.5, as applicable, involving any claim, action, suit, investigation, arbitration or other proceeding against the Indemnified Party by any third party (each an "Action"), the Indemnified Party will give the other party ("Indemnifying Party") prompt written notice of such Action. Indemnified Party will cooperate, at the expense of Indemnifying Party, with Indemnifying Party and its counsel in the defense and Indemnified Party will have the right to participate fully, at its own expense, in the defense of such Action with counsel of its own choosing. Any compromise or settlement of an Action will require the prior written consent of both parties hereunder, such consent not to be unreasonably withheld or delayed.

## 8 GENERAL

8.1 International. Client may not remove or export from, or use from outside, the United States or allow the export or re-export of the Platform or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority.

8.2 Relationship. No agency, partnership, joint venture, or employment is created as a result of the Agreement and a party does not have any authority of any kind to bind the other party in any respect whatsoever.

8.3 Publicity. Each party agrees that it will not, without prior written consent of the other, issue a press release regarding their business relationship. Notwithstanding anything herein to the contrary, Panorama may identify Client and the relationship between Panorama and Client in Panorama's marketing collateral, website, and other promotional, proposal and marketing materials.

8.4 Assignment. Neither party may assign the Agreement by operation of law or otherwise or assign or delegate its rights or obligations under the Agreement without the other party's prior written consent; provided however, that either party may assign the Agreement to an acquirer of or successor to all or substantially all of its business or assets to which the Agreement relates, whether by merger, sale of assets, sale of stock, reorganization or otherwise. Any assignment or attempted assignment by either party otherwise than in accordance with this Section 8 will be null and void.

8.5 Equitable Relief. In any action or proceeding to enforce rights under the Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. Client acknowledges that any unauthorized use of the Platform will cause irreparable harm and injury to Panorama for which there is no adequate remedy at law. In addition to all other remedies available under the Agreement, at law or in equity, Client further agrees that Panorama will be entitled to injunctive relief in the event Client uses the Platform in violation of the limited license granted herein or uses the Platform in any way not expressly permitted by the Agreement.

8.6 Force Majeure. Each party will be excused from performance for any period during which, and to the extent that, it is prevented from performing any obligation or service, in whole or in part, as a result of a cause beyond its reasonable control and without its fault or negligence, including, but not limited to, acts of God, acts of war, epidemics, fire, communication line failures, power failures, earthquakes, floods, blizzard, or other natural disasters (but excluding failure caused by a party's financial condition or any internal labor problems (including strikes, lockouts, work stoppages or slowdowns, or the threat thereof)) ("Force Majeure Event"). Delays in performing obligations due to a Force Majeure Event will automatically extend the deadline for performing such obligations for a period equal to the duration of such Force Majeure Event. Except as otherwise agreed upon by the parties in writing, in the event such non-performance continues for a period of thirty (30) days or more, either party may terminate the Agreement by giving written notice thereof to the other

## Exhibit A

### Terms

party. Upon the occurrence of any Force Majeure Event, the affected party will give the other party written notice thereof as soon as reasonably practicable of its failure of performance, describing the cause and effect of such failure, and the anticipated duration of its inability to perform.

8.7 Governance. This Agreement will be governed by the laws of the Commonwealth of Massachusetts without regard to its conflict of laws provisions. For all disputes relating to this Agreement, each party submits to the exclusive jurisdiction of the state and federal courts located in Boston, Massachusetts and waives any jurisdictional, venue, or inconvenient forum objections to such courts.

8.8 Agreement. Both parties agree that the Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of the Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. If any provision of the Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that the Agreement will otherwise remain in full force and effect and enforceable. Any additional or different terms proposed by Client, including those contained in Client's procurement order, acceptance, vendor portal or website, shall not be valid or have any effect unless expressly incorporated into the SO and agreed upon in writing by Panorama. Neither Panorama's acceptance of Client's procurement order nor its failure to object elsewhere to any provisions of any subsequent document, website, communication or act of Client shall be deemed acceptance thereof or a waiver of any of the terms in these Terms. If any term of the SO, including any exhibit attached thereto, expressly conflicts with a term of these Terms, the term of the SO (or if applicable the exhibit) shall prevail. If terms within the SO, including any exhibit attached thereto, and these Terms appear merely inconsistent or ambiguous, all such terms shall be given effect to the extent reasonably possible, with a term that is more specific and detailed on a certain matter prevailing over a more general term or silence on that matter. Silence in the SO, or in any exhibit attached thereto, or in these Terms, on a matter that is addressed elsewhere in the Agreement shall not be deemed to present an express conflict, inconsistency or ambiguity.

8.9 Notices. All notices under the Agreement will be in writing and sent to the recipient's address set forth in the SO and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or email; the day after it is sent, if sent for next day delivery by recognized overnight delivery

service; and upon receipt, if sent by certified or registered mail, return receipt requested.

5.



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Chris Coulter, Executive Director, Secondary Instruction

SUBJECT: **Approval of Services Agreement between Glendale Adventist Medical Center and Glendale Unified School District for Athletic Training**

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The Superintendent recommends that the Board of Education approve a five-year agreement between Glendale Adventist Medical Center and Glendale Unified School District for continued athletic training at the three comprehensive high schools in the amount of \$ 99,996 for the services in 2023-2024; \$103,008 for 2024-2025; \$104,040 for 2025-2026; and \$105,600 in both the 2026-2027 and 2027-2028 school years.

Glendale Unified School District has partnered with Glendale Adventist Medical Center to provide athletic trainer services to Crescenta Valley, Glendale, and Hoover High Schools' athletic programs for many years. The prior contract was for a five-year term and will expire with the 2022-2023 school year. Services were provided to the three comprehensive high schools for 10 hours per week per school. The sports supervised are: Football, Wrestling, Boys and Girls Tennis, Boys and Girls Swim and Water Polo, Baseball, Softball, Track/Cross Country, Boys and Girls Basketball, and Boys and Girls Lacrosse.

The District will continue contracting with Adventist Hospital of Glendale for Athletic Trainer services for the next five years commencing in the 2023-24 school year. After consideration of the increased needs for injury prevention, concussion protocols, and treatment, services were increased to 15 hours per week per school. The new contract will have a five-year term (July 1, 2023 – June 30, 2028) to lock in the following rates:

2023-2024:	\$8,333 for 12 months	\$ 99,996
2024-2025:	\$8,584 for 12 months	\$ 103,008
2025-2026:	\$8,670 for 12 months	\$ 104,040
2026-2027:	\$8,800 for 12 months	\$ 105,600
2027-2028:	\$8,800 for 12 months	\$ 105,600

Glendale Unified School District  
Action Report No. 3  
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Page 2

Services will be paid from Educational Services funds.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***

GLENDALE UNIFIED SCHOOL DISTRICT  
223 North Jackson Street  
Glendale, CA 91206  
(818) 241-3111

## SERVICES AGREEMENT

THIS CONTRACT made and entered into this 1 day of July, 2023  
by and between GLENDALE ADVENTIST MEDICAL CENTER DBA ADVENTIST HEALTH  
GLENDALE, hereinafter called the **SERVICE PROVIDER** and the **GLENDALE UNIFIED  
SCHOOL DISTRICT**, hereinafter called the **DISTRICT**.

WITNESSETH: The parties do hereby contract and agree as follows:

1. *Services Description.* SERVICE PROVIDER will perform the services described in the “Scope of Work” attached hereto as Addendum A and made a part thereof.
2. *Price.* The SERVICE PROVIDER shall furnish the DISTRICT for a total annual contract price of: ninety-nine thousand nine hundred ninety-six dollars (\$ 99,996) for the services in 2023-2024; one hundred three thousand eight dollars (\$103,008) in 2024-2025; one hundred four thousand forty dollars (\$104,040) in 2025-2026; one hundred five thousand six hundred dollars (\$105,600) annually in 2026-2027 and 2027-2028.

**Note:** Accounts Payable will not process payment until the services have been completed. Invoices should be submitted to Accounts Payable Department, Glendale Unified School District, 223 N. Jackson Street, Glendale, CA 91206.

3. *Term.* The term of this contract shall begin July 1, 2023 and will terminate on or before June 30, 2028 provided all services under this Contract are performed in a satisfactory manner. The determination of a satisfactory performance shall be in the sound and reasonable judgment and discretion of the District.

The District may, at any time, with or without reason, terminate this Agreement and compensate SERVICE PROVIDER only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by SERVICE PROVIDER. Notice shall be deemed given when received by the SERVICE PROVIDER or no later than three days after the day of mailing, whichever is sooner.

This agreement may be terminated by either partner immediately by written notice to the other partner upon the occurrence of any of the following events:

- a. If either partner ceases to do business, or terminates its business operations.
- b. If either partner is unable to meet its obligations in the normal course of business.
- c. If either partner becomes insolvent.

Either partner may terminate this Agreement for convenience upon thirty (30) days prior written notice to the other partner.

4. *Insurance.* The SERVICE PROVIDER agrees, during the term of this agreement, to maintain at SERVICE PROVIDER's expense all necessary insurance (or program of self-insurance) for its employees, including but not limited to workers compensation, employer's liability, disability, and unemployment insurance.
5. *Hold Harmless Agreement.* The SERVICE PROVIDER shall save, defend, hold harmless and indemnify the District from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work on the property under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the SERVICE PROVIDER or any employee, agent or representative of SERVICE PROVIDER.

The DISTRICT shall save, defend, hold harmless and indemnify the SERVICE PROVIDER from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work on the property under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the DISTRICT or any employee, agent or representative of DISTRICT.

6. *Force Majeure Clause.* The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
7. *Attorney's Fees.* If any action is brought by either party against the other party hereunder, each party shall be responsible for its own expenses, including legal and accounting fees, in connection with the prosecution or defense of such action.
8. *Licenses and Permits.* It shall be the sole responsibility of SERVICE PROVIDER to obtain any needed business licenses, certificates, permits to conduct business to meet the terms of this Agreement.

Any employee of a Service Provider working with a student(s) must be supervised by a credentialed person or must hold an Activity Supervisor Clearance Certificate.

9. *District's Right of Retention.* District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced as part of or resulting from this Agreement and no other uses thereof will be permitted except by permission of District. Notwithstanding the foregoing or any other provisions to the contrary, Service Provider will at all times own and be the custodian of the medical records and protected health information (PHI) [as defined by the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations in effect from time to time ("HIPAA")] generated by Service Provider under the scope of this Contract.
  
10. *Fingerprinting.* Service Provider shall comply with the provisions of Education Code section 45125.2 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. Service Provider shall not permit any employee to have any contact with District pupils until such time as Service Provider has verified in writing to the governing board of the District, that such employee has not been convicted of a felony, as defined in Education Code section 45122.1. Service Provider shall fully complete and perform all tasks required pursuant to the Criminal Background Investigation/ Fingerprinting Certification.
  
11. *Anti-Discrimination.* District programs, activities, practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and therefore the Service Provider agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Service Provider agrees to require like compliance by all of its subcontractor(s).

IN WITNESS WHEREOF, this Agreement has been accepted and agreed by the below named parties, on the date indicated below:

DISTRICT

SERVICE PROVIDER

GLENDALÉ UNIFIED SCHOOL DISTRICT

ADVENTIST HEALTH GLENDALÉ

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Addendum A

### Scope of Work

Adventist Health Glendale will provide athletic trainer services to Crescenta Valley High School, Glendale High School and Herbert Hoover High School athletic programs from July 1, 2023 – June 30, 2028. Each school will receive 15 hours of athletic trainer services weekly.

Adventist Health Glendale will provide monthly invoices as follows:

2023-2024: \$8,333 for 12 months for a total of \$99,996  
2024-2025: \$8,584 for 12 months for a total of \$103,008  
2025-2026: \$8,670 for 12 months for a total of \$104,040  
2026-2027: \$8,800 for 12 months for a total of \$105,600  
2027-2028: \$8,800 for 12 months for a total of \$105,600

GUSD will make check payable to Adventist Health Glendale and send to:

Adventist Health Glendale  
Attn: Kirk R. Bentzen, PT, DPT, MBA  
Manager, Therapy & Wellness Center  
2560 Colorado Blvd  
Los Angeles, CA 90041

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 4

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Barbara Howard, Director, Procurement & Contract Services  
Hagop Kassabian, Administrator: Facilities Planning & Maintenance

SUBJECT: **Approval of Agreement with Techline Sports Lighting via the BuyBoard Purchasing Program for the Purchase and Installation of Materials for the Glendale High School LED Sports Lighting Project**

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The Superintendent recommends that the Board of Education approve an agreement with Techline Sports Lighting via the BuyBoard Purchasing Program for the purchase and installation of materials for the Glendale High School LED sports lighting Upgrade project in the amount of \$319,487.50, funded by Measure S Funds.

Pursuant to California Public Contract Code (PCC) 20118, the Governing Board may authorize by contract the purchase or lease of equipment, materials, or supplies, without advertising for bids, using a competitive bid awarded by other districts or any public corporation or agency, (including any county, city, town or district), provided such authority is granted by the Board of Education and the originating agency at the time of the bid preparation and award contract. This method, as “piggybacking,” is permitted by law if it is determined to be in the best interest of the District.

On January 17, 2023 the Board approved a project and budget allocation for the Glendale High School lighting project in the amount of \$600,000, funded by Measure S Funds. On February 21, 2023, the Board approved the adoption of the BuyBoard Purchasing Cooperative Piggybackable Contract for the purchase of equipment, materials, services and supplies for the 2022-23 school year.

Planning staff is recommending the Board approve an agreement with Techline Sports Lighting via the BuyBoard Purchasing Program for the purchase and installation of materials for the Glendale High School LED Sports Lighting Upgrade project.

The total amount of the upgrade at Glendale High School is \$319,487.50 for this specific project. This will be funded by Measure S – Glendale High School Sports Lighting Project Funds.

*TO SUPPORT 2022-2023 BOARD PRIORITY NO. 2: Create a Culture of Learning – Support student learning with safe schools and programs that emphasize and increase inclusion, build positive relationships, and continue to enhance opportunities.*

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 241-23/24 for the Modernization of Two (2) Hydraulic Passenger Elevators Project at the District Office**

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The Superintendent recommends that the Board of Education award Bid No. 241-23/24 for the modernization of two (2) hydraulic passenger elevators project at the District office to Total Access Elevator Corp. in the amount of \$293,200, funded by Deferred Maintenance General Fund.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the modernization of two (2) hydraulic passenger elevators project at the District office. A bid conference and a job walk were conducted on March 30, 2023 and two (2) contractors participated. The District received and opened one (1) bid on April 27, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Total Access Elevator Corp	\$293,200

Staff is recommending the award of contract to Total Access Elevator Corp. as the lowest responsive bidder in the amount of \$293,200. This project is anticipated to be completed by August 31, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Deferred Maintenance General Fund.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 6

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 242-23/24 for the Site Work Project at Glenoaks Elementary School**

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The Superintendent recommends that the Board of Education award Bid No. 242-23/24 for the site work project at Glenoaks Elementary School to Ravand Construction, Inc. in the amount of \$419,500, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the site work project at Glenoaks Elementary School, including playground paving, removal of five (5) portables, new ball wall, and installation of artificial turf. A bid conference and a job walk were conducted on April 11, 2023 and three (3) contractors participated. The District received and opened three (3) bids on April 26, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Ravand Construction, Inc.	\$419,500
Chalmers Construction	\$436,500
At Your Service Construction	\$550,000

Staff is recommending the award of contract to Ravand Construction, Inc. as the lowest responsive bidder in the amount of \$419,500. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. Bid No. Bid No. 243-23/24 for the Piping Replacement Project at Monte Vista Elementary School**

---

The Superintendent recommends that the Board of Education award Bid No. 243-23/24 for the piping replacement project at Monte Vista Elementary School to Hart Design Build Inc. in the amount of \$64,900, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the piping replacement project at Monte Vista Elementary School. A bid conference and a job walk were conducted on April 4, 2023 and three (3) contractors participated. The District received and opened three (3) bids on April 25, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Hart Design Build Inc.	\$64,900
Westside Builders Corp	\$127,000
AMB Group Inc.	\$146,500

Staff is recommending the award of contract to Hart Design Build Inc. as the lowest responsive bidder in the amount of \$64,900. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 8

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 244-23/24 for the Wrought Iron Fencing Project at Monte Vista Elementary School**

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The Superintendent recommends that the Board of Education award Bid No. 244-23/24 for the wrought iron fencing project at Monte Vista Elementary School to Hart Design Build, Inc. in the amount of \$327,000, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the wrought iron fencing project at Monte Vista Elementary School. A bid conference and a job walk were conducted on April 4, 2023 and two (2) contractors participated. The District received and opened one (1) bid on April 25, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Hart Design Build, Inc.	\$327,000

Staff is recommending the award of contract to Hart Design Build, Inc. as the only responsive bidder in the amount of \$327,000. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Safety and Security, Phase II funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 9

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 245-23/24 for the Piping Project at Verdugo Woodlands Elementary School**

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The Superintendent recommends that the Board of Education award Bid No. 245-23/24 for the piping project at Verdugo Woodlands Elementary School to AMB Group Inc. in the amount of \$118,400, funded by Measure S funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the piping replacement project at Verdugo Woodlands Elementary School. A bid conference and a job walk were conducted on April 13, 2023 and three (3) contractors participated. The District received and opened two (2) bids on April 25, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
AMB Group Inc.	\$118,400
Westside Builders Corp	\$160,000

Staff is recommending the award of contract to AMB Group Inc. as the lowest responsive bidder in the amount of \$118,400. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 10

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 246-23/24 for the Drain Lines Project at Glendale High School**

---

The Superintendent recommends that the Board of Education award Bid No. 246-23/24 for the drain lines project at Glendale High School to Westside Builders Corp in the amount of \$165,000, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the drain lines project at Glendale High School. A bid conference and a job walk were conducted on April 13, 2023 and three (3) contractors participated. The District received and opened two (2) bids on April 26, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Westside Builders Corp	\$165,000
AMB Group Inc.	\$217,000

Staff is recommending the award of contract to Westside Builders Corp as the lowest responsive bidder in the amount of \$165,000. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 11

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. Bid No. 247-23/24 for the Kitchen Walk-In Replacement Project at Muir Elementary School**

---

The Superintendent recommends that the Board of Education award Bid No. 247-23/24 for the kitchen walk-in replacement project at Muir Elementary School to AMB Group Inc. in the amount of \$358,200, funded by Kitchen Infrastructure Fund, and Cafeteria Fund (Fund 13).

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the kitchen walk-in replacement project at Muir Elementary School. A bid conference and a job walk were conducted on March 29, 2023 and one (1) contractor participated. The District received and opened one (1) bid on April 19, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
AMB Group Inc.	\$358,200.00

Staff is recommending the award of contract to AMB Group Inc. as the lowest responsive bidder in the amount of \$358,200. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Kitchen Infrastructure Fund, and Cafeteria Fund (Fund 13)

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 12

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. Bid No. 248-23/24 for the Kitchen Walk-In Replacement Project at Hoover High School**

---

The Superintendent recommends that the Board of Education award Bid No. 248-23/24 for the kitchen walk-in replacement project at Hoover High School to AMB Group Inc. in the amount of \$421,600, funded by Kitchen Infrastructure Fund, and Cafeteria Fund (Fund 13).

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the kitchen walk-in replacement project at Hoover High School. A bid conference and a job walk were conducted on March 29, 2023 and one (1) contractor participated. The District received and opened one (1) bids on April 19, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
AMB Group Inc.	\$421,600

Staff is recommending the award of contract to AMB Group Inc. as the lowest responsive bidder in the amount of \$421,600. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Kitchen Infrastructure Fund, and Cafeteria Fund (Fund 13).

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 13

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 249-23/24 for the Wrought Iron Fencing Project at La Crescenta Elementary School**

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The Superintendent recommends that the Board of Education award Bid No. 249-23/24 for the wrought iron fencing project at La Crescenta Elementary School to Quality Fence Co., Inc. in the amount of \$317,500, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the wrought iron fencing project at La Crescenta Elementary School. A bid conference and a job walk were conducted on April 4, 2023 and four (4) contractors participated. The District received and opened three (3) bids on April 18, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Quality Fence Co., Inc.	\$317,500
Hart Design Build, Inc.	\$327,000
Chalmers Construction	\$365,000

Staff is recommending the award of contract to Quality Fence Co., Inc. as the lowest responsive bidder in the amount of \$317,500. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S Funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 14

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 250-23/24 for the Wrought Iron Fencing Project at Crescenta Valley High School**

---

The Superintendent recommends that the Board of Education award Bid No. 250-23/24 for the wrought iron fencing project at Crescenta Valley High School to AMB Group Inc. in the amount of \$429,800, funded by Measure S funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the wrought iron fencing project at Crescenta Valley High School. A bid conference and a job walk were conducted on March 30, 2023 and four (4) contractors participated. The District received and opened two (2) bids on April 18, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
AMB Group Inc.	\$429,800
Quality Fence Co., Inc.	\$588,888

Staff is recommending the award of contract to AMB Group Inc. as the lowest responsive bidder in the amount of \$429,800. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Safety and Security, Phase II funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 15

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 251-23/24 for the Fencing Project at Toll Middle School**

---

The Superintendent recommends that the Board of Education award Bid No. 251-23/24 for the fencing project at Toll Middle School to Quality Fence Co., Inc. in the amount of \$192,300 funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the fencing project at Toll at Eleanor J. Toll Middle School. A bid conference and a job walk were conducted on April 3, 2023 and four (4) contractors participated. The District received and opened two (2) bids on April 18, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Quality Fence Co., Inc.	\$192,300
AMB Group, Inc.	\$268,000

Staff is recommending the award of contract to Quality Fence Co., Inc. as the lowest responsive bidder in the amount of \$192,300. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Safety and Security, Phase II funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 16

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. Bid No. 253-23/24 for the HVAC Project at Rosemont Middle School**

---

The Superintendent recommends that the Board of Education award Bid No. 253-23/24 for the HVAC project at Rosemont Middle School to Chalmers Construction Services, Inc., in the amount of \$2,098,000, funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the HVAC project at Rosemont Middle School. A bid conference and a job walk were conducted on March 31, 2023 and four (4) contractors participated. The District received and opened one (1) bid on April 20, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Chalmers Construction Services, Inc.	\$2,098,000

Staff is recommending the award of contract to Chalmers Construction Services, Inc. as the lowest responsive bidder in the amount of \$2,098,000. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Rosemont 6000 Building HVAC Project funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 17

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance  
Barbara Howard, Director, Procurement and Contract Services

SUBJECT: **Award of Bid No. 254-23/24 for the Roofing Project at Wilson Middle School**

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The Superintendent recommends that the Board of Education award Bid No. 254-23/24 for the roofing project at Wilson Middle School to Best Contracting Services in the amount of \$1,389,824 funded by Measure S Funds.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the roofing project at Wilson Middle School. A bid conference and a job walk were conducted on March 31, 2023 and twelve contractors participated. The District received and opened four (4) bids on April 20, 2023, as outlined below:

<b>Contractor</b>	<b>Base Bid</b>
Best Contracting Services	\$1,389,824
Letner Roofing Co.	\$1,481,960
Commercial Roofing Systems	\$1,496,881
Rey-Crest	\$1,726,000

Staff is recommending the award of contract to Best Contracting Services as the lowest responsive bidder in the amount of \$1,389,824. This project is anticipated to be completed by August 11, 2023. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

***TO SUPPORT 2022-2023 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the district; implement a fiscal plan to preserve the district resources; and plan for the district’s future educational and facility needs.***

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 18

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: David Greco, Chief Counsel and Business Operations Officer

PREPARED BY: Hagop Kassabian, Administrator: Facilities Planning & Maintenance

SUBJECT: **Approval of Change Order No. 1 to Bid No. 234-21/22 with Chalmers Construction Services, Inc. for the Front Office Remodel Project at Glendale High School, and Notice of Completion**

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The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 234-21/22 with Chalmers Construction Services, Inc. for the front office remodel project at Glendale High School in the amount of \$10,807.50, and a Notice of Completion, funded by Measure S Funds.

On April 19, 2022, the Board approved the award of Bid No. 234-21/22 to Chalmers Construction Services, Inc. for the front office remodel project at Glendale High School in the amount of \$109,500, plus an allowance of \$25,000 for a total contact amount of \$134,500. Staff approved the use of \$23,635.17 of the allowance amount during the course of construction bringing the total construction cost to \$133,135.17.

Following the start of construction staff encountered changes on the project that required addressing in order for the project to move forward. This includes ordering a DSA-required fire rated window due to the existing office wall conditions. The preexisting fire rated wall condition was unforeseen and not discovered until the demolition portion of the construction began.

Change Order No. 1 in the amount of \$10,807.50 accounts for these changes to the contract and represents a 9.87% increase to the original contract. This increases the total contract amount to \$143,942.67. The front office remodel project was completed in a satisfactory manner as of March 5, 2023.

This project is funded by Measure S – Safety and Security, Phase II funds. The Superintendent’s Facility Advisory Committee voted to support this recommendation.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***



**Planning, Development & Facilities**  
 349 Magnolia Avenue  
 Glendale, California 91204  
 Tel: 818.507.0201 Fax: 818.507.4911

**Project Name: GHS Administration**  
**DSA No: 03-121680**

**District PO No:**  
**District Contract No: Bid 243-21/22**

**Allowance/Change Order**

**To: Chalmers Construction**  
**Total Allowance Used to Date: \$23,635.17**  
**Total Change Order Approved to Date: \$0**

**Change Order No. 1**  
**Date: 4/26/23**

**The following modifications have been made to your basic contract for the reasons listed below:**

<u>Item</u>	<u>Responsibility Code</u>	<u>Days</u>	<u>Change Amount</u>
PCO# 5	7	0	\$10,807.50

Contractor agrees to furnish all labor and materials and perform all of the above described work indicated in each item attached in compliance with the applicable sections of the Contract Documents. The amount of the charges under the Change Order is limited to the charges allowed under **Article 17** of the **General Conditions**. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in the Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in the Change Order. It is understood that this Change Order shall be effective when approved by the Governing Board of the District.

The Original Contract Sum and Calendar Days .....	\$	\$109,500	42 days
Net Change by Previously Authorized Requests.....	\$	\$23,635.17	216 days
The Contract Sum and Days prior to this Allowance/Change Order were.....	\$	\$133,135.17	258 days
The Contract Sum and Days will be increased/(decreased) by .....	\$	\$10,807.50	0 days
The New Contract Total Sum and Days including this Change.....	\$	\$143,942.67	0 days
Cumulative Percentage of Original Contract.....	%		9.87%

The Date of Contract Completion as of this Change Order is therefore ..... 3/5/23 258 days

Authorized	Signature	Date
Owner		
Contractor		
Architect		
Project Manager	<i>Kevin S. Thoms</i>	5/11/23
Inspector of Record		

- Responsibility Code
- |                         |                        |                         |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement   | 7. Required Extra Scope |
| 2. Design Error         | 5. Settlement          | 8. Optional Extra Scope |
| 3. Design Omission      | 6. Resolution of Claim | 9. Other (explain)      |

It is further understood and agreed that this adjustment constitutes compensation in full for all costs and markup directly or indirectly attributable to this change, or for all delays related thereto, including but not limited to all extended overhead and loss of productivity costs and for performance for this change within the time frame stated and Contractor expressly waives any claims for any additional compensations, damages or time extensions, in connection with the above referenced change(s). We the undersigned Contractor have given careful consideration to the change proposed and hereby agree if this proposal is approved that we will accept as full payment the price shown above. All other items and conditions of the Contract Documents shall remain in effect.

Recording Requested by  
Glendale Unified School District.

When recorded please mail to:

**Attn: Business Services  
Glendale Unified School Dist.  
223 N. Jackson Street  
Glendale, CA 91206**

(Space above this line for Recorders Use)

### **NOTICE OF COMPLETION**

**PROPERTY:** Glendale High School  
**ADDRESS:** 1440 East Broadway  
Glendale, CA 91205

**OWNER:** Glendale Unified School District  
223 North Jackson Street  
Glendale, CA 91205

**IMPROVEMENT:** Front Office Remodel Project  
**DATE OF COMPLETION:** March 05, 2023  
**CONTRACTOR:** Chalmers  
**BOARD APPROVAL:** April 19, 2022  
**CONTRACT DATE:** May 09, 2022  
**BID No.:** 234-21/22  
**PURCHASE ORDER No.:** 230000000762

### **VERIFICATION**

I, the undersigned, say: I am the Glendale Unified School District Official, the declarant of the foregoing notice of completion. I have read the Notice of Completion and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on May 17, 2023 at Glendale, California

Hagop Kassabian  
**Glendale Unified School District**  
Administrator, Planning, Development and Facilities

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

ACTION REPORT NO. 19

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Christopher Coulter, Executive Director, Secondary Instruction

PREPARED BY: Dr. Christin Molano, Coordinator III, Career & Technical Education

**SUBJECT: Approval of Services Agreement Between Glendale Unified School District and the USC College Advising Corps for Glendale and Hoover High Schools.**

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The Superintendent recommends that the Board of Education approve a two-year services agreement between Glendale Unified School District and USC College Advising Corps in the amount of \$197,140 to provide college advisement support for Glendale High School and Hoover High School for the 2023-2024 and 2024-2025 school years, funded by the Career and Technical Education Incentive Grant (CTEIG).

The University of Southern California (USC) College Advising Corps is a constituent program of the College Advising Corps. The program's advisers assist school counselors, teachers, and administrators to increase college-going rates in the schools they serve. Advisers assist school counselors to provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial-aid applications; and enroll successfully at the schools they eventually choose. The program aims to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education.

I. Purpose:

The USC College Advising Corps program, administered by the Center for Enrollment Research, Policy and Practice at the Rossier School of Education at USC, will place recent university graduates as college advisers in Glendale Unified School District at Glendale High School and Hoover High School (one advisor each school).



II. USC and the District Partnership:

1. Work collaboratively to develop and implement an Advising Corps program and services that (a) foster access to postsecondary education and (b) include all students who wish to participate and who work in good faith to do so.
2. Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review the Advising Corps program and services to ensure that they complement and extend these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of the Advising Corps program and services.
3. See the adviser as a professional, well-trained resource for students around college access who will work in collaboration with school counselors to increase the number of low-income, first generation, and underrepresented students entering and completing higher education.

III. College Adviser role:

1. Assist in fostering a college-going culture in the partner high school.
2. Meet one-on-one and in groups with students from all grades, and intensively with seniors and juniors, to help them research and identify multiple best-fit postsecondary institutions.
3. Make classroom presentations on college planning, admissions, and financing processes.
4. Organize campus tours to a variety of colleges so that students, grades 9-12, can envision themselves as a college student and determine what type of institution is a "best-fit."
5. Organize campus rep visits and ensure that students participate.
6. Organize college fairs at the schools and take students to off-site college fairs.
7. Assist students with FAFSA completion so they meet deadlines to qualify for financial aid and scholarships.
8. Help students access SAT/ACT registration fee waivers and assist them with SAT/ACT registration.
9. Help students complete admissions and scholarship applications and admissions essays.
10. Advise and provide college preparation, application, admission, and enrollment information to family members.
11. Organize college-planning workshops for students and families, focusing on financial literacy and budgeting-for-college.
12. Conduct college eligibility analysis with students including course requirement advisement.
13. Organize events to celebrate college going (e.g., College Decision Day).

14. Participate in four weeks of intensive pre-service training in July and August, some training at USC and some in the local district.
15. Participate in monthly and other required training throughout the year.
16. Focus strictly on college advisement to the exclusion of any other types of counseling, case management etc.

IV. District agrees to:

1. Welcome each adviser and work actively to facilitate the partnership between the Advising Corps program and services and any college-access, admissions, or financial-aid advising already present at the District's schools.
2. Treat adviser as part of the counseling team with participation in counseling and school meetings.
3. Assign a credentialed school counselor as a point person to work with the college adviser.
4. Provide access to aequitas solutions (Q) student data system and district email address.
5. Communicate clearly, both to each adviser and to the program director, any policies and procedures with which the adviser is expected to comply.
6. Provide each adviser all of the equipment, access and supplies that an equivalent district employee would use to complete equivalent work.
7. Provide each adviser with a comprehensive orientation to the District's school, with introductions to key administrators, teachers, and staff, as well as an overview of the mission and culture of the school. Introduce each adviser or provide opportunities to introduce him/herself to the entire student body en masse.
8. Train each adviser in school lockdown and emergency response procedures, including advisers' roles and responsibilities pertaining to students during such situations.
9. Include each adviser in any staff emergency communication systems such as email lists, text lists or hand-held radio communications as may occur during an emergency, lockdown or other urgent situation.
10. Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications including suggesting the replacement of a counselor or counseling position with an adviser.
11. Ensure that a mis-assignment does not occur by requiring the role of an adviser to be an assistant to the credentialed school counselor, and that the credentialed counselor maintains responsibility for his/her caseload of students.

The amount of \$197,140 to provide college advisement support for Glendale High School and Hoover High School for the 2023-24 and 2024-25 school years will be funded by the Career and Technical Education K12 Strong Workforce Grant. The term of the agreement is from July 1, 2023, to June 30, 2025.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

## GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street  
Glendale, CA 91206  
(818) 241-3111

### SERVICES AGREEMENT

This Agreement for Professional Services (“Agreement”) made and entered into by and between the Glendale Unified School District (“District”), a public entity, and University of Southern California on behalf of Center for Enrollment Research, herein after referred to as (“Contractor”).

The Parties do hereby contract and agree as follows:

1. **Term**

Contractor shall commence providing services under this Agreement on or about July 1, 2023 and will diligently perform as required and complete performance by June 30, 2025

2. **Scope of Services**

A detailed scope of work and responsibilities (Exhibit A) is included as an appendix.

Contractor’s specific program and services performed is described in “Scope of Work” attached hereto as Addendum A and fully incorporated herein.

3. **Compensation**

District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement as set forth in Addendum A “Scope of Work.” District shall pay Contractor the amount set forth in Addendum B “Cost Proposal” according to the following terms and conditions: \$197,140.00

Invoices should be submitted to Accounts Payable Department, Glendale Unified School District, 223 N. Jackson Street, Glendale, CA 91206.

4. **Expenses**

District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District that are not specifically identified in Addendum B “Cost Proposal” and factored into the compensation paid by the District to the Contractor.

5. **Materials**

Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.

6. **Independent Contractor**

In the performance of this Agreement, Contractor shall be and act as an independent contractor. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided to employees of the District and/or to which District’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor’s employees. In the performance of the work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the

details of the work, District being interested only in the results obtained.

7. **Joint Employer**

Neither Party shall be deemed a joint employer of the other Party's employees. Each Party shall indemnify the other Party from and against claims made by the indemnifying Party's employees that they are co-employed by the other Party. The indemnification requirements set forth in paragraph 11 shall be applicable to the indemnification obligations of each Party under this paragraph. Neither Party's employees will be deemed "leased" employees of the other for any purpose. In connection with this Agreement, each Party is an independent contractor and does not have any authority to bind or commit the other.

8. **Contractor's Employee Processing**

- (i) **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by District, and hold harmless, the District, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the District or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- (ii) **Fingerprinting and Criminal Background Check:** Contractor shall complete the background check requirements of California Education Code section 45125.1 for all of its employees who will be working on the District's school sites with students. The Contractor shall not staff the program with any employees who have been convicted of a violent felony listed in California Penal Code section 1192.7(c). The Contractor shall provide the District with fingerprinting/criminal background check for all employees who will be used to staff the program.
- (iii) **Tuberculosis Clearance:** Contractor will ensure that all of its employees who will be working on the District's school sites with students are determined to be free of active tuberculosis by a medical professional. Contractor shall submit documentation to the District verifying that all of its employees who will be working on the District's school sites are determined to be free of active tuberculosis.
- (iv) **COVID-19 Vaccination Status and Periodic Testing:** Contractor will ensure that all of its employees who will be working on the District's school sites with students have been fully vaccinated for COVID-19. Contractor shall submit documentation to the District verifying that all of its employees who will be working on the District's school sites have received the complete COVID-19 vaccination within two weeks prior to starting to provide services at a District school site. Contractor further will require all of its employees who will be working on the District's school sites to participate in regular COVID-19 testing in compliance with the District's current testing protocols. Contractor's employees can either participate in the District on-site testing program wherein the District will directly receive testing results or seek testing on their own and furnish their

test results to Contractor which upon receipt will immediately notify the District of the results.

**9. Conduct on District Premises**

Contractor shall, at all times, comply with and abide by all reasonable policies and procedures of the District (or that may be established thereby, from time to time) that pertain to conduct on the District's premises, possession or distribution of contraband, or the access to, and security of, the District's real property or facilities, to the extent that the Contractor has been provided with a copy of each such policy or procedure. Contractor shall exercise due care and diligence to prevent any injury to persons or damage to property while on the District's premises. The operation of vehicles by the Contractor's personnel on the District's property shall conform to posted and other applicable regulations and safe-driving practices. Vehicular accidents occurring on the District's property and involving either Party's personnel shall be reported promptly to the appropriate Party. Each Party covenants that at all times during the term it, and its employees, agents, and Subcontractors shall comply with, and take no action that results in the other Party being in violation of, any applicable federal, state, and local laws, ordinances, regulations, and rules. Each Party's personnel shall clearly identify themselves as the appropriate Party's personnel and not as employees of the other Party. When on the District's premises, Contractor's personnel shall wear and clearly display identification badges or tags, as approved by the District. Contractor's employees shall not smoke or use profanity or other inappropriate language while on site. Contractor's employees shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession. Contractor's employees shall plan their activities to minimize the number of times they must enter and exit a facility. Contractor's personnel should transport all tools, equipment and materials needed for the day at the start of the work period and restrict all breaks to the absolute minimum.

**10. Anti-Discrimination**

District programs, activities, practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all of its subcontractor(s).

**11. Indemnification**

To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, contractors, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, demands, causes of action, suits, actions, costs, expenses, judgments, liability, loss, damage or injury of any kind, nature and description, in law or equity ("Claim"), to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, and Contractors' and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the negligence, recklessness, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, Contractors, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential

damages; or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the District. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the Indemnified Parties.

**12. Limitation of District Liability**

Other than as provided in this Agreement, the District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall the District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

**13. Confidentiality**

The Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Both Parties will maintain in confidence and safeguard all confidential information, as defined in this paragraph, of the other Party, its affiliates, and its customers. "Confidential Information" means any information that is marked or otherwise identified as confidential or proprietary at the time of disclosure or by law, and includes but is not limited to, trade secrets, know-how, inventions, techniques, data, customers list, personal information, financial information, sales, and marketing plans of the other Party, its affiliates, or its customers. Both Parties recognize and acknowledge the confidential and proprietary nature of any Confidential Information and acknowledge the irreparable harm that could result if such confidential information is disclosed to a third Party or used for unauthorized purposes. Each Party agrees to use any Confidential Information only for the purpose of conducting business with each other and their clients in the manner contemplated by this Agreement. Both Parties will restrict disclosure of any Confidential Information to only those personnel who have a need to know and will bind such personnel to obligations of confidentiality to the same extent that each Party is bound by this Agreement. Upon request of the owner of the confidential information, the other Party will promptly return or destroy all materials incorporating any Confidential Information and any copies. The obligation under this paragraph do not apply to information that: 1) is or becomes generally known or in the public domain through no act or omission of the other Party; 2) was lawfully in District's or Client's possession without restriction as to use or disclosure before its receipt from the other Party; 3) is received from, or was made available to, a third Party without any obligation of confidentiality; 4) was independently developed; 5) is otherwise permitted to be disclosed under this Agreement; 6) is disclosed with the prior written consent of the disclosing Party; or 7) is required to be disclosed in any civil or criminal legal proceeding, regulatory proceeding or any similar process, however, the Party required to make the disclosure under the law shall give prompt notice of this to the other Party prior to such disclosure so that the other Party may seek an appropriate protective order or give its consent to such disclosure.

14. **Insurance**

The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

Contractor shall maintain Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

- (i) A clause stating: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISION."
- (ii) Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to which cancellation and reduction notice will be sent, and length of notice period.
- (iii) An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, contractors, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
- (iv) All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.



## 15. Termination

- (i) **Without Cause by District:** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.
- (ii) **Without Cause by Contractor:** Contractor may, upon sixty (60) days notice, with or without reason, **terminate** this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of services to District. Contractor acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- (iii) **With Cause by District:** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
  - a) Material violation of this Agreement by the Contractor;
  - b) Any act by Contractor exposing the District to liability to others for personal injury or property damage; or
  - c) Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

## 16. Certificates/Permits/Licenses

Contractor and all Contractor's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.

## 17. Delivery

Time of delivery of goods or services is of the essence in this Agreement. District reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order of goods shall not District to accept shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by District. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by District.

///

18. **Notice**

Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

**District:**

**Glendale Unified School District**  
223 N. Jackson Street  
Glendale, California 91206  
ATTN:

**Contractor:**

University of Southern California  
3551 Trousdale Parkway, ADM 102  
Los Angeles, CA 90034-4019  
\_\_\_\_\_  
\_\_\_\_\_

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

19. **Assignment**

The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

20. **No Rights in Third Parties**

This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

21. **Integration/Entire Agreement of Parties**

This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. In the event an express conflict between the terms of this Agreement and the terms of the any attachments or exhibits, the terms of this Agreement will prevail.

22. **Submittal of Documents**

The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

- X Signed Agreement
- X Workers' Compensation Certification (Attached as Exhibit A)
- X Fingerprinting/Criminal Background Investigation Certification (Attached as Exhibit B)
- X Insurance Certificates and Endorsements
- X W-9 Form
- X Non-collusion Declaration (Attached as Exhibit C)
- X Tuberculosis Clearance (Attached as Exhibit D)
- X COVID-19 Vaccination Clearance (Attached as Exhibit E)
- X Governor Executive Order N-6-22 (Attached as Exhibit F)

23. **Force Majeure Clause**

The Parties to the Contract shall be excused from performance thereunder during the time and to

the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, pandemic or epidemic, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other Party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Party not performing.

24. **California Law**

This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California, in the County of Los Angeles. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.

25. **Waiver**

The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

26. **Severability**

If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

27. **Provisions Required By Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.

28. **Authority to Bind Parties**

Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

29. **Attorneys' Fees and Costs**

Should litigation be necessary to enforce any terms or provisions of this Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorneys' fees.

30. **Headings**

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

31. **Signature Authority**

Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

32. **Counterparts**

This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Company Name: University of Southern California

By: \_\_\_\_\_  
Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Print Name

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Print Name

Dated: \_\_\_\_\_, 20\_\_

\*If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth. The first corporate officer signature must be one of the following: 1) Chairman of the Board; 2) the President; 3) any Vice President. The second corporate officer signature must be one of the following: 1) Secretary; 2) Assistant Secretary; 3) Chief Financial Officer; 4) Assistant Treasurer. Alternatively, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company. (California Corporations Code Section 313)

**Information regarding Contractor:**

License No.:

N/A

Employer Identification Number:

95-1642394

Address: 3551 Trousdale Parkway, ADM 102

Telephone: 213-821-4400

Los Angeles, CA 90034-4019

Email: \_\_\_\_\_

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: \_\_\_\_\_
- Limited Liability Company

Other: Institute of Higher Education

**NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.**

**Glendale Unified School District**

By: \_\_\_\_\_  
Signature  
**Dr. Kelly King**  
\_\_\_\_\_   
Print Name

**Assistant Superintendent**  
\_\_\_\_\_  
Title  
Dated: \_\_\_\_\_, 20\_\_

**ADDENDUM A**

**SCOPE OF WORK**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

EXHIBIT A - Scope of work- attached.

**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
**Glendale Unified School District**

The University of Southern California on behalf of its Rossier School of Education ("USC") is a nonprofit organization organized and existing under and pursuant to the Constitution and laws of the State of California and with a business address at 3470 Trousdale Pkwy, Ste 402, Los Angeles, CA 90089-4034. The USC College Advising Corps program is administered by USC's Center for Enrollment Research, Policy and Practice (CERPP).

**Dates of service: July 1, 2023–June 30, 2025**

**I. Purpose**

The USC College Advising Corps program, administered by the Center for Enrollment Research, Policy and Practice (CERPP) at the Rossier School of Education at the University of Southern California will place recent university graduates as college advisers in the below designated high schools in Glendale Unified School District.

The USC College Advising Corps (Advising Corps) is a constituent program of the College Advising Corps. The program's advisers assist school counselors, teachers, and administrators to increase college-going rates in the schools they serve. Advisers assist school counselors to provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial-aid applications; and enroll successfully at the schools they eventually choose. The program aims to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education.

This Scope of Work (SOW) will include the following two (2) advisers serving two (2) high schools in Glendale Unified School District:

1. Glendale High School – (1 adviser)
2. Hoover High School – (1 adviser)

**II. USC and the District Partnership:**

1. Work collaboratively to develop and implement an Advising Corps program and services that (a) foster access to postsecondary education and (b) include all students who wish to participate and who work in good faith to do so.
2. Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review the Advising Corps program and services to ensure that they complement and extend these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of the Advising Corps program and services.

**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
**Glendale Unified School District**

3. See the adviser as a professional, well-trained resource for students around college access who will work in collaboration with school counselors to increase the number of low-income, first generation, and underrepresented students entering and completing higher education.

**III. USC Deliverables:**

1. Identify, recruit, and hire two (2) advisers as employees of USC to serve the District's school for an average of 37.5 hours per week during the term beginning on July 1, 2023 and ending on June 30, 2025. Generally, an adviser will:
  - Assist in fostering a college-going culture in the partner high school;
  - Meet one-on-one and in groups with students from all grades, and intensively with seniors and juniors, to help them research and identify multiple best-fit postsecondary institutions;
  - Make classroom presentations on college planning, admissions, and financing processes;
  - Organize campus tours to a variety of colleges so that students, grades 9-12, can envision themselves as a college student and determine what type of institution is a "best-fit";
  - Organize campus rep visits and ensure that students participate;
  - Organize college fairs at the schools and take students to off-site college fairs;
  - Assist students with FAFSA completion so they meet deadlines to qualify for financial aid and scholarships;
  - Help students access SAT/ACT registration fee waivers and assist them with SAT/ACT registration;
  - Help students complete admissions and scholarship applications and admissions essays;
  - Advise and provide college preparation, application, admission, and enrollment information to family members;
  - Organize college-planning workshops for students and families, focusing on financial literacy and budgeting-for-college;
  - Conduct college eligibility analysis with students including course requirement advisement;
  - Organize events to celebrate college-going (e.g., College Decision Day);
  - Participate in four weeks of intensive pre-service training in July and August, some training at USC and some in the local district; and
  - Participate in monthly and other required training throughout the year.
  - Focus strictly on college advisement to the exclusion of any other types of counseling, case management etc.
2. Provide necessary and ongoing training, support, and professional development to each USC adviser that will allow the adviser to fulfill his or her responsibilities to the District's school and its students.



**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
**Glendale Unified School District**

3. Employ a full-time program director at USC who will (a) supervise each adviser, meeting with him or her regularly to discuss job performance and develop strategies for improvement; (b) work closely with the on-site liaison assigned by the District's school to ensure that the relationship between each adviser, credentialed counselor and the District's school remains strong and that each adviser is effectively assisting the school counselor in serving students and advancing the goals of the Advising Corps; (c) meet with school-level post-secondary leadership teams; (d) engage in regular dialogue with school teams around strategic collaboration and to assess progress towards the goals; (e) re-evaluate the work plan and make adjustments as needed but at least on an annual basis.; (f) serve as the main liaison between the principal of the District's school and the Advising Corps, meeting at least once per year to review the partnership and ensure that its goals are being met; (g) work with the on-site supervisor to establish a mutually agreeable work schedule for each adviser; and (h) visit the school at least twice per academic year.
  
4. Pay the full salary of each adviser, as well as any benefits that may be provided, and manage the administration of salary and benefits.
  
5. Keep any and all student-level data provided by the District's schools strictly confidential, in accordance with District policy, applicable local, state, and federal law, except as may be required by law or regulation or under subpoena.
  
6. USC has the right to withdraw advisers from campus for safety reasons or at the request of the funding agency, even if schools remain open. In lieu of in person advising, virtual advising services will be provided during school hours to provide continuity of services to individuals and groups of students using various online platforms and tools, including but not limited to Zoom, texting, emails, online video content, and school-authorized social media.

**IV. The District agrees to:**

1. Welcome each adviser and work actively to facilitate the partnership between the Advising Corps program and services and any college-access, admissions, or financial-aid advising already present at the District's schools.
  
2. Treat each adviser as a member of the counseling team with participation in counseling meetings.
  
3. Under the direction of a credentialed school counselor, supply access to each adviser and the program director as necessary, to student-level data (name, date of birth, year of graduation) for the purposes of advising, grant reporting, and program

**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
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evaluation, with the understanding that such data will be kept strictly confidential by the Advising Corps, in accordance with applicable local, District, state, and federal law, except as may be required by law or regulation or under subpoena. All results of data analysis will be reported in aggregate and no individual student will be identified.

4. Assign advisers a district email address.

5. For the purposes of accurate advising, grant reporting, and program evaluation, provide direct login and access to multiple student and school information systems including but not limited to the following: Aries, Canvas, CCGI, College Board's K12 Educator Portal (K12 Score reporting portal), Focus, Google Classroom, LROiX, Naviance, Outlook, Parent Square, School Loop, Schoology, Synergy, Q, and any other student information database, district email account, etc. Access is provided with the understanding that such data will be kept strictly confidential by the Advising Corps, in accordance with applicable local, District, state, and federal law, except as may be required by law or regulation or under subpoena. If any of the listed systems are replaced or systems are expanded or changed during the time of this agreement, advisers are to be granted access to the new systems as well.

6. Designate an on-site liaison for each school, who will (a) serve as each adviser's primary liaison and supervisor (within the limitations of this agreement) within the respective District school, facilitating each adviser's integration into the life of the District's school and providing appropriate supervision, leadership, advice and counsel; (b) work with the school site administration and staff to ensure each adviser has all the necessary access to complete the tasks toward the goals outlined in this agreement; (c) work closely with the Advising Corps program director to ensure that the relationship between each adviser and the District's school remains strong and that each adviser is effectively serving students and advancing the goals of the Advising Corps; (d) provide input regarding each adviser's contributions; (e) work with the program director to establish a mutually agreeable work schedule for each adviser; (f) meet with school-level post-secondary leadership teams; (g) engage in regular (monthly, etc.) dialogue with school teams and program director around strategic collaboration and to assess progress towards the goals; (h) re-evaluate the work plan and make adjustments as needed but at least on an annual basis; (i) serve as the main liaison between the principal of the District's school and the Advising Corps, meeting at least once per year to review the partnership and ensure that its goals are being met; (j) ensure that the adviser is not assigned tasks outside the realm of college access. The adviser may only make minor efforts (no more than 5% of their total time) toward supporting dual enrollment. Advisers may not act as substitute teachers.

7. Communicate clearly, both to each adviser and to the program director, any policies and procedures with which the adviser is expected to comply. If there are any

**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
**Glendale Unified School District**

issues with performance or misconduct by an adviser, the District shall notify USC immediately as the adviser's employer. USC will take the requisite steps for disciplinary action, depending on the severity of the situation and in compliance with mandatory reporting laws, with the District's input but in USC's sole and ultimate discretion. The school or onsite liaison will not act to discipline, change the job description or duties or suspend an adviser without the previous written consent of the Advising Corps, except in cases where required for immediate child safety issues. And in such cases, the liaison or district will contact the program director immediately. The District has the authority to determine whether an adviser can remain on its campus serving District students.

8. Contribute to and participate in the design of Advising Corps training, as appropriate.

9. Each school site will support the planning and execution of an annual Decision Day event. The purpose of Decision Day is to: celebrate seniors' higher education decisions; build the college-going culture on campus by exposing students of other grades to the seniors' higher education plans; and reduce the effects of "summer melt" on seniors. Where practicable, Decision Day should be an event open to the largest cross-section of the school population as possible.

10. Provide each adviser all of the equipment, access and supplies that an equivalent district employee would use to complete equivalent work. These will include but are not limited to: dedicated and appropriate working/meeting space for each adviser, including a functioning computer with internet access and ready access to phone and voicemail, fax, photocopier, printer and sufficient office supplies, restroom facilities, computer labs, etc., and personal protective equipment (PPE) to each adviser, for their protection and the protection of the students and others at the school. If a district credential or tool such as an ID badge, keys or other tool are required to access said resources and services, the District will assign such tools to the adviser.

11. Provide each adviser with a comprehensive orientation to the District's school, with introductions to key administrators, teachers, and staff, as well as an overview of the mission and culture of the school. Introduce each adviser or provide opportunities to introduce him/herself to the entire student body en masse.

12. Train each adviser in school lockdown and emergency response procedures, including advisers' roles and responsibilities pertaining to students during such situations.

**EXHIBIT A**  
**Scope of Work**  
**University of Southern California, Rossier School of Education**  
**Glendale Unified School District**

13. Include each adviser in any staff emergency communication systems such as email lists, text lists or hand-held radio communications as may occur during an emergency, lockdown or other urgent situation.

14. Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications including suggesting the replacement of a counselor or counseling position with an adviser.

15. Ensure that a misassignment does not occur by requiring the role of an adviser to be an assistant to the credentialed school counselor, and that the credentialed counselor maintains responsibility for his/her caseload of students.

**V. Payment**

1. The cost for services during the dates of service (July 1, 2023-June 30, 2025) is \$197,140. The total cost of each adviser is estimated to be \$82,142 annually, which includes 5% in indirect costs for the USC Rossier School of Education. For each adviser, the District provides 60% (\$49,285), and USC provides the remaining 40% (\$32,857).
2. This is a fixed-cost agreement. USC stipulates that the school provide payments on the following semi-annual schedule: a. August 18, 2023 \$49,285; b. June 1, 2024 \$49,285; c. August 18, 2024 \$49,285; d. June 1, 2025 \$49,285.

**VIII. Contact Information**

The contact person for USC is:

Emily Chung, Associate Director  
USC Center for Enrollment Research, Policy and Practice  
3470 Trousdale Pkwy, Rm 402  
Los Angeles, CA 90089  
Telephone: 213.740.7401  
Email: [emily.chung.l@usc.edu](mailto:emily.chung.l@usc.edu)

## **ADDENDUM B**

### **“Cost Proposal”**

The cost for services during the dates of service (July 1, 2023-June 30, 2025) is \$197,140. The total cost of each adviser is estimated to be \$82,142 annually, which includes 5% in indirect costs for the USC Rossier School of Education. For each adviser, the District provides 60% (\$49,285), and USC provides the remaining 40% (\$32,857).

2. This is a fixed-cost agreement. USC stipulates that the school provide payments on the following semi-annual schedule: a. August 18, 2023 \$49,285; b. June 1, 2024 \$49,285; c. August 18, 2024 \$49,285; d. June 1, 2025 \$49,285.

**EXHIBIT "A"**

**WORKERS' COMPENSATION CERTIFICATION**

California 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:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
  
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code 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.

Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the California Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

**EXHIBIT "B"**  
**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

*In accordance with the Department of Justice (DOJ) fingerprint and criminal background investigation requirements of California Education Code section 45125.1 et seq.*

One of the boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Agreement for Professional Services ("Agreement").

- The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows:

Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto.

- The Contractor qualifies for a project specific waiver of the Department of Justice (DOJ) fingerprint and criminal background investigation for the following reason(s) permitted by Education Code section 45125.1 et seq. and approved by the District.

**PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW:**

- The Contractor, its employees, and subcontractors will have **NO CONTACT** with pupils.
- The Contractor, its employees, and subcontractors will have **LIMITED CONTACT** with pupils. (Attach information about length of time on school grounds, proximity of work area to pupil areas; whether Contractor or its employees will be working by themselves or with others, and any other factors that substantiate limited contact.) [Education Code section 45125.1 (c)]
- The Contractor, its employees, and subcontractors will have more than **LIMITED CONTACT** with pupils but will assure that **ONE (1) OR MORE** of the following methods are utilized to ensure pupil safety. [Education Code section 45125.2 (a)]  
**Check all methods to be used:**
- 1) Installation of a physical barrier at the worksite to limit contact with students
- 2) Continual supervision and monitoring of all employees of the Contractor by an employee of the Contractor who has not been convicted of a serious or violent felony as ascertained by the DOJ. **Contractor MUST attach DOJ Originating Agency Identification Letter and list of all employees that have successfully completed the fingerprinting and criminal background check clearance in accordance with the law (*Fingerprint Certification List*).**

- 3) Surveillance of all employees of the Contractor by OWNER AUTHORIZED REPRESENTATIVE.
- The services provided by the Contractor are for an "EMERGENCY OR EXCEPTIONAL SITUATION," such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable." [Education Code section 45125.1(b)]

*By signing below, under penalty of perjury, I certify that the information contained on this certification form and attached employee list(s) is accurate. I understand that background clearance extends to all of Contractor's employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor. I understand that it is the Contractor's sole responsibility to maintain, update, and provide the District with current "Fingerprint and Criminal Background Check Certification," along with the employee list, throughout the duration of Contractor provided services.*

*The undersigned does hereby certify that I am a representative of the Contractor currently under contract with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.*

Date: \_\_\_\_\_

Name of Contractor or Company: \_\_\_\_\_

Representative's Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_



**EXHIBIT "C"**  
**NONCOLLUSION DECLARATION TO BE EXECUTED BY**  
**BIDDER AND SUBMITTED WITH BID**  
(Public Contract Code section 7106)

The undersigned declares:

I am the Authorized Signer of \_\_\_\_\_, the party making the foregoing bid.

The 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, 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 and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**EXHIBIT "D"**  
**TUBERCULOSIS CLEARANCE**

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the \_\_\_\_\_ ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor's responsibility for tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the Contractor has verified that none of those employees have active tuberculosis. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or
- Contractor's Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**EXHIBIT "E"**

**COVID-19 VACCINATION ADDENDUM**  
**TO**  
**GLENDALE UNIFIED SERVICES AGREEMENT**

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the \_\_\_\_\_ ("Contractor") currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

**COVID-19 Vaccination Status and Periodic Testing:** Contractor will ensure that all of its employees who will be working on the District's school sites have been fully vaccinated for COVID-19. Contractor shall submit documentation to the District verifying that all of its employees who will be working on the District's school sites have received the complete COVID-19 vaccination within two weeks prior to starting to provide services at a District school site. Contractor further will require all of its employees who will be working on the District's school sites to participate in regular COVID-19 testing in compliance with the District's current testing protocols. Contractor's employees can either participate in the District on-site testing program wherein the District will directly receive testing results or seek testing on their own and furnish their test results to Contractor which upon receipt will immediately notify the District of the results.

Contractor's responsibility for COVID-19 clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT "F"**

**GOVERNOR EXECUTIVE ORDER N-6-22**

On March 4, 2022, California Governor Newsom issued Order N-6-22 requiring state agencies to take steps to ensure any agency and entity under contract with state agencies comply with the Federal Order (<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>; "State Order").

Your Firm, if it enters into a contract with the District, must comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>).

As part of this procurement, **if the contract value of this procurement is \$5 million or more**, please include in your Response the following:

(1) a statement that your Firm is in compliance with the required economic sanctions of the Federal and State Orders;

(2) the steps your Firm has taken in response to Russia's actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, not transferring technology to Russia or Russian entities, and directly providing support to the government and people of Ukraine.

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEBARMENT AND SUSPENSION CERTIFICATION FORM**  
**(Executive Order 12549 and 12689)**

The Contractor certifies that neither the Contractor's firm or any owner, partner, director, officer, principal of the Contractor, or any person in a position with any responsibility for the administration of federal funds:

- Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal or State department/agency;
- Has within a three (3) year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (Federal, State, or Local); violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in the paragraph above; or
- Has within a three (3) year period preceding this certification had one or more public transactions or contracts (federal, State, or Local) terminated for cause or default.

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transaction by any Federal or State department/agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_  
Authorized Signature for Contractor

\_\_\_\_\_  
Printed Name and Title

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 1

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
PREPARED IN: Office of the Superintendent  
SUBJECT: **Minutes**

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The Superintendent recommends that the Board of Education approve the Minutes, as listed:

- a) Regular Meeting No. 19, May 2, 2023

GLENDALE UNIFIED SCHOOL DISTRICT  
223 N. Jackson Street  
Glendale, California 91206-4380

**BOARD OF EDUCATION MEETING NO. 19**  
**UNADOPTED MINUTES**  
**REGULAR MEETING, May 2, 2023**

**CALL TO ORDER AND ROLL CALL**

The regular meeting of the Glendale Unified School District Board of Education was called to order by Nayiri Nahabedian, President of the Board of Education, at 5:00 p.m., on Tuesday, May 2, 2023, in the Board Room at the Administration Center, 223 N. Jackson Street, Glendale, California. The following members were present for roll call: Kathleen Cross, Jennifer Freemon, Ingrid Gunnell, Shant-Sahakian and Nayiri Nahabedian. Student Board Member Melinda Khechumyan was also present.

The following administrators were present: Dr. Vivian Ekchian, Mr. David Greco, Dr. Kelly King, Ms. Santha Rajiv, and Dr. Darneika Watson.

**PLEDGE OF ALLEGIANCE**

Marharyta Klymenko, a preschool student at College View School, led the Pledge of Allegiance.

**CERTIFICATE OF COMPLIANCE**

Ms. Nahabedian read the following statement: "To accommodate the requirements of Government Code §54954.2 and in accordance with the Brown Act revisions, I declare that the agenda for this meeting was posted on the bulletin boards in the lobby of the Administration Center and the GUSD website 72 hours prior to this meeting."

**APPROVAL OF AGENDA ORDER**

A motion was made by Mr. Sahakian and seconded by Ms. Gunnell to approve the agenda, as presented. Motion approved unanimously: AYES—Cross, Gunnell, Sahakian, Freemon, and Nahabedian.

**PRESENTATIONS**

1. Asian American/Pacific Islander Heritage Month

In Glendale Unified schools we proudly celebrate the many ethnicities and cultures that make up our diverse district. Asian American and Pacific Islander Heritage Month takes place in May and celebrates the culture, traditions, and history of Asian Americans and Pacific Islanders in the United States.

## MINUTES: May 2, 2023 – Regular Board Meeting

### RECOGNITIONS

#### 1. Teacher Appreciation Week

May 8-12, 2023 we celebrate National Teacher Appreciation Week, May 9 is National Teacher Appreciation Day, and May 10, 2023 is California Day of the Teacher. The Board of Education recognized our outstanding Glendale Unified teachers for their continued commitment to serving students.

#### 2. School Nutrition Employee Week

May 1-5, 2023, we celebrate School Nutrition Employee Week. The Board of Education recognized the Glendale Unified Nutrition Services staff who work tirelessly to provide our students with nutritious meals, serving over 1 million breakfasts and 2 million lunches a year.

#### 3. School Nurse Day

May 6, 2023 is National Nurses Day and May 10, 2023 is National School Nurse Day, sponsored by the National Association of School Nurses. The Board of Education recognized the nurses who play an important role in protecting students and employee health and safety, as well as providing valuable information and resources to staff, families, and the community. They work behind the scenes, but their contributions to the school district are worthy of special recognition.

### STUDENT BOARD MEMBER REPORT

Student Board Member Melinda Khechumyan provided an update on our middle schools. Melinda has accepted to Northwestern University.

### PUBLIC COMMUNICATIONS

1. Mitsuko Roberts spoke about the Japanese Children Hilltop Library, which she hosts at her residence. The next library day is May 20, 2023 from 10 a.m. to noon.
2. Lucy Petrosian, Chair of ANCA Glendale Chapter, spoke about an assignment given to 5<sup>th</sup> graders in the R.D. White FLAG program regarding an earthquake in Turkey. The assignment caused concerns among students and parents.
3. Karen Carlson remembers an incident where Dr. Kelly King demonstrated poise, judgment, and willingness to risk her life for the students, which makes the divisive behavior of late emotionally scarring especially for our children. We all want our children to learn and grow to foster their talents. Join us in the sacred work that our district and community depends on.
4. Student spoke about the OCCA (Online College and Career Academy) program, which is moving to Verdugo Academy due to low attendance and funding. Why must the OCCA students suffer because of GUSD poor planning, poor budgeting, and lack of transparency?



MINUTES: May 2, 2023 – Regular Board Meeting

5. Student expressed his disappointment of the OCCA program. He is upset that the district will be shutting down the program.
6. Student spoke about the OCCA program. GUSD broke the promise of offering a four year program.
7. Parent spoke about the OCCA program. He is disappointed that the program will be discontinued. It doesn't make sense that we offered a 4-year program and shutting it down after two years.
8. Sarah Morrison, bargaining chair for GTA, provided an update on bargaining. Four proposals were passed during the first session.
9. Rachel Davidson spoke in support of the anti-bias training grant in education. Her values and her children's values are in no danger from any district policy. As a parent, she has the power to shape her children. Teaching empathy in our schools actually makes her job as a parent easier.
10. Ani Torosyan spoke about approval of BP 3555 – Nutrition program compliance. She sent an email asking for basic nutritional information for her student. She was told to do a Public Records Act request. This information should be posted online. Stop the culture of deception.
11. Ray Shelton said this Board and the teacher union speaks about kindness. The truth is none of them are actually sincere.
12. Arno Akhverdyan spoke about the CAASPS results. Only 27% of Hoover High students are meeting the standards, Glendale High is 23%. What is our priority? You will be recalled.
13. David Agazaryan asked that everyone be real about themselves. He is at a loss for words.
14. Narine Tadevosyan said the highest order is God. God, man, and government is the order. You are not going to tell them they are doing wrong for their family.
15. Yeva Babayan said at the last meeting you showed disdain toward parents. Considering the poor test scores, you made it clear you have zero interest in educating our students. You have been a Board of indoctrination.
16. Hasmik Bezirozhyan said by helping kids to transition before they have a chance to grow up and learn, you are single handedly contributing to the biggest human experience in modern day history. Stand on the right side of history and stand with humanity.
17. Peaché Davtyan said you have awakened the “momma bears” and “papa bears.” You have broken their trust. Parents should be the only one making the decisions for their children's education. You have no authority of hiding information from parents.

MINUTES: May 2, 2023 – Regular Board Meeting

PUBLIC COMMUNICATIONS (Continued)

18. Tony Passarella asked are you hearing these parents. He dedicated 13 years to coaching basketball, two hours a week. He taught biblical life lessons after every class.
19. Tiza Atanque spoke on behalf of her daughter about the values of Mr. Shelton. He is so good for her class. He wants them to be successful in life. She wants him to come back.
20. Laura Santo spoke about Mr. Shelton. Her son wants Mr. Shelton back.
21. Arman Petrosian said the parents are going to multiply. Get rid of all employees and others who are following the satanic agenda. These parents so furious because we don't tolerate what is happening to our kids.
22. Armond recalls his education at GUSD including treat people as you wish to be treated. He is from the Wisenuts podcast. He promise that every single Board member will be removed from their seat if this nonsense is not ended immediately.
23. C. Cruz addressed the board's comments from the last meeting that they were appalled of the hate and that parents were not aware of what was being taught. She spoke about a Rosemont incident during online learning in 2021.

A recess was called at 6:45 p.m. The Board reconvened at 6:50 p.m.

24. Ed Torosyan said today our elected leaders have failed us. Any teacher, board member, administrator who seeks to promote evil should be removed from their position.
25. Greg Alexanian the state cannot intervene with the role of the parent. There is no judgment on people only on action. There is no justification of having sexual conversations with minors. There is no room for hate.
26. Gianni Higginbotham said Black in Glendale youths are going to be more vocal. Hate should not be tolerated.
27. Ji'yel Armani Simen spoke about the hate speech going on our schools. It should not be tolerated. As a community, we should come together in a calm manner, report this as a community, so we can all have our voices heard.
28. Gayane Adamyan spoke about an incident at Wilson Middle School where children harmed another student. Schools need should have a School Resource Officer. Children will feel comfortable and confident knowing there is a resource officer on their campus.
29. Student spoke about hate speech. We need to stop silencing and belittling children and minorities. Living in Glendale, we should be able to support each other and live in harmony. But instead, we are discussing stripping rights from children.

MINUTES: May 2, 2023 – Regular Board Meeting

PUBLIC COMMUNICATIONS (Continued)

30. Sergey Esayan thanked the teachers who are doing the right thing. He thanked Ray Shelton for standing with our children and asked the Board to reconsider their decision of excluding him from Keppel. We trust our teachers.
31. Eric Adamian said instead of teaching what our children can be, we adopted a curriculum of what they can't be. We are promoting sexualization in our books that is shameful. If the board members continue to push for indoctrination, we will not reelect you in the next election.
32. Jordan Henry spoke about Senate Bill 596 and said nothing you are doing is okay even though you feel justified by the law. The Board and the teacher union are pushing SB 596. You ignore the parents, and we will do everything in our power to remove our board members. The language is designed against the parents.

CLOSED SESSION

The Board recessed to closed session at 7:15 p.m. to discuss the following:

1. Conference with Labor Negotiators pursuant to Government Code § 54954.5  
  
Agency designated representatives: Dr. Darneika Watson and Mr. David Greco,  
Employee organization: Glendale Teachers Association and California School  
Employees Association-Glendale Chapter No. 3.
2. Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957
3. Threat to Public Services or Facilities pursuant to Government Code §54957  
Consultation with Dr. Vivian Ekchian, Superintendent

CALL TO ORDER/RETURN TO REGULAR MEETING

The meeting reconvened at 9:25 p.m.

REPORTING OUT OF CLOSED SESSION

No action was taken during closed session.

SUPERINTENDENT'S UPDATE

1. Celebrating Academic Success
2. Academic Innovation
3. Community Relations

MINUTES: May 2, 2023 – Regular Board Meeting

INFORMATION

1. Proposed New and Revised Course of Study Outlines for Use in High Schools in the Area of Career Technical Education
2. Revisions to Board Policies Relating to Philosophy-Goals-Objectives and Comprehensive Plans; Students; and Instruction
3. Acknowledgements of Service

The above reports were presented for information only; no action was taken.

ACTION REPORTS

1. Resolution No. 27 – In Support of Senate Bill 596 (Portantino)

It was moved by Ms. Gunnell and seconded by Mr. Sahakian to approve Action Report No. 1, as recommended. Motion approved by the following vote: AYES— Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

2. Approval for a Two-Year Renewal of EnVision Math through Savvas Learning Company as Core Mathematics Materials for Grades K-5

It was moved by Mr. Sahakian and seconded by Ms. Freemon to approve Action Report No. 2, as recommended. Motion approved by the following vote: AYES— Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

CONSENT CALENDAR

1. Minutes
  - a. Regular Meeting No. 18, April 18, 2023
2. Certificated Personnel Report No. 14
3. Classified Personnel Report No. 14
4. Warrants totaling \$1,412,341.70 for April 13, 2023 through April 25, 2023
5. Purchase Orders totaling \$2,279,270.41 for the period of April 10, 2023 through April 21, 2023
6. Appropriation Transfer and Budget Revision Report
7. Revision to Board Policy (BP) 9323 (Meeting Conduct)
8. Approval of Revisions to Board Policy 3555 – Nutrition Program Compliance
9. Authorization to Dispose of Surplus Property

MINUTES: May 2, 2023 – Regular Board Meeting

CONSENT CALENDAR (Continued)

10. Approval of Services Agreement between Glendale Unified School District and Savvas Learning Company
11. Acceptance of the Notice of Award for a Second Allocation for the Refugee School Impact (RSI) Program
12. Approval of New Basic Textbook for Use in High Schools in the Area of History/Social Science
13. Approval of Services Agreement between Glendale Unified School District and EnrichLA for Thomas Jefferson Elementary School
14. Acceptance of DonorsChoose Award for Balboa Elementary School
15. Acceptance of Antibias Education Grant
16. Community Partnership with GUSD and the City of Glendale for Child Care
17. Acceptance of Gifts

It was moved by Ms. Gunnell and seconded by Ms. Freemon to approve the Consent Calendar, as presented. Motion approved unanimously. AYES—Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

REPORTS FROM THE BOARD

Ms. Cross congratulated Mr. Spurley. She thanked all of our amazing teachers as we celebrate Teacher Appreciation Week. She enjoyed the Glendale Educational Foundation's *Principals for a Day* event. What are participants saw was a positive educational environment. It's also Mental Health Awareness Month. If you see something, say something. You can do this anonymously, you can use the app, the tip line, or website.

Mr. Sahakian thanked the many administrators, teachers, staff, and volunteers for working so hard on the Armenian American Heritage Month event. He thanked CASPS for sponsoring the Senior Awards night celebrating students with a 3.75 GPA or higher. He attended the Federal Advocacy trip last week in Washington D.C. Some of the issues discussed included fulfilling the promise of funding the IDEA, mental health, student nutrition, cyber security, staffing shortages, and social security penalties.

Ms. Gunnell said the Armenian American Heritage Festival was wonderful. The young performers were fabulous. She thanked the teachers, nurses, and all of our employees who support our students. She appreciated the speakers who spoke out against hate and especially the youth who came forward to speak up and honor the positive things occurring at their sites. She is still trying to process there was a Swastika in this Board room two weeks. It's not acceptable. Anti-Semitism is on

REPORT FROM THE BOARD (Continued)

the rise across the country. As long as she is sitting on the dais, the hate will not be forgotten. She will continue to address how inappropriate it is. For the people who claim that they support students, some of the children that spoke here tonight were harassed right in this very room. It deeply impacts our community and that it won't be tolerated or accepted.

Ms. Freemon said there are things that happen in our board room but there are so many other good things happening at the same time. In recognizing all the positive things across the district, she highlighted the CV High school sports community that was honored this week. The Principals for a Day event was great as we had people throughout the community participating. She clarified, we don't indoctrinate. Our most important job is to value each student. We live a multi-cultural society and it's our responsibility to prepare our students who can be the next generation of leaders. Nobody is taking away parental rights. Schools are places where every child knows they belong. Nothing along those lines will change.

Ms. Nahabedian addressed our community discourse around difficult subjects. As an organization that serves the needs of children, there is nothing more important than providing for their safety and wellbeing. Our public schools exist to prepare, our students academically, but to be as successful, we must also consider who they are as people and create welcoming, inclusive environments that value and respect every student that sets foot on one of our campuses. Also of critical importance is our desire to work with parents as partners in their kids' education. Kids do better when their parents are involved with them and their education. Obviously, there has been some confusion around what laws and regulations govern our policies, so I want to touch on them briefly. She provided some clarity around what is not true about GUSD policies as it relates to our students and their gender identities. Since 2013, state law and the interpretation by the California Department of Education have mandated that students have a right to ask to be referred to by a name or pronouns that might be different from that on their official record. The CDE guidance also places the "utmost importance" on student privacy and that "disclosing that a student is transgender without the student's permission may violate California's antidiscrimination laws." As with all GUSD's policies, adherence to state law is non-negotiable and our policies align with the law and direction by CDE. Likewise, state law is very clear that only parents or guardians have the right to change a minor student's name or gender in their permanent record. Finally, no student is ever forced to disrobe or change clothes in front of any adult at school. In addition, private changing facilities are available for any student who wishes to use them for any reason. These are difficult issues that are being confronted by school districts and boards all over the United States. Laws are passed, guidance is issued, then left for districts to implement. Our staff advocate for students and their needs. And, our parents, guardians and caregivers want to know that their own rights are protected, as they should be. She asked that those engaged in these difficult conversations to keep an open mind and act with civility toward one another. Most of us are here because we care about children. Let's continue to work together, commit to having difficult conversations, ask questions, and maintain a civil discourse for the benefit of all students.

MINUTES: May 2, 2023 – Regular Board Meeting

REPORT FROM THE SUPERINTENDENT

Dr. Ekchian spoke about continuing to foster a positive culture of learning for students by looking to the district’s “listening leaders” philosophy that strives to bring adults and children together while acknowledging dissent in a construction manner. If our adults aren’t learning and remaining relevant and learning from one another, then the students are not going to accelerate at the same level that we hope.

ADJOURNMENT

There being no further business, President Nahabedian adjourned the meeting at 11:01 p.m.

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Nayiri Nahabedian  
President, Board of Education

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Shant Sahakian  
Clerk, Board of Education

Board of Education Minutes - Regular Meeting, May 2, 2023

Recorded by: Ms. Phyllis F. Ishisaka, Executive Assistant to the Superintendent

Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 2

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations Officer/Director of Classified Personnel

SUBJECT: CERTIFICATED PERSONNEL REPORT NO. 15

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It is recommended that the following report be approved as presented:

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Maternity Leave of Absence</u>		
1.	Kennett, Jill Teacher, Regular 1 <sup>st</sup> Grade Mann Elementary	7/17/23 through 10/17/23
<u>Extension of Maternity Leave of Absence</u>		
1.	Coram, Donella Teacher, Special Education Mountain Avenue Elementary	3/06/23 through 5/31/23
<u>Parental Leave of Absence</u>		
1.	Melikian, Melany Teacher, Regular English Hoover High School	5/06/23 through 6/08/23
2.	Melikian, Melany Teacher, Regular English Hoover High School	8/14/23 through 10/04/23
<u>Change of Health Leave of Absence</u>		
1.	Magran, Ilin Director Student Health & Human Services Student Services	3/06/23 through 4/25/23



	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Extension of Health Leave of Absence</u>		
1.	Naka, Kimberli Teacher, Regular 6 <sup>th</sup> Grade La Crescenta Elementary	10/17/22 through 5/31/23
<u>Family &amp; Medical Leave of Absence</u>		
1.	Kennett, Jill Teacher, Regular 1 <sup>st</sup> Grade Mann Elementary	7/17/23 through 10/17/23
<u>Change of Family &amp; Medical Leave of Absence</u>		
1.	Magran, Ilin Director Student Health & Human Services Student Services	3/06/23 through 4/25/23
<u>General Purpose Leave of Absence</u>		
1.	Dien, Amber Teacher, Regular English Crescenta Valley High School	8/14/23 through 6/06/24
<u>Additional Assignment</u>		
1.	Diaz, Jennifer M. Special Education, Psychologist, as needed to work for Private School	6/09/23 through 6/30/23 Established daily rate of pay Not to exceed 3 days, each Special Education - Private School 01.0 33110.0 50011 31200 1233 0000600 01.0 33110.0 57600 11100 1130 0000600

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Additional Assignment (Cont.)</u>		
2.	Ekerman, Dilek Counselor, to provide services to student in Wellnest during summer school at Crescenta Valley High School.	6/12/23 through 7/31/23 \$44.10 per hour not to exceed 78 hours. 01.0 73703.0 38000 10000 1232 0100000
3.	Hickman-Tcheng, Heather Natalie Special Education, Teacher, as needed to work for Private School	6/09/23 through 6/30/23 Established daily rate of pay Not to exceed 3 days, each Special Education - Private School 01.0 33110.0 50011 31200 1233 0000600 01.0 33110.0 57600 11100 1130 0000600
4.	Jacoy, Paul Daily High School Teacher, as needed, to work outside of their contractual hours to provide support/ instruction/ intervention to students and/or to attend professional development.	2/27/23 through 6/08/23 Regular Rate of Pay Not to exceed 10 hours 01.0 74250.0 32000 10000 1130 0400000
5.	Liverett, Richard Verdugo Academy Home Hospital Teacher, as needed General Education Special Education	4/25/23 through 6/08/23 Regular Hourly Rate Not to exceed 6 hours per week, per home hospital student 01.0 00000.0 19029 10000 1130 0005682 01.0 00000.0 19006 10000 1130 0000600

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Additional Assignment (Cont.)</u>		
6.	Macho, Lisa Kristen Special Education, Language, Speech, Hearing Specialist, as needed, to assist with PSAT assessments	4/07/23 through 4/28/23 Established hourly rate of pay Not to exceed 10 hours Special Education - DIS 01.0 65000.0 57607 11100 1130 0000600
7.	Reyes, Sandra Counselor, as needed, to provide academic counseling during summer school at Theodore Roosevelt Middle School	7/01/23 through 7/17/23 At daily rate of pay Not to exceed two days total Title I: 01.0 30100.0 00000 31100 1232 0500000
8.	Rosales, Michael Field, Steve Brinker, Louis Kellogg, Laura Howe-Flores, Jessica Walgenbach, Aaron	Teachers, as needed, to work for Special Education FACTS Program for ESY 6/12/23 through 7/17/23 \$44.10 per hour Not to exceed 1 hour per day each 01.0 65000.0 57603 11100 1130 5400000

Certification Authorization

Pursuant to Education Code Section 44258.7(b) authorization is requested for the following certificated employees to coach a competitive sport for which the students receive physical education credit for one period a day.

NAME

SCHOOL

Melikian, Melany

Herbert Hoover High School

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election</u>		
1.	Amiryans, Lerna Counselor, Temp Contract Student Wellness	7/24/23 through 6/06/24
2.	Bae, Joanne Language, Speech & Hearing Specialist, Probationary, 1 <sup>st</sup> year Special Education	Effective 8/14/23
3.	Bae, Joyce Language, Speech & Hearing Specialist, Probationary, 1 <sup>st</sup> year Special Education	Effective 8/14/23
4.	Melikian, Melany Teacher, Regular English Hoover High School	Effective 5/06/23
<u>Election to Management Position</u>		
1.	Ahangarzadeh, Emil Assistant Principal, Secondary School Site - TBD	Effective 7/01/23 210 days
2.	#18428 Interim Director, Student Wellness Services	Effective 7/01/23 225 days
3.	#39656 Coordinator I, Special Education	Effective 7/01/23 210 days
<u>Election Hourly/Daily</u>		
1.	Carbajal, Kristina Caddel, Cindy Sepulveda, Martha Yong, Alma Teachers, as needed, to work on developing norms for student learner outcomes in Foreign Language at Glendale High School	5/08/23 through 5/31/23 District Initiated Special Projects Rate at \$40.95 per hour Not to exceed 8 hours total Supplemental 01.0 01000.0 010000 11100 1130 0200000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
2.	Extra-Curricular Assignment	Spring 2022-2023
<u>Roosevelt Middle School</u>		
Beard, David	Basketball – Girls	
	Track – split	
Elzanaty, Mohammed	Soccer – Boys (split)	
Galdamez, Henry	Soccer – Boys (split)	
Rodriguez, Corina	Track – split	
<u>Rosemont Middle School</u>		
Khatchetourian, Daniella	Athletic Coordinator	
Sion, Carolyn	Track – Boys/Girls	
<u>Toll Middle School</u>		
Andiano, Luis	Soccer – Boys	
Doolittle, Jason	Basketball – Girls	
<u>Wilson Middle School</u>		
Markos, Chris	Basketball – Girls	
Peterson, Scott	Soccer – Boys	
<u>Crescenta Valley High School (Girls' Sports)</u>		
Ballard, Brent	Lacrosse (Head)	
Cheney, Michelle	Track (Asst.)	
Curtis, Joel	Softball (Head)	
Dien, Amber	Swim (Asst.)	
Evans, Robert	Track (Head)	
Foster, Robert	Lacrosse (Asst.)	
Hemaidan, Nader	Cheer	
Kim, Peter	Swim (Head)	
	Athletic Director	

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
Martindale, Alexandra	Cheer	
Nelson, Burt	Softball (JV/Asst.)	
Soto, Gianni	Cheer	
Taix, Martin	Softball (Frosh)	
<u>Crescenta Valley High School (Boys' Sports)</u>		
Evans, Mark	Track (Head)	
Forbes, Zachary	Golf (JX/Asst.)	
Hartoonian, Nicholas	Swim (Asst.)	
Harvey, Ryan	Volleyball (JV/Asst.)	
Jang, Alexander	Tennis (Head)	
Kim, Ji Suk	Tennis (JV/Asst.)	
Lew, Cecily	Track (Asst.)	
Mendoza, David	Baseball (JV/Asst.)	
Nelson, John	Volleyball (Head)	
Rich, Brian	Baseball (Frosh)	
Sakonju, Jan	Swim (Head)	
Schilling, Paul	Athletic Director Golf (Head)	
Silverman, Joshua	Lacrosse (JV/Asst.)	
Starratt, Richard	Lacrosse (Head)	
Torres, Phil	Baseball (Head)	
3. Chobanyan, Hasmik Margaryan, Asmik Stanley, Christopher	Teacher, as needed, to provide summer intersession/ enrichment/ instruction to students who need additional support in ELA, Math, Armenian Language Arts, Science and Social Studies for the 22-23 school year at Jefferson Elementary School	6/09/23 through 6/23/23 Hourly rate of pay 4-hours daily for 10 days per teacher \$17,300.00 ELO 01.0 74250.0 11301 10000 1130 3000000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
4.	Avanessian, Karineh Ayala, Peter Barcena, Alissa Battles, Sarah Boras, Angela Chartier, Brian Chin, Stephanie Cruz-Astorga, Sylvia Dembekjian, Nicole Galvez-Grado, Sylvia Gunter. Martha Hernandez, Pearl Jenkins, Jerica Jensen, Lisa Mejicanos, Maria Miranda, Emily Ramirez, Christine Reiber, Carla Rousseau. Deborah Simmons, Patrice Singh, Claudia Torabyan, Hermine	Certificated staff, as needed, to prepare for intervention with EL students at Cerritos Elementary outside of work hours.  5/01/23 through 6/07/23 \$40.95 per hour to plan Not to exceed (NTE) \$5,000.32 Title III 01.0 42030.0 11100 10000 1130 2200673
5.	Akobian, Allie	Counselor Head Counselor Daily High School  Second Semester 22-23
6.	Arakelian, Talin	Teacher, Regular Science Department Chair Glendale High School  Second Semester 22-23
7.	Avanessian, Karineh	Teacher, Regular Student Council 6 <sup>th</sup> Grade Camp Cerritos Elementary  Second Semester 22-23

		<u>Position</u>	<u>Effective Dates And Salary Rate</u>
	<u>Election Hourly/Daily (Cont.)</u>		
8.	Ayala, Peter	Teacher, Regular Math Field Day Robotics Advisor Cerritos Elementary	Second Semester 22-23
9.	Balcomb, Kimberly	Teacher, Regular Tech Advisor Columbus Elementary	Second Semester 22-23
10.	Barboza-Flores, Aurora	Teacher, Regular Math Department Chair Glendale High School	Second Semester 22-23
11.	Battles, Sarah	Teacher, Regular 6 <sup>th</sup> Grade Camp Cerritos Elementary	Second Semester 22-23
12.	Bedrousi, Soseh	Teacher, Regular Class Sponsor 9 <sup>th</sup> Glendale High School	Second Semester 22-23
13.	Benkovich, Joseph	Teacher, Regular Class Sponsor 11 <sup>th</sup> Glendale High School	Second Semester 22-23
14.	Berv, Mahlon	Substitute Teacher Choral Director Franklin Elementary	Second Semester 22-23
15.	Black, Tracey	Teacher, Regular 6 <sup>th</sup> Grade Camp Lincoln Elementary	Second Semester 22-23
16.	Boyadjian, Grigor	Teacher, Traveling Instructor Music Choral Director Balboa Elementary	Second Semester 22-23



	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
17.	Boyadjian, Grigor Teacher, Traveling Instructor Choral Director Mann Elementary	Second Semester 22-23
18.	Boyd, Mark Teacher, Regular Homework Club Columbus Elementary	Second Semester 22-23
19.	Briggs, Robert Substitute, Classified Stage Director Glendale High School	Second Semester 22-23
20.	Brownstein, Gina Teacher, Regular TUPE Hoover High School	8/17/22 through 12/21/22 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 01.0 66950.2 00000 21000 1110 0000682
21.	Brownstein, Gina Teacher, Regular TUPE Hoover High School	1/09/23 through 6/07/23 One additional hour assignment at 1/5 daily rate of pay according to placement on Regular Teachers Salary Schedule 1.0 66950.2 00000 21000 1110 0000682
22.	Caban, Crystal Teacher, Regular ELD Department Chair Glendale High School	Second Semester 22-23
23.	Campanian, Carolyn Teacher, Regular Robotics Advisor Balboa Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
24.	Castaneda, Sydnee Teacher, Regular Class Sponsor 10 <sup>th</sup> Glendale High School	Second Semester 22-23
25.	Castren, Paige Teacher, Regular Afterschool GATE classes Dunsmore Elementary	Second Semester 22-23
26.	Chartier, Brian Teacher, Regular Academic Coaching Cerritos Elementary	Second Semester 22-23
27.	Ciotti, Holly Teacher, Regular English Department Chair National Honor Society Glendale High School	Second Semester 22-23
28.	Clark-Reed, Shannon Teacher, Regular Class Sponsor 12 <sup>th</sup> Glendale High School	Second Semester 22-23
29.	Derusha, Lisa Teacher, Regular Math Club La Crescenta Elementary	Second Semester 22-23
30.	Dionisio, Benedict Teacher Specialist ASB Jefferson Elementary	Second Semester 22-23
31.	Dreyfus, Martha Teacher Specialist ASB Bookkeeper La Crescenta Elementary	Second Semester 22-23
32.	Garabedian, Ovsanna Teacher, Regular Student Council Advisor Dunsmore Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
33.	Gonzalez, Jose Alfredo Teacher, Regular Tech Advisor Daily High School	Second Semester 22-23
34.	Graziani, Daniel Teacher, as needed, to provide instruction at the Instrumental Music Camp during the summer at Wilson Middle School.	6/12/23 through 6/30/23 Categorical Project Instruction rate of pay of \$44.10 per hour District Initiated Special Projects rate of pay of \$40.95 per hour (for planning) Not to exceed 50 hours Total to teach Not to exceed 25 hours Total for planning Title I 01.0 30100.0 11100 10000 1130 0800000
35.	Grigoryan, Ani Teacher, as needed, to provide summer intersession/ enrichment/ instruction to students who need additional support in ELA, Math, Armenian Language Arts, Science and Social Studies for the 22-23 school year at Thomas Jefferson Elementary School	6/09/23 through 6/23/23 Hourly Rate of Pay 4 hours daily for 10 days per teacher Not to exceed \$4,800 total Title I 01.0 30100.0 11100 10000 1130 3000000
36.	Hambarsumian, Melineh Teacher Specialist, as needed, to prepare the closing of the 2022-23 school year at RD White Elementary School	6/01/23 through 6/16/23 At daily Rate of Pay Not to Exceed 3 days total Title I 01.0 30100.0 11100 10000 1130 4300000

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
37.	Hamo, Matthieu Teacher, Regular Student Council Glenoaks Elementary	Second Semester 22-23
38.	Hanes, Sara Teacher Specialist ASB Bookkeeper Dunsmore Elementary	Second Semester 22-23
39.	Haug, Lisa Teacher, Regular Student Council Verdugo Woodlands Elementary	Second Semester 22-23
40.	Henry-Nicoll, Carol Teacher, Regular 6 <sup>th</sup> Grade Camp Glenoaks Elementary	Second Semester 22-23
41.	Huleis, Lana Teacher, Regular Student Council Keppel Elementary	Second Semester 22-23
42.	Janairo, Brenda Teacher, Regular Art/CTE Department Chair Daily High School	Second Semester 22-23
43.	Jenks, Lisa Teacher, Regular Talent Show Valley View Elementary	Second Semester 22-23
44.	Jenks, Lisa Teacher, Regular Choral Director Valley View Elementary	Second Semester 22-23
45.	Kadzhikyan, Lusine Teacher, Regular ASB Bookkeeper Balboa Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
46.	Khachikian, Talin Teacher, Regular Student Council Jefferson Elementary	Second Semester 22-23
47.	Extra-Curricular Assignment  <u>Rosemont Middle School</u>	Fall 22-23
	Khatchetourian, Daniella Athletic Coordinator	
48.	Khodagulyan, Tatevik Teacher, Regular Math Club Columbus Elementary	Second Semester 22-23
49.	Kmbikyan, Marta Teacher Specialist Student Body Advisor Verdugo Academy	Second Semester 22-23
50.	Lapostol, Diane Teacher, Regular Student Council Advisor La Crescenta Elementary	Second Semester 22-23
51.	Lewis, Andrea Teacher, Regular Health Department Chair Physical Education Department Chair Glendale High School	Second Semester 22-23
52.	Livingston, Jon Teacher, Regular Student Body Advisor Newspaper Sponsor 1 Yearbook Sponsor 2 Glendale High School	Second Semester 22-23
53.	Lopez, Rebecca Teacher, Regular Homework Club Columbus Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
54.	Marquez, Camerina Teacher, Special Education Tech Advisor College View School	Second Semester 22-23
55.	Maynes, Carrie Teacher, Regular GATE/Art Glenoaks Elementary	Second Semester 22-23
56.	Mazza, Cristina Teacher, Regular Math Field Day Franklin Elementary	Second Semester 22-23
57.	McReynolds, Rebecca Teacher, Regular Homework Club Lincoln Elementary	Second Semester 22-23
58.	Mesropyan, Armenuhi Teacher, Temp Contract 6 <sup>th</sup> Grade Camp Jefferson Elementary	Second Semester 22-23
59.	Minasyan, Nvard Nouneh Teacher, Regular Science Department Chair Daily High School	Second Semester 22-23
60.	Morrison, Sarah Teacher, Regular Scholastic Bowl Glendale High School	Second Semester 22-23
61.	O'Malley, Christopher Teacher, Regular Social Studies Department Chair Class Sponsor 11 <sup>th</sup> Glendale High School	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
62.	Piscitelli Carrasco, Antonia  Teacher, Regular Student Body Advisor Yearbook Sponsor Social Sciences Daily High School	Second Semester 22-23
63.	Postajian, Sona  Teacher, Regular Class Sponsor 10 <sup>th</sup> Glendale High School	Second Semester 22-23
64.	Ramirez, Christine  Teacher, Regular Robotics Advisor Girls on the Run Cerritos Elementary	Second Semester 22-23
65.	Rangel, Amy  Teacher, Regular Band/Orchestra Glendale High School	Second Semester 22-23
66.	Rios, Wendy  Teacher Specialist, as needed to assist with the end of the 2022-2023 school year and beginning of the 2023-2024 school year planning and implementation of school goals and PD planning for teachers and students at Thomas Edison Elementary School	6/12/23 through 6/30/23 At Daily Rate of Pay Not to exceed 10 days total Title I 01.0 I 30100.0 11100 10000 1130 2500000
67.	Rivera-Elekes, Vanessa  Teacher, Special Education Student Council Advisor Homework Club Columbus Elementary	Second Semester 22-23
68.	Savage, Suzanne  Teacher, Regular Student Council Advisor La Crescenta Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
69.	Shiroyan, Hasmik Teacher, Regular VAPA Department Chair CTE Department Chair Glendale High School	Second Semester 22-23
70.	Sparks, Ashley Teacher, Regular Math Field Day Homework Club Columbus Elementary	Second Semester 22-23
71.	Stanley, Christopher Teacher, Regular Robotics Tech Advisor Jefferson Elementary	Second Semester 22-23
72.	Tabor, Jacqueline Counselor Head Counselor Glendale High School	Second Semester 22-23
73.	Tam, Anamarie Teacher Specialist Tech Advisor Mann Elementary	Second Semester 22-23
74.	Tamez, Elizabeth Teacher Specialist ASB Bookkeeper Mountain Avenue Elementary	Second Semester 22-23
75.	Tamez, Elizabeth Teacher Specialist Math Field Day ASB Bookkeeper Glenoaks Elementary	First Semester 22-23
76.	Thomas, Angelina Teacher, Regular Homework Club Lincoln Elementary	Second Semester 22-23



	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
77.	Valdez, Iris Teacher, Regular Tech Advisor Balboa Elementary	Second Semester 22-23
78.	Vardani, Agnessa Teacher, Regular Student Council Keppel Elementary	Second Semester 22-23
79.	Valdez, Erick Teacher, Regular Student Council Advisor Balboa Elementary	Second Semester 22-23
80.	Vessella, Teresa Teacher, Special Education Special Education Department Chair Glendale High School	Second Semester 22-23
81.	Walter, Sarah Teacher, Regular 6 <sup>th</sup> Grade Camp La Crescenta Elementary	Second Semester 22-23
82.	Wedemeyer, Carrie Teacher, Regular 6 <sup>th</sup> Grade Camp Dunsmore Elementary	Second Semester 22-23
83.	Weller, Emily Teacher, Regular 6 <sup>th</sup> Grade Camp Valley View Elementary	Second Semester 22-23
84.	Widholm, Carolyn Teacher, Regular 6 <sup>th</sup> Grade Camp Advisor Monte Vista Elementary	Second Semester 22-23
85.	Yapundjian, Narine Teacher, Regular 5 <sup>th</sup> and 6 <sup>th</sup> Grade Camp Afterschool GATE classes Balboa Elementary	Second Semester 22-23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Election Hourly/Daily (Cont.)</u>		
86.	Yong, Alma Teacher, Regular Foreign Language Department Chair Glendale High School	Second Semester 22-23
87.	Zargaryan, Armine Teacher, Regular Math Field Day 6 <sup>th</sup> Grade Camp Jefferson Elementary	Second Semester 22-23
88.	Zimmerman, Anders Teacher, Regular Math Club Columbus Elementary	Second Semester 22-23

Revision to Previous Personnel Report

- Revision to Board Report No. 17, May 17, 2022

Page 3, Item 6

Tamez, Elizabeth	Teacher Specialist, as needed, to assist with the start of the 2022-2023 school year business at Mountain Avenue Elementary School	8/01/22 through 8/31/22 Not to exceed 5 days Total Daily rate of pay Supplemental 01.001000.0-11100-10000- 1130-3900000
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Change to read:	Teacher Specialist, as needed, to assist with the opening and closing of the 2022-2023 school year business at Mountain Avenue Elementary School
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Change effective dates to read:	8/1/2022 through 6/30/2023
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Change account number to read:	01.0 01000.0 11100 10000 1130 3900000
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	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
2.	Revision to Board Report No. 9, February 7, 2023	
	<u>Page 17, Item 41</u>	
	Kaprielian, Sonia	Retired Substitute Teacher, as needed, to proctor AP Exams at Glendale High School
		5/01/23 through 6/07/23 Categorical Project Instructional rate of pay of \$34 per hour Not to exceed 60 hours total Title I 01.0 30100.0 11100 10000 1130 0200000
	Increase pay limit to read:	Not to exceed 75 hours total
3.	Revision to Board Report No. 6, November 15, 2022	
	<u>Page 11, Item 22</u>	
	Petitti, Danille Vales, Heather	Teachers as needed to attend after school meetings to complete PBIS planning and preparation for 2022-2023 school year. Lincoln Elementary
		8/17/22 through 6/09/23 \$31.00 per hour Not to exceed 12 hours each 01.0 00000.0 00000 21010 1130 0000618
	Add the following names:	
	Black, Tracey	
	Maynard, Wendy	
	Conaty, Jennifer	
	Appell, Kathryn	

Position

Effective Dates  
And Salary Rate

Revision to Previous Personnel Report (Cont.)

4. Revision to Board Report No. 11, March 7, 2023

Page 6, Item 1

Emmett, RaeEtta  
Vargas, Kari

Teachers, as needed, to assist  
with essay grading for  
Scholastic Bowl  
EAFE

2/27/23 through 3/08/23  
District Initiated Special  
Projects rate of pay of \$31  
per hour (for planning)  
Not to exceed 6 hours each  
total.  
Supplemental  
01.0 01000.0 11100 10000  
1130 0000673

Change effective dates to read:

2/27/2023 through 3/31/23

Position

Effective Dates  
And Salary Rate

Revision to Previous Personnel Report (Cont.)

5. Revision to Board Report No. 6, November 15, 2022

Page 18, Item 2

Bucur, Mary	Teachers, as needed to	8/15/22 through 6/30/23
Cassell, Rebecca	support the afterschool clubs.	At a rate of \$34.00 per hour
Chia, Janet	La Crescenta Elementary	Not to exceed \$5,000.00
de la Paz, Catherine		01.0 74250.0 11301 10000
Derusha, Lisa		1130 3200000
Lapostol, Diane		
Meza, Cynthia		
Naka, Kimberli		
Sarkisyan, Mery		
Savage, Suzanne		
Shabun, Daniella		
Sivaborvorn, Sandra		
Sokalska-Bochniak, Beata		
Tarverdians, Christina		
Tashkesen, Arthur		
Williams, Teresa		

Remove the following name:  
Tashkesen, Arthur

Add the following name:  
Walter, Sarah

Increase pay limit to read: Not to exceed \$10,000.00

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
6.	Revision to Board Report No. 7, December 13, 2022	
	<u>Page 10, Item 1</u>	
	Various Certificated Staff	Certificated staff as needed to provide after school intervention to students to provide supplemental services and support to EL learners at Cerritos Elementary.
		11/14/22 through 6/02/23 \$31.00 per hour to plan \$34.00 per hour to work with students Not to exceed \$16,738.00 total. Title III 01.0 42030.0 11100 10000 1130 2200673
	Reduce pay limit to read:	Not to exceed \$11,738.00 total
7.	Revision to Board Report No. 9, February 7, 2023	
	<u>Page 7, Item 2</u>	
	Alexan, Arrmineh / Jefferson Alonso, Rosa / Mann Hernandez, Diana / Cerritos Rojas, Elena / Columbus Shahijanlian, Juanita/ Marshall	Principal, as needed, to support the California Community School Partnership Program Educational Services
		11/01/22 through 6/30/23 Regular Hourly/Daily rate of pay Not to exceed 5 day s or 40 hours each 01.0 63310.0 00000 27000 1331 0005616 California Community Schools Partnership Program
	Change to read:	Not to exceed 10 days or 80 hours.

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
8.	Revision to Board Report No. 12, April 4, 2023	
	<u>Page 6, Item 4</u>	
	Batra, Monika	
	Verdugo Academy Home Hospital Teacher, as needed General Education	2/27/23 through 6/08/23 \$34.00 per hour Not to exceed 6 hours per week, per home hospital student \$31.00 per hour for planning 01.0 00000.0 19029 10000 1130 0005682
	Revision to object code 5210	
9.	Revision to Board Report No. 12, April 4, 2023	
	<u>Page 34, Item 1</u>	
	Avagyan, Marine	
	Consultant as needed To conduct in-person professional development, and classroom observations with instructional coaching and feedback for all TK-8 staff at Chamlian Armenian School focusing on the integration of critical thinking skills in all areas of instruction to increase student academic achievement. EAFE	3/01/23 through 6/30/23 \$10,500.00 total Title II 01.0 40352.0 11100 10000 5811 0000673
	Change end date to read:	9/15/23

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
10.	Revision to Board Report No. 12, April 4, 2023	
	<u>Page 7, Item 8</u>	
	Ouweleen, Mark	Verdugo Academy Home Hospital Teacher, as needed General Education
		2/17/23 through 6/08/23 \$34.00 per hour Not to Exceed 6 hours per week, per home hospital student \$31.00 per hour for planning 01.0 00000.0 19029 10000 5210 0005682
	Change account number to read:	01.0 00000.0 19006 10000 1130 0000600
11.	Revision to Board Report No. 6, November 15, 2022	
	<u>Page 12, Item 29</u>	
	Arntson, Jennifer Junge, Jennifer Lau, Caroline Skywalker, Molly	Teachers as needed to attend after school meetings to complete PBIS planning and preparation for 2022-2023 school year. Glenoaks Elementary
		8/17/22 through 6/09/23 \$31.00 per hour Not to exceed 12 hours each 01.0 00000.0 00000 21010 1130 0000618
	Add the following name: Sondergaard, Kaja	



Effective Dates  
 And Salary Rate

Position

Revision to Previous Personnel Report (Cont.)

12. Revision to Board Report No. 6, November 15, 2022

Page 7, Item 5

Romeo, Jennifer	Teachers as needed to attend	8/17/22 through 6/09/23
Lyon, Cortney	after school meetings to	\$31.00 per hour
Janosko, Angela	complete PBIS planning and	Not to exceed 12 hours each
Martin, Christina	preparation for 2022-2023	01.0 00000.0 00000 21010
	school year.	1130 0000618
	Fremont Elementary	

Add the following name:  
 Suh, Christopher

13. Revision to Board Report No. 7, December 13, 2023

Page 8, Item 5

Allen, Jonathan	Teachers as provided to	3/01/23 through 6/30/23
Beerman, Kathleen	prepare students for the	\$34.00 per hour not to
Beerman, Raymond	Advanced Placement	exceed 300 hours
Besoli, Amy	Examinations at Crescenta	01.0 01000.0 11100 10000
Chang, Ame	Valley High School.	1130 0100000
Cheney, Michele		
Choi, Joyce		
Der Mesropian, Sandra		
Engen, Christina		
Evans, Robert		
Furutani, Derrel		
Gregorian, Arin		
Hall, Gavin		
Harris, Alicia		
Hart, Omar		
Johnson, Richard		
Lee, Jamie		
Levering, Samuel		
Manukyan, Christina		
McGuire, Amber		
Merlo, Reid		
Milano, Kristen		
Mucic, Jennifer		

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
	<u>Revision to Previous Personnel Report (Cont.)</u>	
	Neat, Gregory	
	Ngai, Ricky	
	Orchid, Darren	
	Orue-Perea, Gabriela	
	Patton, Julie	
	Platt, David	
	Poole, Jacob	
	Sakonju, Jan	
	Saw, Win	
	Tanahan, Edit	
	Tuason, Orenda	
	Change to read:	Categorical project instruction rate of pay of \$44.10 per hour Not to exceed 306 hours total Not to exceed \$13,500.00 total

	<u>Position</u>	<u>Effective Dates And Salary Rate</u>
<u>Revision to Previous Personnel Report (Cont.)</u>		
14.	Revision to Board Report No. 11, March 7, 2023	
	<u>Page 12, Item 4</u>	
	Nam, Joan	2/01/23 through 3/27/23
	Nersisyan, Karine	Categorical Project
	Teachers, as needed, to staff	Instruction rate of pay of \$34 per hour
	the GATE Program	District Initiated Special
	"GUSD Math Field Day" at	Projects rate of pay of \$31
	Wilson Middle School	per hour
		Not to exceed 20 hrs total
		for planning
		Not to exceed 40 hours total
		for instruction
		Title I
		01.0 30100.0 11100 10000
		1130 0800000
	Change effective dates to read:	2/1/23 through 4/30/23
	Change rate of pay to read:	Categorical project
		instruction rate of pay
		of \$44.10 per hour
		District initiated
		special projects rate of
		pay of \$40.95 per hour
		(for planning)

Effective Dates  
And Salary Rate

Position

Revision to Previous Personnel Report (Cont.)

15. Revision to Board Report No. 6, November 15, 2022

Page 9, Item 13

Sam, Melanie  
Barkawitz, Carly

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
Pacific Avenue

8/17/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Brinker, Louis

16. Revision to Board Report No. 6, November 15, 2022

Page 8, Item 7

McTear, Brady  
Tiscareno, Araceli

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
Edison Elementary

8/16/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Soghomoniantz,  
Yeghisabet (Elizabeth)

17. Revision to Board Report No. 6, November 15, 2022

Page 9, Item 14

Avedian, Adrine  
Martinez, Sylvia  
Yarjianian, Ashken

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
R.D. White Elementary

8/17/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Malone, Margaret

Effective Dates  
And Salary Rate

Position

Revision to Previous Personnel Report (Cont.)

18. Revision to Board Report No. 6, November 15, 2022

Page 14, Item 38

Minasyan, Nvard  
(Nouneh)

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
Daily High School

8/17/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Dilanchyan, Janet

19. Revision to Board Report No. 6, November 15, 2022

Page 10, Item 17

Brohier, Ruwani  
Choi, Unis  
Hewitt, Michael

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
Keppel Elementary

8/17/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Yi, Judy

20. Revision to Board Report No. 6, November 15, 2022

Page 10, Item 19

Ghazaryan, Laura  
Rodriguez, Corina  
Suhr, Ashley  
Valenzuela, Laura

Teachers as needed to attend  
after school meetings to  
complete PBIS planning and  
preparation for 2022-2023  
school year.  
Roosevelt Middle School

8/17/22 through 6/09/23  
\$31.00 per hour  
Not to exceed 12 hours each  
01.0 00000.0 00000 21010  
1130 0000618

Add the following name:  
Pascale-Parra, Jean-Marie

Position Effective Dates  
And Salary Rate

Conditions of Employment

For the 2023-24 school year and moving forward, the District will follow Administrative Regulation 4112 for appointment and conditions of employment. The District will consider Resolution #2 from the 2021-22 Board Session no longer applicable for certificated, classified, or management employees, contractors, or volunteers.

Conference/Workshop/Meeting Authorization

In accordance with Board of Education Policy 4011 pertaining to conference and workshop attendance, approval has been given to the following persons to attend the conference as designated, with reimbursement for actual and necessary expenses in accordance with Board Policy:

A. The following workshop authorizations are not paid from District General Funds:

1. It is recommended that approval be given to Aurora Barboza Flores to attend the “CPM 4<sup>th</sup> Year Course Content Residential Institute” to be held at Westminster College, Salt Lake City, Utah from June 25, 2023 – June 30, 2023 with the following expenses: registration, lodging, per diem for food, flight, airport parking, and cost of Lyft/Uber to and from the airport in Los Angeles and Salt Lake City, not to exceed \$2,500.00.

Supplemental  
01.0 01000.0 11100 10000 5220 020000

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CLASSIFIED PERSONNEL REPORT NO. 15

CONSENT CALENDAR NO. 3

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Dr. Darneika Watson, Chief Human Resources and Operations Officer/  
Director of Classified Personnel

SUBJECT: CLASSIFIED PERSONNEL REPORT NO. 15

It is recommended that the following report be approved as presented:

	<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Medical Leave of Absence</u>		
1. <u>Education Assistant I</u> Noshadi, Markarit	Keppel	04/21/23 through 05/08/23
<u>Extension of Medical Leave of Absence</u>		
1. <u>Behavior Intervention Assistant</u> Giacoletti, Wendy	Special Education	03/29/23 through 05/16/23
<u>Maternity Leave of Absence</u>		
1. <u>Behavior Intervention Assistant</u> Castellanos, Claudia	Special Education	04/07/23 through 06/06/23

<u>Election from Eligibility List</u>		<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
1.	<u>Custodian I</u> Huerta, Guadalupe	FASO	05/08/23; 12/8; 11-1 01.0 00000.0 00000 81006 2211 0000640
2.	<u>Multimedia Technology Assistant</u> Torosyan, Aghavni	Mountain Avenue	04/17/23; 9.25/3; 8-1 01.0 01000.0 00000 24203 2910 3900000
3.	<u>Yard Duty Assistant</u> Vartanian, Annet	Mountain Avenue	05/01/23; 9.25/3; 1-2 01.0 00000.0 19021 10000 2910 3900000

Additional Assignment Temporary - At Established Rate of Pay

1.	<u>Administrative Secretary</u> Griffith, Allyson	Columbus	07/01/22 through 06/30/23 Not to exceed \$2,100.00 total Not to exceed 12 days total General 01.0 00000.0 00000 27004 2430 2300000
2.	<u>Education Assistant II</u> Cancik, Alicia Regalado Urrutia, Silvia	Muir	03/01/23 through 03/31/23 Not to exceed 6 hours a day, each Title I 01.0 30100.0 11100 10000 2130 4000000
	Elyasi, Rodina	Toll	06/12/2023 through 07/17/2023 Not to exceed \$1,500.00 total Title I 01.0 30100.0 11100 10000 2130 0700000
3.	<u>Education Assistant II – Substitute</u> Navoyan, Emilyya	Toll	03/12/2023 through 07/17/2023 Not to exceed \$2,500.00 total Title I 01.0 30100.0 11100 10000 2130 0700000



	<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Additional Assignment Temporary - At Established Rate of Pay - Continued</u>		
4. <u>Health Assistant LVN/RN</u> Ferriol, Ednalyn	Jefferson	06/09/23 through 06/23/23 Not to exceed 4 hours a day Not to exceed 10 days total Not to exceed \$2,500.00 total ELO 01.0 74250.0 00000 27004 2430 3000000
5. <u>Multimedia Technology Assistant - Substitute</u> Torosyan, Aghavni	Educational Services	04/19/23 through 04/26/23 Not to exceed 21 hours total 01.0 00000.0 00000 71001 2930 0007616
6. <u>Typist Clerk II – Substitute</u> Keeton, Autumn	Verdugo Woodlands	08/17/2022 through 06/09/2023 Not to exceed hourly rate of pay Not to exceed 12 hours each 01.0 00000.0 00000 21010 2930 0000618
7. <u>Typist Clerk III – Substitute</u> Ghadari, Anashe	Toll	06/09/23 through 06/30/23 Not to exceed 8 hours a day 01.0 00000.0 00000 27004 2460 070000  08/01/2023 through 08/11/2023 Not to exceed 8 hours per day 01.0 00000.0 00000 27004 2460 0700000
8. <u>Yard Duty Assistant</u> Hernandez-Montague, Sofia Moradyan, Marine	La Crescenta	06/09/2023 through 06/23/2023 Not to exceed 10 days Not to exceed 4 hours per day ELO 01.0 74250.0 19021 10000 2930 3000000



Effective Dates,  
 Months/Hours, and  
Salary Rating

Location

Change of Assignment

1. Change of Location

a. Custodian I

Monsalve, Edinson	Dunsmore	05/01/23
	From Hoover	01.0 00000.0 00000 81006 2211 24000000

2. Decrease in Hours

b. Typist Clerk II

Tumanyan, Ovsanna	Muir	01/23/23; 10/7
	From 10/8	01.0 00000.0 00000 27004 2410 4000000

3. Provisional Assignment

a. Cafeteria Worker II

Dominguez, Martha	Glenoaks	05/01/23 through 06/08/23
	From Cafeteria	6.5 hours a day
	Worker I, 1-1	4-7
		13.0 53100.0 00000 37000 2212 0200000

Medina, Lisa	Columbus	05/01/23 through 06/08/23
	From Cafeteria	6.5 hours a day
	Worker I, 1-7	4-7
		13.0 53100.0 00000 37000 2212 0200000

Vallejo, Teresa	Keppel	04/06/23 through 06/08/23
	From Cafeteria	6.5 hours a day
	Worker I, 1-5	4-7
		13.0 53100.0 00000 37000 2212 0700000

Zadourian, Hermik	Valley View	05/01/23 through 05/31/23
	From Cafeteria	6.5 hours a day
	Worker I, 1-2	4-7
		13.0 53100.0 00000 37000 2212 0200000

Effective Dates,  
Months/Hours, and  
Salary Rating

Location

Revisions to Previous Board Reports

1. Revisions to Board Report #14, May 2, 2023

Page 6, Item c

Provisional Assignments

Typist Clerk III

Ghadari, Anashe

Toll  
From EA II  
6-2

04/18/23 through 06/08/23  
8 hours a day  
16-1  
01.0 05000.0 57608 11200 2110 0000600

Change account to read:

01.0 00000.0 00000 27004 2410 0700000

2. Revisions to Board Report #12, April 4, 2023

Page 5, Item 1

Additional Assignment Temporary - At Established Rate of Pay

Administrative Secretary

Sanchez, Maria

La Crescenta

03/01/23 through 06/30/23  
Not to exceed \$6,000.00 total  
Supplemental  
01.0 01000.0 00000 27000 2430 3200000

Change limitation to read:

Not to exceed \$4,800.00 total

Effective Dates,  
 Months/Hours, and  
Salary Rating

Location

Revisions to Previous Board Reports - Continued

3. Revisions to Board Report #9, February 7, 2023

Page 10, Item e.

Provisional Assignment

Plumber

Ocampo, Francisco

FASO  
 From Maintenance  
 Worker II, 23-6

12/01/22 through 03/31/23  
 8 hours a day  
 31-4  
 01.0 81500.0 00000 81000 2211 0000640

Change dates to read:

04/01/23 through 05/31/23

4. Revisions to Board Report #5, October 11, 2022

Page 31, Item 9

Personal Services Agreement

Hirshfield, Laura

Consultant,  
 as needed  
 to support  
 Glendale  
 High School's  
 Construction  
 Academy  
 teachers  
 and program  
 administrators  
 in implementing  
 industry-  
 recognized  
 credentialing and  
 work-based  
 learning  
 experiences.

10/01/22 through 12/31/22  
 \$90.00 per hour  
 Not to exceed \$6,750.00 total  
 CTEIG  
 01.0 63870.7 38000 10000 5811 0000684

Change date to read:

10/01/22 through 06/30/23

<u>Location</u>	<u>Effective Dates, Months/Hours, and Salary Rating</u>
<u>Election of Classified Hourly Substitutes (Custodian I) through 06/30/23</u>	
Hernandez, Sergio	04/03/23 through 06/30/23
Rodriguez, Mario	01.0 00000.0 00000 81006 2211 0000640
Villagran, Luis	
<u>Election of Classified Hourly Substitutes (Cafeteria Worker I) through 06/30/23</u>	
Kelly, Edye	05/09/2023 through 06/30/2023
Ramirez Gutierrez, Nermy Gpe.	13.0 53100.0 00000 37000 2232 0000662
<u>Election of Classified/Non-Classified Hourly Substitutes through 06/30/23</u>	
Elhaj, Cindy	07/01/22 through 06/30/23
Ishac, Nicole	
Khachatryan, Yeva	
Navasardyan, Tatevik	
Nevell, Alexandra	
Oganesyan, Kristina	
Ohanian, Arevik	
Yesayan, Mariana	
<u>Election of Classified/Non-Classified Hourly Substitutes through 06/30/23</u>	
<u>Student Stage Crew I</u>	
Combs, Savanna	Glendale
Alonso Hernandez, Michelle	04/01/23 through 06/30/23
Ayala, Adam	\$15.50 per hour
Ballesteros, Clarisse	01.0 00000.0 81000 50001 2980 0000640
Basaya, Rica	
Cardenas, Jadenne	
Duarte, Nicole	
Gonzales, Thomas	
Martinez, Crystal	
Martinez, Raul	
Papoyan, Asya	
Sales, Amber	
Rascon, Christopher	
Shadanyan, Michelle	
Silva, Scout	
Tcaturian, Arina	
Vinas, Aulani	

Effective Dates,  
Months/Hours, and  
Salary Rating

Location

Election of Classified/Non-Classified Hourly Substitutes through 06/30/23 - Continued

Jeong, Marin Sungwon	Glendale	04/01/23 through 06/08/23 \$15.50 per hour 13.0 53100.0 00000 37000 2280 0000662
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GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 4

TO: Board of Education  
 FROM: Dr. Vivian Ekchian, Superintendent  
 SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer  
 PREPARED BY: Karineh Savarani, Director, Financial Services  
 SUBJECT: **Warrants – District Funds**

The Superintendent recommends that “A” Form (Payroll Warrants) issued April 26, 2023 – May 10, 2023, as shown below totaling \$11,403,317.03, and “B” Form (Other than Payroll Warrants) issued April 1, 2023 – April 30, 2023, totaling \$16,264,479.73, be approved. Funding for Form “A” Warrants is accounted for in the following funds: 01.0 General Fund, 12.0 Child Development Fund, 13.0 Cafeteria Fund, 21.1 Measure S Projects Fund, 40.1 Spec Reserve-Capital Projects Fund, 67.0 Self-Insurance Fund, 67.2 Early Retirement Benefits Fund and 76.0 Warrant Pass-Through Fund.

REGISTERED NUMBER	WARRANT NUMBER	DESCRIPTION	AMOUNT
114-N	773348 - 7733490	Classified	\$ 2,178.84
C1J-C	773709 - 7737134	Certificated	8,262,837.92
117-C	773782 - 7737822	Certificated	31.67
117-N	773782 - 7737825	Classified	3,727.24
118-N	773796 - 7737968	Classified	1,865.58
C5J-C	773950 - 7739560	Certificated	963,757.82
C5J-N	773956 - 7739561	Classified	2,804.37
124-C	774124 - 7741243	Certificated	831.15
E4T-N	774216 - 7742253	Classified	1,623,171.86
125-C		Certificated	(10,302.98)
C3J-N	774990 - 7750104	Classified	553,788.04
128-N	770940 - 7753707	Classified	(1,374.48)
<b>TOTAL</b>			<b>\$ 11,403,317.03</b>

*To Support 2022-23 Board Priority No. 4 – Maintain District Financial Responsibility – Ensure the fiscal health of the District, implement a fiscal plan to preserve the District resources, and plan for the District’s future educational and facility needs.*



GLENDALE UNIFIED SCHOOL DISTRICT  
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM  
 APRIL 1 THRU APRIL 30, 2023

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
<b>1.0 GENERAL FUND</b>			
3932	OTHER DISTRICT PAID BENEFITS	3	\$ 1,565.46
4110	TEXTBOOKS	14	21,760.56
4210	BOOKS & OTHER REFERENCE MATERIAL	31	10,023.71
4220	LIBRARY BOOKS	2	522.04
4310	INST. MATERIALS & SUPPLIES	801	196,460.11
4312	INST. PERIODICALS & MAGAZINES	7	835.57
4317	COMMENCEMENT	12	6,086.93
4340	COMPUTER SOFTWARE & RELAT EXP	18	28,918.50
4350	OFFICE & OTHER SUPPLIES	162	19,954.19
4351	PRINTING & REPRODUCTION	14	7,632.09
4353	EDIBLE SUPPLIES	55	9,235.36
4360	TIRES, FUEL AND OIL	15	23,238.88
4370	CUSTODIAL/OPERATION SUPPLIES	55	12,510.22
4371	GROUNDS SUPPLIES	8	5,393.26
4372	POOL SUPPLIES	5	5,909.41
4380	MAINTENANCE SUPPLIES	32	5,650.84
4381	REPAIR SUPPLY & MATERIALS	157	55,367.20
4410	NON-CAP AV/COMPUTER EQ UNTAGGED	29	16,471.57
4420	NON-CAP EQUIP -UNTAGGED	196	200,943.74
4430	NON-CAP EQUIP - TAGGED NON-COMPUTER	33	75,677.42
4440	NON-CAP AV/COMPUTER EQ TAGGED	13	70,935.78
5210	MILEAGE & CAR ALLOWANCES	33	3,228.73
5220	TRAVEL AND CONFERENCES	64	79,930.60
5310	DUES AND MEMEBERSHIPS	3	250.00
5311	CERTIFICATES AND LICENSES	1	2,320.00
5510	NATURAL GAS SERVICES	13	88,117.86
5520	ELECTRICITY SERVICES	37	278,672.51
5530	WATER	37	35,807.23
5561	TRASH DISPOSAL	1	610.00
5562	SEWER CHARGES	40	12,007.90
5610	RENTALS, LEASES AND REPAIRS	28	119,198.58
5611	ETIS COPIER LEASES	4	4,514.07
5630	REPAIRS	55	81,553.53
5631	ETIS COPIER MAINTENANCE	82	27,415.74
5632	ETIS PRINTER MAINTENANCE	2	25,225.55
5804	NON-PUBLIC SCHOOL	23	310,948.41
5811	PERSONAL SERVICES	72	88,008.21
5812	NON-PSA SERVICE AGREEMENT	120	625,042.76
5813	UNIFORM SERVICES	2	7,894.07
5814	TRANSPORTATION	88	71,559.81
5815	OPERATING SERVICES	134	1,679,124.93
5816	NON-PUBLIC SCHOOL SERVICES	625	2,724,298.54
5821	LEGAL FEES	18	19,764.50

GLENDALE UNIFIED SCHOOL DISTRICT  
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM  
**APRIL 1 THRU APRIL 30, 2023**

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
5823	SPEC ED LEGAL SETTLEMENTS	8	17,822.92
5828	SPED PARENT ATTORNEY FEES	1	5,800.00
5830	ADVERTISEMENT	4	1,102.00
5852	NON-INSTRUCTIONAL, CONSULTANTS	9	89,275.75
5853	CONTRACTUAL SERVICES	2	1,872.00
5861	FINGERPRINTS FOR EMPLOYEES	1	1,018.00
5911	POSTAGE/UPS/FEDEX	4	192.83
5912	TELEPHONE	6	2,594.07
5916	OTHER PHONES	5	7,772.53
6210	ARCHITECT FEES ON BUILDINGS	3	22,482.75
6250	BUILDING CONSTRUCTION/IMPROV	9	7,639.26
6252	OTHER CONSTRUCTION	3	87,423.39
6282	MOVING-STORAGE	1	804.00
6410	CAPITALIZED COMPUTER EQUIP-TAG	2	35,221.38
8290	ALL OTHER FEDERAL REVENUES	1	1,840.61
8689	ALL OTHER FEES AND CONTRACTS	31	14,558.00
8699	ALL OTHER LOCAL REVENUES	11	5,360.91
9320	STORES	8	80,068.76
9530	FRINGE BENEFITS SUBS - H&W	4	3,514,521.39
9552	USE TAX PAYABLE	23	2,438.34
		-----	-----
		3,280	10,960,395.26
	<b>10.0 SELPA PASS THROUGH FUND</b>		
7211	TFR OF PMTS-THRGH REV TO DISTRICT	4	1,096,291.00
		-----	-----
		4	1,096,291.00
	<b>12.0 CHILD DEVELOPMENT FUND</b>		
4310	INST. MATERIALS & SUPPLIES	23	6,929.49
4350	OFFICE & OTHER SUPPLIES	23	2,096.21
4353	REFRESHMENTS	6	517.28
4420	NON-CAP EQUIP -UNTAGGED	18	942.49
5630	REPAIRS	3	7.95
5812	NON-PSA SERVICE AGREEMENT	21	11,736.63
5911	POSTAGE/UPS/FEDEX	2	33.05
5916	OTHER PHONES	1	65.08
9552	USE TAX PAYABLE	1	2.97
		-----	-----
		98	22,331.15
	<b>13.0 CAFETERIA FUND</b>		
4350	OFFICE & OTHER SUPPLIES	7	1,273.21
4360	TIRES, FUEL AND OIL	3	1,514.45

GLENDALE UNIFIED SCHOOL DISTRICT  
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM  
**APRIL 1 THRU APRIL 30, 2023**

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
4381	REPAIR SUPPLY & MATERIALS	11	2,275.60
4395	NON-FOOD SUPPLIES	9	25,604.61
4440	NON-CAP EQUIP REPL - UNTAGGED	5	736.22
4710	FOOD	79	599,508.10
5563	PEST CONTROL	2	1,742.70
5610	RENTALS, LEASES AND REPAIRS	3	9,187.01
5630	REPAIRS	2	946.00
5815	OPERATING SERVICES	8	8,153.95
5817	MONEY PICK-UPS	2	1,733.40
5916	OTHER PHONES	1	261.09
8634	FOOD SERVICE SALES	2	88.75
9552	USE TAX PAYABLE	1	9.15
		----- 135	----- 653,034.24
	<b>21.1 MEASURE S PROJECTS FUND</b>		
4350	OFFICE & OTHER SUPPLIES	1	77.46
4420	NON-CAP EQUIP -UNTAGGED	1	390.00
4430	NON-CAP EQUIP - TAGGED	5	15,880.91
5210	MILEAGE & CAR ALLOWANCES	1	216.55
5610	RENTALS, LEASES AND REPAIRS	2	1,938.75
5852	NON-INSTRUCTIONAL, CONSULTANTS	1	100.00
5911	POSTAGE/UPS/FEDEX	1	8.17
6210	ARCHITECT FEES ON BUILDINGS	5	6,081.26
6250	BUILDING CONSTRUCTION/IMPROV	1	9,799.36
6252	OTHER CONSTRUCTION	13	209,152.42
6275	CONST TSTNG ON BLDNGS & IMPROV	2	1,082.50
6455	DATA/CABLING	5	32,132.29
9552	USE TAX PAYABLE	3	104.52
		----- 41	----- 276,964.19
	<b>40.1 SPEC RESERVE - CAPITAL PROJECTS</b>		
5520	ELECTRICITY SERVICES	1	49.95
5530	WATER	1	275.28
5562	SEWER CHARGES	1	135.07
6252	OTHER CONSTRUCTION	3	4,940.95
7438	DEBT SERVICE - INTEREST	1	50,966.58
7439	OTHER DEBT SERVICE PAYMENTS	1	161,556.00
		----- 8	----- 217,923.83
	<b>67.0 SELF-INSURANCE FUND</b>		
5872	DELTA ADMINISTRATIVE FEES	3	54,323.52
5873	VSP CLAIMS	6	25,091.20

GLENDALE UNIFIED SCHOOL DISTRICT  
 CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM  
**APRIL 1 THRU APRIL 30, 2023**

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>NUMBER OF ENTRIES</b>	<b>AMOUNT</b>
5874	VSP ADMINISTRATIVE FEES	1	3,956.98
5875	DELTA PAYMENTS	3	930,197.37
5877	MEDIMPACT CLAIMS	2	11,871.36
5878	MEDIMPACT PAYMENTS	2	748,503.27
		-----	-----
		17	1,773,943.70
	<b>67.2 EARLY RETIREMENT BENEFITS FUND</b>		
5815	OPERATING SERVICES	1	177,516.19
		-----	-----
		1	177,516.19
	<b>76.0 WARRANT PASS-THROUGH FUND</b>		
9517	VOLUNTARY DEDUCTIONS	16	639,855.67
9518	TAX SHELTER ANNUITY	3	49,376.50
9550	ROTH IRA- LACOE USED ONLY	3	396,848.00
		-----	-----
		22	1,086,080.17
	<b>TOTALS</b>	<u>3,606</u>	<u>\$ 16,264,479.73</u>

GLENDALE UNIFIED SCHOOL DISTRICT

MAY 16, 2023

CONSENT CALENDAR NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

PREPARED BY: Barbara Howard, Director, Procurement & Contract Services

SUBJECT: **PURCHASE ORDER LISTING**

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The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$1,538,413.64 for the period of April 24, 2023 through May 5, 2023 as listed on the attached.

SUMMARY OF PURCHASE ORDERS ISSUED FROM APRIL 24, 2023 THROUGH MAY 5, 2023.

<b>Funding Source</b>	<b>Number of Purchase Orders</b>	<b>Amount</b>
UNRESTRICTED RESOURCES	89	549,983.24
CONTINUING EDUCATION-RESTRICTED	2	2,397.37
FEDERAL RESTRICTED RESOURCES	30	207,474.66
STATE RESTRICTED RESOURCES	55	146,935.25
LOCAL RESTRICTED RESOURCES	48	104,645.69
CHILD DEVELOPMENT FUND	23	129,138.44
FOOD SERVICES FUND	5	104,111.08
MEASURE S PROJECTS FUND	2	292,727.91
MC LENNAN DONATIONS	5	1000.00
<b>TOTAL</b>	<b>259</b>	<b>\$1,538,413.64</b>

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***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

## UNRESTRICTED RESOURCES

PO NUMBER	VENDOR	AMOUNT
PO1-230000003553	LACOE	750.00
PO1-230000003813	THE HITT COMPANIES	39.56
PO1-230000003816	SCHOLASTIC INC	119.57
PO1-230000003817	EDUCATION WEEK	70.00
PO1-230000003819	JOSTEN'S, INC. BLANKET PURCHASE ORDER FOR GRADUATION RENTALS - CRESCENTA VALLEY HIGH SCHOOL	1,670.00
PO1-230000003825	UNIVERSAL PROTECTION SERVICE, LP BLANKET PURCHASE ORDER FOR SECURITY GUARD SERVICES - CRESCENTA VALLEY HIGH SCHOOL	400,000.00
PO1-230000003826	BELLA PRINTING SERVICES PRINTING AND REPRODUCTION SERVICES - MANN ELEMENTARY SCHOOL	3,745.19
PO1-230000003827	DEBORAH LYNNE ROWE CATERING SERVICES FOR STUDENTS AT LA CENTER STUDIOS - GLENDALE HIGH SCHOOL	3,500.00
PO1-230000003828	AMAZON CAPITAL SERVICES, INC.	850.00
PO1-230000003830	MINUTEMAN PRESS	137.81
PO1-230000003834	JACQUELINE CAMACHO CONSULTANT TO PROVIDE VIRTUAL TRAINING SESSIONS, BOARD APPROVED 4/4/2023 - STUDENT WELLNESS SERVICES	1,500.00
PO1-230000003840	VICTOR ALLEN AMBROSINI	658.05
PO1-230000003844	AMERICAN EXPRESS CPS AMAZON - REFERENCE BOOKS - EDUCATIONAL SERVICES	446.00
PO1-230000003845	UNIVERSITY AUXILIARY SERVICES, INC. MESA PROGRAM IMPLEMENTATION FOR TOLL MIDDLE SCHOOL - SECONDARY SERVICES	6,050.00
PO1-230000003846	AMERICAN EXPRESS CPS FILMLA - STUDENT FILMING PERMITS - GLENDALE HIGH SCHOOL	34.29

## UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003854	AMERICAN EXPRESS CPS SHERATON GRAND SACRAMENTO - BLANKET PURCHASE ORDER FOR HOTEL RESERVATION FOR HOSA COMPETITION - CRESCENTA VALLEY HIGH SCHOOL	13,000.00
PO1-230000003855	CHRISTINE N FONSECA	750.00
PO1-230000003856	AMERICAN EXPRESS CPS ALASKA AIRLINES - AIRLINE TICKETS FOR ROBOTICS TEAM TRIP TO HOUSTON - CLARK MAGNET HIGH SCHOOL	11,194.29
PO1-230000003866	AGIREPAIR, INC.	78.00
PO1-230000003868	MOBYMAX LLC	527.00
PO1-230000003876	AMERICAN EXPRESS CPS BALDWIN CURIO COLLECTION BY HILTON - HOTEL ACCOMMODATION FOR TOBOTICS TEAM TRIP TO HOUSTON - CLARK MAGNET HIGH SCHOOL	8,500.00
PO1-230000003878	THE FLIPPEN GROUP, LLC SERVICE AGREEMENT TO PROVIDE PROFESSIONAL DEVELOPMENT SESSIONS FOR TEACHERS - EDUCATIONAL SERVICES	2,250.00
PO1-230000003880	THE HOME DEPOT PRO (SUPPLYWORKS) CUSTODIAL SUPPLIES AND EQUIPMENT - MUIR ELEMENTARY SCHOOL	1,023.32
PO1-230000003882	IMAGECUBE	221.40
PO1-230000003883	AARDVARK BLANKET PURCHASE ORDER FOR CERAMICS INSTRUCTIONAL SUPPLIES - GLENDALE HIGH SCHOOL	2,500.00
PO1-230000003886	GOLDEN OPENINGS, INC	169.99
PO1-230000003890	THE FLIPPEN GROUP, LLC SERVICE AGREEMENT TO PROVIDE PROFESSIONAL DEVELOPMENT SESSIONS FOR TEACHERS - EDUCATIONAL SERVICES	1,900.00
PO1-230000003891	ODP BUSINESS SOLUTIONS, LLC (F/K/A/ OFFICE DEPOT BUSIN BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - MANN ELEMENTARY SCHOOL	3,400.00

## UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003893	JOSTEN'S, INC.	44.56
PO1-230000003894	NATIONAL STUDENT CLEARINGHOUSE STUDENT TRACKING SERVICES FOR HIGH SCHOOLS - EDUCATIONAL SERVICES	2,380.00
PO1-230000003896	BURBANK PRINTING	190.95
PO1-230000003901	STOVER SEED COMPANY GROUNDS MAINTENANCE MATERIALS - FACILITY & SUPPORT OPERATIONS	6,835.50
PO1-230000003907	FIREPLACE INC. SOFTWARE SUBSCRIPTION - PUBLIC INFORMATION	2,499.00
PO1-230000003910	COPY NETWORK PRINTING AND REPRODUCTION SERVICES - SUPERINTENDENT'S OFFICE	1,057.39
PO1-230000003911	BURBANK PRINTING	594.03
PO1-230000003918	AMAZON CAPITAL SERVICES, INC.	213.32
PO1-230000003925	EMMANUEL MUNDA AUDIOVISUAL PRODUCTION SERVICES FOR GRADUATION - CLARK MAGNET HIGH SCHOOL	4,000.00
PO1-230000003929	TEACH COMMUNICATION THROUGH SCIENCE SERVICE AGREEMENT TO PROVIDE HANDS-ON SCIENCE, CODING AND ROBOTICS SKILLS - MANN ELEMENTARY SCHOOL	1,790.00
PO1-230000003930	AMERICAN EXPRESS CPS USSI GLOBAL - TV REPAIR PARTS - EDUCATIONAL TECHNOLOGY & INFORMATION SERVICES	100.00
PO1-230000003932	PANERA BREAD COMPANY	134.81
PO1-230000003935	BLUE NET DIGITAL	375.00
PO1-230000003937	OMEGAPIX PHOTOGRAPHY & DESIGN	300.00
PO1-230000003939	FIRST STUDENT TRANSPORTATION SERVICES - VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,102.84



## UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003941	AGIREPAIR, INC.	78.00
PO1-230000003942	BURBANK PRINTING PRINTING SERVICES FOR VINYL ENROLLMENT BANNERS - STUDENT SUPPORT SERVICES	1,585.51
PO1-230000003943	AMERICAN EXPRESS CPS REIMBURSE AMERICAN EXPRESS FOR EXPENSES INCURRED IN APRIL - EDUCATIONAL SERVICES	1,300.50
PO3W-230000001801	ERICA L TREMONTI	380.11
PO3W-230000001974	ODP BUSINESS SOLUTIONS, LLC (F/K/A/ OFFICE DEPOT BUSIN	227.21
PO3W-230000001976	AMAZON CAPITAL SERVICES, INC.	178.97
PO3W-230000001977	THE HOME DEPOT PRO (SUPPLYWORKS)	657.10
PO3W-230000001980	NIPPON SHOSEKI HANBAI, INC.	93.50
PO3W-230000001986	JOSTEN'S, INC. GRADUATION SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	7,754.33
PO3W-230000001988	THE HOME DEPOT PRO (SUPPLYWORKS) CUSTODIAL SUPPLIES - ROSEMONT MIDDLE SCHOOL	1,035.46
PO3W-230000001991	GOPHER	468.98
PO3W-230000002002	THE HOME DEPOT PRO (SUPPLYWORKS)	94.71
PO3W-230000002004	CLEAN SWEEP SUPPLY CO INC WAREHOUSE STOCK - PROCUREMENT & CONTRACT SERVICES	11,016.18
PO3W-230000002006	CORWIN PRESS	49.99
PO3W-230000002008	AMAZON CAPITAL SERVICES, INC.	227.64
PO3W-230000002010	CAROLINA BIOLOGICAL SUPPLY CO.	283.19
PO3W-230000002018	GRAINGER CUSTODIAL SUPPLIES - GLENDALE HIGH SCHOOL	3,043.56
PO3W-230000002020	ULINE SHIPPING SUPPLY	271.03
PO3W-230000002021	GRAINGER	350.04
PO3W-230000002022	GRAINGER	281.14
PO3W-230000002024	CDW GOVERNMENT	508.74
PO3W-230000002026	VETERAN BUILDING MAINTENANCE, LLC WAREHOUSE STOCK - PROCUREMENT & CONTRACT SERVICES	6,251.18

UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002028	DRI-STICK DECAL CORPORATION	410.13
PO3W-230000002029	AJNS INC.	352.80
PO3W-230000002030	THE HOME DEPOT PRO (SUPPLYWORKS)	205.23
PO3W-230000002031	THE HOME DEPOT PRO (SUPPLYWORKS)	193.26
PO3W-230000002034	THE HOME DEPOT PRO (SUPPLYWORKS)	220.48
PO3W-230000002037	THE HOME DEPOT PRO (SUPPLYWORKS)	272.07
PO3W-230000002041	THE HOME DEPOT PRO (SUPPLYWORKS)	253.59
PO3W-230000002042	THE HOME DEPOT PRO (SUPPLYWORKS)	59.50
PO3W-230000002043	DEMCO INC.	328.61
PO3W-230000002044	THE HOME DEPOT PRO (SUPPLYWORKS) WAREHOUSE STOCK - PROCUREMENT & CONTRACT SERVICES	8,100.07
PO3W-230000002054	BURBANK PRINTING	215.00
PO3W-230000002058	THE HOME DEPOT PRO (SUPPLYWORKS)	57.42
PO3W-230000002063	THE HOME DEPOT PRO (SUPPLYWORKS)	471.02
PO3W-230000002065	TAYLOR PROMOTIONAL PRODUCTS, INC	405.39
PO3W-230000002073	NEXT PROJECTION, LLC DBA PROJECTORSCREEN AUDIOVISUAL EQUIPMENT - VERDUGO WOODLANDS ELEMENTARY SCHOOL	6,539.36
PO3W-230000002076	COMPUTER & PERIPHERALS GROUP INC	144.37
PO3W-230000002077	COMPUTER & PERIPHERALS GROUP INC PRINTING SUPPLIES - CRESCENTA VALLEY HIGH SCHOOL	1,725.78
PO3W-230000002079	SCHOOL SPECIALTY LLC	217.33
PO3W-230000002080	JOSTEN'S, INC.	479.58
PO3W-230000002093	MRS. NELSON'S BOOK COMPANY	468.34
PO3W-230000002094	WAYSIDE PUBLISHING BOOKS - HOOVER HIGH SCHOOL	2,603.20
PO3W-230000002100	4ALLPROMOS LLC	324.63
PO3W-230000002110	JONES SCHOOL SUPPLY AWARDS - SECONDARY SERVICES	1,098.56
PO3W-230000002111	BERTRAND'S MUSIC ENTERPRISES INC MUSIC SUPPLIES - GLENDALE HIGH SCHOOL	1,998.58
	TOTAL	549,983.24

## CONTINUING EDUCATION - RESTRICTED

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002048	AMAZON CAPITAL SERVICES, INC. EQUIPMENT AND FURNITURE - DUNSMORE ELEMENTARY SCHOOL	1,970.04
PO3W-230000002056	LAKESHORE LEARNING	427.33
	TOTAL	2,397.37
	FEDERAL RESTRICTED RESOURCES	
PO1-230000003814	POSITIVE PRESS PRINTING AND REPRODUCTION SERVICES - MANN ELEMENTARY SCHOOL	1,240.31
PO1-230000003815	EXCEL PRINTING USA, INC.	198.45
PO1-230000003820	FIRST STUDENT BLANKET PURCHASE ORDER FOR TRANSPORTATION SERVICES - CLARK MAGNET HIGH SCHOOL	1,000.00
PO1-230000003833	THE SOUTHERN CA LEARNING CORP. SERVICE AGREEMENT TO PROVIDE TUTORING AND INSTRUCTIONAL SUPPORT SERVICES - R.D. WHITE ELEMENTARY SCHOOL	17,952.00
PO1-230000003835	DENNIS LANGLAIS SERVICE AGREEMENT TO PROVIDE SCHOOL ASSEMBLY - CERRITOS ELEMENTARY SCHOOL	1,897.00
PO1-230000003839	BRAIN POP INSTRUCTIONAL SOFTWARE LICENSE - JEFFERSON ELEMENTARY SCHOOL	14,254.64
PO1-230000003860	BOX SIX INSTRUCTIONAL MATERIALS & SUPPLIES - HOOVER HIGH SCHOOL	1,800.00
PO1-230000003884	EMPLOYBRIDGE HOLDING COMPANY BLANKET PURCHASE ORDER TO PROVIDE TEMPORARY STAFFING SERVICES - PROCUREMENT & CONTRACT SERVICES	44,000.00

FEDERAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003885	EMPLOYBRIDGE HOLDING COMPANY BLANKET PURCHASE ORDER TO PROVIDE TEMPORARY STAFFING SERVICES - BUSINESS SERVICES	40,000.00
PO1-230000003888	AMERICAN EXPRESS CPS AMAZON CAPITAL SERVICES - INSTRUCTIONAL SOFTWARE - WILSON MIDDLE SCHOOL	471.87
PO1-230000003889	NORA CHITILIAN LMFT SERVICE AGREEMENT TO PROVIDE COUNSELING TO STUDENTS AT ARMENIAN SISTERS' ACADEMY PRIVATE SCHOOL, BOARD APPROVED 4/18/2023 - EQUITY, ACCESS & FAMILY ENGAGEMENT	2,300.00
PO1-230000003906	HOUGHTON MIFFLIN HARCOURT SOFTWARE SUBSCRIPTIONS - EQUITY, ACCESS & FAMILY ENGAGEMENT	49,010.97
PO1-230000003908	CAASFEP	120.00
PO1-230000003912	PRINT ON ALL	385.88
PO1-230000003940	PRINT ON ALL PRINTING & REPRODUCTION SERVICES - WILSON MIDDLE SCHOOL	1,697.85
PO1-230000003949	ANI EBRAHIMIAN	424.00
PO3W-230000001312	AMAZON CAPITAL SERVICES, INC.	251.66
PO3W-230000001600	AMAZON CAPITAL SERVICES, INC. COMPUTER EQUIPMENT - ROOSEVELT MIDDLE SCHOOL	2,554.17
PO3W-230000001981	LAKESHORE LEARNING	513.14
PO3W-230000001987	CHALK SPINNER	541.13
PO3W-230000002005	CDW GOVERNMENT	669.90
PO3W-230000002009	SCHOOL MATE INSTRUCTIONAL MATERIALS & SUPPLIES - EDISON ELEMENTARY SCHOOL	2,864.85
PO3W-230000002014	CDW GOVERNMENT AUDIOVISUAL EQUIPMENT - MUIR ELEMENTARY SCHOOL	2,414.97

FEDERAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002023	CDW GOVERNMENT AUDIOVISUAL EQUIPMENT - VERDUGO ACADEMY	1,929.87
PO3W-230000002038	CDW GOVERNMENT AUDIOVISUAL EQUIPMENTS - MARSHALL ELEMENTARY SCHOOL	9,659.85
PO3W-230000002045	AREY JONES EDUCATIONAL SOLUTIONS AUDIOVISUAL EQUIPMENT - CERRITOS ELEMENTARY SCHOOL	3,654.91
PO3W-230000002046	COMFY CAPS	121.71
PO3W-230000002099	AMAZON CAPITAL SERVICES, INC.	65.58
PO3W-230000002114	B & H PHOTO VIDEO AUDIOVISUAL EQUIPMENT - CLARK MAGNET HIGH SCHOOL	4,507.94
PO3W-230000002115	AMAZON CAPITAL SERVICES, INC.	972.01
	TOTAL	207,474.66
	STATE RESTRICTED RESOURCES	
PO1-2300000003818	LA COUNTY MTA BLANKET PURCHASE ORDER FOR BUS PASSES - SPECIAL EDUCATION	1,500.00
PO1-2300000003831	AMERICAN EXPRESS CPS BONFIRE - LA SCIENCE FAIR SHIRTS - CRESCENTA VALLEY HIGH SCHOOL	330.06
PO1-2300000003842	BURMAX COMPANY INC	220.39
PO1-2300000003848	ASCEND LEARNING HOLDINGS, LLC	640.00
PO1-2300000003853	NAPA VALLEY UNIFIED EDUCATIONAL FOUNDATION	600.00
PO1-2300000003867	AMAZON CAPITAL SERVICES, INC.	409.94
PO1-2300000003870	AMERICAN EXPRESS CPS JANDRREGISTRATIONS - CONFERENCE EXPENSES - GLENDALE HIGH SCHOOL	2,020.00
PO1-2300000003875	FATHER FLANAGAN'S BOYS' HOME BOYS TOWN SPECIALIZED CLASSROOM WORKSHOP - DAILY HIGH SCHOOL	2,985.00

## STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003887	PLANET BRAVO, LLC SERVICE AGREEMENT TO PROVIDE TECHNOLOGY INSTRUCTION - LA CRESCENTA ELEMENTARY SCHOOL	12,000.00
PO1-230000003898	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR INSTRUCTIONAL EQUIPMENT - ROSEMONT MIDDLE SCHOOL	3,000.00
PO1-230000003902	THE E GROUP, INC	593.00
PO1-230000003909	THE SOUTHERN CA LEARNING CORP. AGREEMENT TO PROVIDE ONLINE AND IN-PERSON TUTORING SERVICES - EQUITY, ACCESS & FAMILY ENGAGEMENT	14,998.00
PO1-230000003913	AMERICAN EXPRESS CPS CENTENNIAL HOTEL, SPOKANE WASHINGTON - CONFERENCE EXPENSES - SECONDARY SERVICES	2,173.33
PO1-230000003914	AMERICAN EXPRESS CPS UNIVERSAL STUDIOS HOLLYWOOD - FIELD TRIP EXPENSES - ONLINE COLLEGE & CAREER ACADEMY	2,380.00
PO1-230000003920	AMERICAN EXPRESS CPS DOUBLETREE ONTARIO AIRPORT HOTEL - ACCOMMODATION EXPENSES RELATED TO SKILLSUSA COMPETITION - CLARK MAGNET HIGH SCHOOL	2,216.16
PO1-230000003921	AMERICAN EXPRESS CPS INFORMATION AGE PUBLISHING, INC. - BOOKS - TEACHING & LEARNING	177.62
PO1-230000003922	AMERICAN EXPRESS CPS HOLIDAY INN - HOTEL ACCOMMODATION FOR SKILLSUSA COMPETITION - CLARK MAGNET HIGH SCHOOL	7,704.90
PO1-230000003923	AMERICAN EXPRESS CPS QUALITY INN ONTARIO AIRPORT - HOTEL ACCOMMODATION FOR SKILLSUSA STATE LEADERSHIP - CRESCENTA VALLEY HIGH SCHOOL	4,767.18

## STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003926	AMERICAN EXPRESS CPS SHERATON NEW YORK - CONFERENCE EXPENSES - CRESCENTA VALLEY HIGH SCHOOL	1,657.18
PO1-230000003931	BURBANK UNIFIED SCHOOL DISTRICT	748.75
PO1-230000003934	AMAZON CAPITAL SERVICES, INC.	105.80
PO1-230000003938	ODP BUSINESS SOLUTIONS, LLC (F/K/A/ OFFICE DEPOT BUSIN	999.00
PO3W-230000001953	CDW GOVERNMENT PRINTER - CRESCENTA VALLEY HIGH SCHOOL	1,031.94
PO3W-230000001975	ADAPTIVEMALL.COM	415.53
PO3W-230000001979	SCHOOL SPECIALTY LLC	975.71
PO3W-230000001983	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES - ROSEMONT MIDDLE SCHOOL	1,142.05
PO3W-230000001996	GOPHER	240.60
PO3W-230000002000	POSITIVE PROMOTIONS	243.18
PO3W-230000002011	DECKER EQUIPMENT/SCHOOL FIX SCHOOL FURNITURE - ROSEMONT MIDDLE SCHOOL	3,862.49
PO3W-230000002016	FLINN SCIENTIFIC INC	71.51
PO3W-230000002017	BEST BUY PRINTER AND SUPPLIES - HOOVER HIGH SCHOOL	1,377.78
PO3W-230000002035	WINSOR LEARNING, INC INSTRUCTIONAL MATERIALS - SPECIAL EDUCATION	3,141.03
PO3W-230000002040	SCHOOL HEALTH CORP. HEALTH OFFICE SUPPLIES - ROSEMONT MIDDLE SCHOOL	1,454.57
PO3W-230000002050	AMAZON CAPITAL SERVICES, INC.	314.12
PO3W-230000002053	AMAZON CAPITAL SERVICES, INC.	71.64
PO3W-230000002059	SWEETMAN SYSTEMS COMPUTER EQUIPMENT - FOOTHILL SELPA	1,983.38
PO3W-230000002060	SWEETMAN SYSTEMS COMPUTER EQUIPMENT - FOOTHILL SELPA	5,467.26
PO3W-230000002066	IRON GRIP BARBELL COMPANY, INC PHYSICAL EDUCATION EQUIPMENT - CLARK MAGNET HIGH SCHOOL	19,658.07

## STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002070	GOPHER	542.08
PO3W-230000002071	BURBANK PRINTING	441.00
PO3W-230000002072	BSN SPORTS ATHLETICS SHIRTS - ROSEMONT MIDDLE SCHOOL	6,433.84
PO3W-230000002074	AREY JONES EDUCATIONAL SOLUTIONS AUDIOVISUAL EQUIPMENT - LA CRESCENTA ELEMENTARY SCHOOL	13,811.02
PO3W-230000002085	SHAPER TOOLS, INC. INSTRUCTIONAL EQUIPMENT AND SUPPLIES - GLENDALE HIGH SCHOOL	2,536.85
PO3W-230000002088	SONOVA USA INC	794.46
PO3W-230000002089	COCHLEAR AMERICAS	615.86
PO3W-230000002090	SONOVA USA INC	990.68
PO3W-230000002091	COCHLEAR AMERICAS	604.84
PO3W-230000002095	GOSIGER HOLDINGS WIRELESS INTUITIVE PROBING SYSTEM - CLARK MAGNET HIGH SCHOOL	3,444.49
PO3W-230000002096	GOSIGER HOLDINGS WIRELESS INTUITIVE PROBING SYSTEM - CLARK MAGNET HIGH SCHOOL	3,444.49
PO3W-230000002097	AMAZON CAPITAL SERVICES, INC.	58.63
PO3W-230000002101	AMAZON CAPITAL SERVICES, INC.	94.79
PO3W-230000002102	AMAZON CAPITAL SERVICES, INC.	208.07
PO3W-230000002107	LAKESHORE LEARNING INSTRUCTIONAL EQUIPMENT- VERDUGO WOODLANDS ELEMENTARY SCHOOL	1,805.56
PO3W-230000002109	SPINLIFE.COM SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	3,564.83
PO3W-230000002112	SONOVA USA INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	3,866.59
	TOTAL	146,935.25



LOCAL RESTRICTED RESOURCES

PO NUMBER	VENDOR	AMOUNT
PO1-230000003809	FIRST STUDENT	441.48
PO1-230000003810	FIRST STUDENT	441.48
PO1-230000003811	FIRST STUDENT FIELD TRIP TRANSPORATION EXPENSES - MONTE VISTA ELEMENTARY SCHOOL	2,231.46
PO1-230000003822	FIRST STUDENT	882.96
PO1-230000003823	FIRST STUDENT	441.48
PO1-230000003824	FIRST STUDENT	882.96
PO1-230000003832	AMERICAN EXPRESS CPS ETSY - INSTRUCTIONAL SUPPLIES - SPECIAL EDUCATION	109.02
PO1-230000003836	APPLE COMPUTER	300.00
PO1-230000003838	TEXTHELP INC.	300.00
PO1-230000003847	AV PARTY RENTALS, INC RENTALS - CERRITOS ELEMENTARY SCHOOL	1,252.40
PO1-230000003850	IBOOKPARK INC	500.00
PO1-230000003851	AMAZON CAPITAL SERVICES, INC.	419.83
PO1-230000003852	INDUSTRIAL METAL SUPPLY CO.	178.63
PO1-230000003857	KNOTT'S BERRY FARM FIELD TRIP - KEPPEL ELEMENTARY SCHOOL	4,370.00
PO1-230000003858	KNOTT'S BERRY FARM FIELD TRIP - KEPPEL ELEMENTARY SCHOOL	3,128.00
PO1-230000003859	PW ATHLETIC MFG CO, PATTERSON- WILLIAMS LLC BLEACHERS FOR ATHLETIC FIELD - WILSON MIDDLE SCHOOL	12,008.29
PO1-230000003862	THELMA ESTRADA CONSULTANT TO PROVIDE SUPPORT TO THE CALFRESH HEALTHY LIVING PROGRAM GRANT, BOARD APPROVED 4/18/2023 - FOOD SERVICES	2,000.00
PO1-230000003863	MARISSA GARCIA CONSULTANT TO PROVIDE SUPPORT TO THE CALFRESH HEALTHY LIVING PROGRAM GRANT, BOARD APPROVED 4/18/2023 - FOOD SERVICES	2,000.00

LOCAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000003872	FIRST STUDENT TRANSPORTATION SERVICES - DUNSMORE ELEMENTARY SCHOOL	1,047.88
PO1-230000003877	FIRST STUDENT	826.27
PO1-230000003879	FIRST STUDENT	992.90
PO1-230000003881	FIRST STUDENT	882.96
PO1-230000003892	BURBANK PRINTING	626.64
PO1-230000003903	EWING IRRIGATION PRODUCTS	309.25
PO1-230000003904	WESTLAKE HARDWARE, INC GARDENING EQUIPMENT - FACILITY & SUPPORT OPERATIONS	1,960.25
PO1-230000003905	TURF STAR, INC.	95.65
PO1-230000003915	ORANGE COUNTY COUNCIL, BOY SCOUTS OF AMERICA FIELD TRIP - BALBOA ELEMENTARY SCHOOL	45,953.75
PO1-230000003924	AMERICAN EXPRESS CPS SPARKFUN - INSTRUCTIONAL SUPPLIES - CLARK MAGNET HIGH SCHOOL	53.13
PO1-230000003927	JORDAN PAGE MURRAY CONSULTANT TO PROVIDE DANCE COACH TO WORK WITH TEACHER, BOARD APPROVED 4/4/2023 - GLENDALE HIGH SCHOOL	10,000.00
PO1-230000003928	JACOB BARASH CONSULTANT TO PROVIDE DANCE COACH TO WORK WITH TEACHER, BOARD APPROVED 4/4/2023 - GLENDALE HIGH SCHOOL	2,200.00
PO1-230000003933	FIRST STUDENT FIELD TRIP TRANSPORTATION SERVICES - MONTE VISTA ELEMENTARY SCHOOL	1,293.52
PO1-230000003936	QUALITY WINDOW BLINDS	244.76
PO3W-230000001934	AMAZON CAPITAL SERVICES, INC.	129.86
PO3W-230000001982	FUN AND FUNCTION	21.99
PO3W-230000001985	FUN AND FUNCTION	55.04

LOCAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000001989	AMAZON CAPITAL SERVICES, INC.	31.85
PO3W-230000001990	VIRCO INC.	413.03
PO3W-230000001992	AMAZON CAPITAL SERVICES, INC. INSTRUCTIONAL SUPPLIES & MATERIALS - GLENDALE HIGH SCHOOL	1,668.20
PO3W-230000001994	THE HOME DEPOT PRO (SUPPLYWORKS)	275.61
PO3W-230000001997	ANDERSON'S IT'S ELEMENTARY	665.23
PO3W-230000002003	THE HOME DEPOT PRO (SUPPLYWORKS)	51.55
PO3W-230000002025	ATTAINMENT COMPANY	369.28
PO3W-230000002049	ENABLING DEVICES, INC.	338.53
PO3W-230000002052	AMAZON CAPITAL SERVICES, INC.	183.01
PO3W-230000002064	REAL OT SOLUTIONS, INC	23.68
PO3W-230000002067	PEARSON EDUCATION	160.97
PO3W-230000002075	SCHOOL SPECIALTY LLC WHITEBOARD - DUNSMORE ELEMENTARY SCHOOL	1,106.22
PO3W-230000002113	GOPHER	776.69
	TOTAL	104,645.69
	CHILD DEVELOPMENT FUND	
PO1-230000003812	MONOPRICE INC.	38.48
PO3W-230000001984	SCHOOL SPECIALTY LLC	307.42
PO3W-230000002001	LAKESHORE LEARNING CLASSROOM EQUIPMENT - CHILD DEVELOPMENT & CHILD CARE	1,046.33
PO3W-230000002032	LAKESHORE LEARNING CLASSROOM FURNITURE - CHILD DEVELOPMENT & CHILD CARE	5,177.70
PO3W-230000002033	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	9,457.81
PO3W-230000002036	AMAZON CAPITAL SERVICES, INC.	330.74
PO3W-230000002047	COMMUNITY PRODUCTS LLC CLASSROOM FURNITURE FOR PACIFIC AVENUE PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	8,632.59

## CHILD DEVELOPMENT FUND (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002051	KAPLAN EARLY LEARNING COMPANY INSTRUCTIONAL SUPPLIES AND EQUIPMENT FOR PACIFIC AVENUE PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	5,990.04
PO3W-230000002055	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CLOUD PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,335.78
PO3W-230000002057	LAKESHORE LEARNING CLASSROOM FURNITURE AND SUPPLIES FOR COLUMBUS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,601.83
PO3W-230000002061	LAKESHORE LEARNING CLASSROOM FURNITURE AND SUPPLIES FOR JEFFERSON PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	2,567.10
PO3W-230000002069	HAND2MIND INC	301.56
PO3W-230000002081	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CLOUD PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,890.42
PO3W-230000002082	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CLOUD PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,865.80
PO3W-230000002083	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	9,457.81
PO3W-230000002084	LAKESHORE LEARNING CLASSROOM FURNITURE AND SUPPLIES FOR MANN PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	6,832.24
PO3W-230000002086	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	6,005.28
PO3W-230000002087	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,258.06

## CHILD DEVELOPMENT FUND (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002092	COMMUNITY PRODUCTS LLC CLASSROOM FURNITURE AND SUPPLIES FOR PACIFIC AVENUE PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	12,022.77
PO3W-230000002103	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	6,005.28
PO3W-230000002104	LAKESHORE LEARNING CLASSROOM FURNITURE FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	7,258.06
PO3W-230000002105	LAKESHORE LEARNING CLASSROOM FURNITURE AND SUPPLIES FOR CERRITOS PRESCHOOL - CHILD DEVELOPMENT & CHILD CARE	9,584.53
PO3W-230000002108	AMAZON CAPITAL SERVICES, INC.	170.81
	TOTAL	----- 129,138.44
	FOOD SERVICES FUND	
PO1-230000003821	GREEN SHEEP, INC. BOTTLED WATER SUPPLY FOR ALL SCHOOL SITES - FOOD SERVICES	2,505.60
PO1-230000003837	AMERICAN EXPRESS CPS UNIFORMS FOR STAFF - FOOD SERVICES	1,681.82
PO1-230000003895	JOHNSTONE SUPPLY	92.40
PO1-230000003899	PARTS TOWN, LLC	519.46
PO3W-230000001993	ARROW RESTAURANT EQUIPMENT CUSTOM-BUILT CAFETERIA EQUIPMENT - FOOD SERVICES	99,311.80
	TOTAL	----- 104,111.08

PO NUMBER	MEASURE S PROJECTS FUND VENDOR	AMOUNT
PO1-230000003871	PLAYPOWER LT FARMINGTON, INC. PURCHASE & INSTALLATION OF PLAYGROUND EQUIPMENT AT DUNSMORE ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	289,081.51
PO1-230000003917	CONTRACTORS CRANE SERVICE CRANE SERVICES - CLARK MAGNET HIGH SCHOOL	3,646.40
	TOTAL	----- 292,727.91
	MC LENNAN DONATIONS	
PO1-230000003944	VIENNA PANOSSIAN	200.00
PO1-230000003945	SOPHIA GALSTYAN	200.00
PO1-230000003946	MELINDA KHECHUMYAN	200.00
PO1-230000003947	RAUL PEREIRA	200.00
PO1-230000003948	CAROLINE GRIGORIAN	200.00
	TOTAL	----- 1,000.00

**LIST OF PO CHANGE ORDERS  
DURING THE PERIOD OF 4/24/2023 THROUGH 5/5/2023  
CONSENT CALENDAR NO. 5 - MAY 16, 2023**

Change Order Date	PO#	Vendor	Reason of Change	Original Amount	Net Increase / Decrease	New Total
3/17/2023	PO1-220000000706	MONET CONSTRUCTION	INCREASE PO FOR EXTRA SCOPE OF WORK	\$3,562,848.56	\$215,074.52	\$3,777,923.08
4/25/2023	PO1-230000000423	AMAZON	INCREASE PO FOR ADDITIONAL SUPPLIES	\$500.00	\$1,000.00	\$1,500.00
4/26/2023	PO1-230000000667	SUNBELT RENTALS	SUPPLEMENT PO	\$13,000.00	\$5,000.00	\$18,000.00
4/26/2023	PO1-230000000806	EWING IRRIGATION PRODUCTS	SUPPLEMENT PO	\$35,000.00	\$10,000.00	\$45,000.00
4/27/2023	PO1-2300000003562	APPLIED COACHING FOR PROJECTS	INCREASE PO TO COVER ADDITIONAL SERVICES AS NEEDED	\$1,900.00	\$1,100.00	\$3,000.00
5/1/2023	PO1-2300000000516	WRIGHTS SUPPLY	SUPPLEMENT PO	\$8,000.00	\$2,000.00	\$10,000.00
5/1/2023	PO1-2300000000528	RUSSEL SIGLER	SUPPLEMENT PO	\$40,000.00	\$5,000.00	\$45,000.00
5/1/2023	PO1-2300000003335	AMAZON	INCREASED PO AMOUNT TO COVER PENDING & FUTURE INVOICES	\$1,000.00	\$250.00	\$1,250.00
5/2/2023	PO1-2300000000227	AMAZON	INCREASED PO AMOUNT TO COVER PENDING & FUTURE INVOICES	\$2,000.00	\$2,000.00	\$4,000.00
5/2/2023	PO1-2300000000664	A&A PIZZA INC	SUPPLEMENT PO	\$19,600.00	\$8,000.00	\$27,600.00
5/3/2023	PO1-2300000000347	SCHOOL FIRST CREDIT UNION	INCREASED PO AMOUNT FOR CDCC SITES TO PURCHASE ADDITIONAL EDIBLE SUPPLIES.	\$4,000.00	\$4,000.00	\$8,000.00
5/4/2023	PO1-2300000003248	AMAZON	INCREASED PO AMOUNT TO COVER PENDING & FUTURE INVOICES	\$1,500.00	\$200.00	\$1,700.00
5/5/2023	PO1-2300000000452	AMAZON	INCREASED PO AMOUNT TO PURCHASE ADDITIONAL SUPPLIES	\$6,500.00	\$2,800.00	\$9,300.00
5/5/2023	PO1-23000000003829	AMAZON	INCREASED PO AMOUNT TO PURCHASE ADDITIONAL SUPPLIES.	\$500.00	\$100.00	\$600.00
5/5/2023	PO1-2300000001753	HOME DEPOT	SUPPLEMENT PO	\$20,000.00	\$10,000.00	\$30,000.00

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 6

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer  
PREPARED BY: Craig Larimer, Financial Analyst  
SUBJECT: **Appropriation Transfer and Budget Revision Report**

The Superintendent recommends that the Board of Education approve Appropriation Transfers and Budget Revisions for Fund 01.0 Unrestricted and Restricted.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***



GLENDAL UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 6

BUDGET TRANSFER AND ADJUSTMENT REPORT

GENERAL FUND UNRESTRICTED (01.0) Resource Codes 00000.0 thru 19999.0

REVENUES		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
8010-8099	Local Control Funding Formula	\$0	\$0
8100-8299	Federal	\$0	\$0
8300-8599	Other State	\$0	\$0
8600-8799	Local	\$0	\$118
8910-8999	Transfers In/Contributions	\$0	\$0
<b>TOTAL REVENUES</b>		<b>\$0</b>	<b>\$118</b>

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	\$3,226	\$0
2000	Classified Salaries	\$0	\$0
3000	Employee Benefits	\$774	\$0
4000	Instructional Supplies	(\$4,000)	\$118
5000	Contract Services	\$0	\$0
6000	Capital Outlay	\$0	\$0
7000	Other Outgo/Indirect/Transfers Out	\$0	\$0
<b>TOTAL BUDGETED APPROPRIATIONS</b>		<b>\$0</b>	<b>\$118</b>

<b>NET INCREASE/DECREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>
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May 16, 2023  
 BUDGET TRANSFER AND ADJUSTMENT REPORT  
 CONSENT CALENDAR NO. 6  
 BUDGET TRANSFER AND ADJUSTMENT DETAIL REPORT  
 GENERAL FUND, UNRESTRICTED (01.0) Resource Codes 00000.0 thru 19999.0

**BUDGET TRANSFERS**

Dept./School	Program Description	1,000	2,000	3,000	4,000	5,000	6,000	7,000	9,000	Total	Transfer provides funds for:
Various	Supplemental	3,226	0	774	(4,000)	0	0	0	0	\$0	Certificated Salaries and Benefits
Various	General Fund - EAFE	0	0	0	0	0	0	0	0	\$0	Supplies
		\$3,226	\$0	\$774	(\$4,000)	\$0	\$0	\$0	\$0	\$0	

Dept./School	Program Description	1,000	2,000	3,000	4,000	5,000	6,000	7,000	9,000	Total	Adjustment appropriates funds for:
Toll	Instructional	0	0	0	98	0	0	0	0	\$98	Lost books fines
Educational Services	Instrumental Music	0	0	0	20	0	0	0	0	\$20	Supplies
		0	0	0	0	0	0	0	0	\$0	
		\$0	\$0	\$0	\$118	\$0	\$0	\$0	\$0	\$118	

Object Codes

- 1000 Certificated Salaries
- 2000 Classified Salaries
- 3000 Employee Benefits
- 4000 Books & Supplies

- 5000 Services & Other Operating Supplies
- 6000 Capital Outlay
- 7000 Other Outgo
- 9000 Reserves

GLENDAL UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 6

BUDGET TRANSFER AND ADJUSTMENT REPORT

GENERAL FUND RESTRICTED (01.0) Resource Codes 20000.0 thru 99999.0

REVENUES	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
8010-8099 Local Control Funding Formula	\$0	\$0
8100-8299 Federal	\$0	\$10,503
8300-8599 Other State	\$0	\$0
8600-8799 Local	\$0	\$24,503
8910-8999 Transfers In/Contributions	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$35,006</b>

APPROPRIATION OBJECT	BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000 Certificated Salaries	\$7,258	\$0
2000 Classified Salaries	\$0	\$0
3000 Employee Benefits	\$1,742	\$0
4000 Instructional Supplies	\$13,000	\$11,220
5000 Contract Services	(\$22,000)	\$23,353
6000 Capital Outlay	\$0	\$0
7000 Other Outgo/Indirect/Transfers Out	\$0	\$433
<b>TOTAL BUDGETED APPROPRIATIONS</b>	<b>\$0</b>	<b>\$35,006</b>

<b>NET INCREASE/DECREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>
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GLENDALE UNIFIED SCHOOL DISTRICT  
 May 16, 2023  
 CONSENT CALENDAR NO. 6  
 BUDGET TRANSFER AND ADJUSTMENT REPORT  
 GENERAL FUND, RESTRICTED (01.0) Resource Codes 20000.0 thru 99999.0

BUDGET TRANSFERS		Program Description	Resource	1000	2000	3000	4000	5000	6000	7000	9000	Total	Transfer provides funds for:
<b>Total Budget Trsfers</b>		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx											
Various	TITLE III	42030.0	0	0	0	22,000	(22,000)	0	0	0	0	\$0	Supplies
Various	TITLE I	30100.0	3,871	0	929	(4,800)	0	0	0	0	0	\$0	Certificated Salaries and Benefits
CVHS	GEF	94302.2	0	0	0	0	0	0	0	0	0	\$0	Supplies
CVHS	SSP Grant	73703.0	3,387	0	813	(4,200)	0	0	0	0	0	\$0	Cenificated salaries and Benefits
			0	0	0	0	0	0	0	0	0	\$0	
				<b>\$7,258</b>	<b>\$0</b>	<b>\$1,742</b>	<b>\$13,000</b>	<b>(\$22,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

BUDGET ADJUSTMENTS		Program Description	Resource	1000	2000	3000	4000	5000	6000	7000	9000	Total	Adjustment appropriates funds for:
Educational Services	School site Donation	94377.0	0	0	0	500	0	0	0	0	0	\$500	To allocate income (Japaness Prg @ Verdugo)
EAFE	Adelante Latinos	94340.0	0	0	0	0	603	0	0	0	0	\$603	To allocate income
Balboa	School site Donation	95100.0	0	0	0	0	1,650	0	0	0	0	\$1,650	To allocate income
Balboa	School site Donation	95100.0	0	0	0	0	1,080	0	0	0	0	\$1,080	To allocate income
Balboa	School site Donation	95100.0	0	0	0	0	9,330	0	0	0	0	\$9,330	To allocate income (Field trip)
CVHS	Donation from EmpowerED Consulting	95100.0	0	0	0	0	260	0	0	0	0	\$260	To allocate income
Franklin	Adjusment	95100.0	0	0	0	(30)	0	0	0	0	0	(\$30)	Adjustment
EAFE	Adelante Latinos	94340.0	0	0	0	0	60	0	0	0	0	\$60	To allocate income
Muir	Donation from Laura Bush Foundation	95100.0	0	0	0	5,000	0	0	0	0	0	\$5,000	To allocate income (Books for library)
CMHS	School site Donation	95210.0	0	0	0	750	0	0	0	0	0	\$750	To allocate income
Teaching & Learning	Donation from DNA Medical Partners APMC	94396.0	0	0	0	0	300	0	0	0	0	\$300	To allocate income
CMHS	Donation from Forrest Machining (FMI)	95210.0	0	0	0	5,000	0	0	0	0	0	\$5,000	To allocate income (Robotics program)
Administration	New funding for 22-23	40352.0	0	0	0	0	10,070	0	433	0	0	\$10,503	To allocate income (new funding for 22-23)
			0	0	0	0	0	0	0	0	0	\$0	
<b>Total Budget Adjustments</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,220</b>	<b>\$23,353</b>	<b>\$0</b>	<b>\$433</b>	<b>\$0</b>	<b>\$35,006</b>	

Object Codes  
 1000 Certificated Salaries  
 2000 Classified Salaries  
 3000 Employee Benefits  
 4000 Books & Supplies  
 5000 Services & Other Operating Expenses  
 6000 Capital Outlay  
 7000 Other Outgo  
 8000 Income  
 9000 Designated Reserves

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Christopher Coulter, Executive Director, Secondary Instruction

PREPARED BY: Dr. Christin Molano, Coordinator III, College and Career Division

SUBJECT: **Acceptance of Harbor Freight Tools for Schools Grant**

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The Superintendent recommends that the Board of Education accept the Harbor Freight Tools for Schools Grant in the amount of \$88,486 for Roosevelt and Wilson Middle Schools.

The Glendale Unified School District (GUSD) Skilled Trades Summer 2023 program will create a pipeline of middle school students interested in continuing their skilled trades education and training in high school by offering mobile training opportunities for 8<sup>th</sup> graders taking math at Roosevelt and Wilson Middle Schools. The summer instructional program will take place in the months of June and July 2023, and will be funded by the Harbor Freight Tools for Schools (HFTFS) grant in the amount of \$88,486.

**Program Overview**

During the summer, Dynamic Education will work with GUSD teachers to integrate skilled trades mobile training in conjunction with the 8<sup>th</sup> grade summer school math curriculum, giving these students the opportunity to engage in hands-on learning while creating a pipeline for Glendale's high school skilled trades programs. It will consist of 3 learning modules (information attached) and will serve four 8<sup>th</sup> grade cohorts containing 18 students each for a total of 72 students. The modules will provide students exposure to trades including welding, solar power, electrician, and carpentry. The practical application of mathematics to the trades will be emphasized in a project requiring students to complete a bid for a client that requires calculating material costs, labor, and other costs addressing many of the standards in mathematics and the standards for mathematical practice.

### **Grantee Responsibilities**

1. GUSD will integrate mobile training scheduling with the other 2023 Skilled Trades Summers implementation partners, optimizing the use of the mobile training assets.
2. GUSD will establish a mutually agreed-upon schedule of regular updates with Harbor Freight Tools for Schools (HFTFS)'s appointed consultant and/or staff members from January through September 2023.
3. GUSD will collaborate with HFTFS to schedule in advance Media Day / Stakeholder Engagement Sessions, perhaps including but not limited to:
  - a. A session to highlight GUSD's pioneering role with skilled trades mobile training.
  - b. Mobile training with GUSD middle school students.

GUSD will coordinate with HFTFS Communications the dates, formats, and implementation requirements for these media / stakeholder engagement sessions. The Skilled Trades Summers Internship team will help GUSD coordinate implementation of these media / stakeholder engagement sessions.

4. GUSD will fully participate in two post-summer initiatives:
  - a. An evaluation of the Skilled Trades Summers 2023 program conducted by HFTFS's consultant (final report due September 29, 2023).
  - b. A tracking process to determine if middle school program completers enroll in high school skilled trades pathways.

GUSD will promptly review a draft of the evaluation report and provide timely proposed edits. GUSD agrees to track mobile training participants' high school course enrollment.

The total amount of the grant is \$88,486. The grant period is from January 2023-September 2023 and will be funded by the Harbor Freight Tools for Schools Grant.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

# Middle School Mobile Training Program Overview

<b>Middle School <span style="color: blue;">Mobile</span> <span style="color: red;">Training</span> Program</b> <b>(3 sessions, 4 hours each – LMHS will test 2 sessions, 6 hours each)</b>	
<b>Program Objective</b>	Create a pipeline of middle school students interested in continuing their skilled trades education and training in high school
<b>Session 1 Description</b>	1a) Introduction / Class Orientation / Set-Up 1b) <span style="background-color: yellow;">Student Safety Review</span> 1c) Introduction to Electrician: What Does an Electrician Do? 1d) <span style="color: red;">Hands-On Project 1: Building a Lamp</span> 1e) Site Clean-Up / Complete Post-Program Survey
<b>Session 2 Description</b>	2a) Set-Up / Class Orientation 2b) Introduction to the Universe of Skilled Trades Careers 2c) Rotating Hands-On Projects <span style="color: green;">Hands-On Project 2: Learning Basic Welding Skills</span> <span style="color: orange;">Hands-On Project 3: Building a Solar Energy Array</span> <span style="color: purple;">Hands-On Project 4: Preparing a Job Bid</span> 2d) Site Clean-Up / Complete Post-Program Survey
<b>Session 3 Description</b>	3a) Set-Up / Class Orientation 3b) High School Program Orientation: Future Opportunities 3c) <span style="color: blue;">Hands-On Project 5: Building a Toolbox</span> 3d) Students Complete Final Online Course Survey 3e) Students Receive their Program Completion Reward
<p>Teachers will receive a pacing guide for each session, including “bell ringer” discussion prompts and complete set-up instructions.</p> <p>Lessons plans will include detailed descriptions of each hands-on task for teachers, as well as one-page student handouts describing each hands-on project.</p> <p>Students will complete surveys on their phone or on the tablets provided.</p>	



## GRANT AGREEMENT

This Grant Agreement (this "Agreement") is entered into this \_\_\_\_ day of April, 2023 (the "Effective Date"), by and between Harbor Freight Tools for Schools, LLC , a limited liability company organized under the laws of the State of Delaware ("Grantor" or "HFTFS"), a wholly-owned subsidiary of The Smidt Foundation, a nonstock, nonprofit corporation organized under the laws of the State of Delaware, and Glendale Unified School District ("Grantee" or "GUSD"), pursuant to which Grantor agrees to make the following grant to Grantee, and Grantee agrees to accept such grant, in each case upon and subject to the terms and conditions set forth below for the period commencing on the Effective Date and ending on September 30, 2023 (such period being referred to in this Agreement as the "Term"):

1. **Grant.** Provided, as a condition precedent, that Grantee complies with all of the terms and conditions set forth in this Agreement (including, without limitation, those set forth on **Exhibit A** attached hereto and incorporated herein), Grantor hereby agrees to make a grant to Grantee in the total amount of EIGHTY EIGHT THOUSAND FOUR HUNDRED AND EIGHTY SIX DOLLARS (\$88,486) (the "Grant") to be used exclusively for the purposes described in Section 2 below. The entirety of the Grant shall be payable within fifteen (15) business days following full execution of this Agreement.
2. **Use of Grant.** Grantee hereby agrees to cause the Grant to be used exclusively for the 2023 L.A. County Summer Program described on **Exhibit A** attached hereto and incorporated herein (the "Project"). Grantee shall cause the Project to be completed by the end of the Term. The Grant shall be used only for the purpose set forth herein, and Grantee agrees to so designate the funds in Grantee's records.

Grantee hereby represents and warrants that (a) its existing funding (including binding commitments from other sources), when combined with the Grant, is sufficient to complete the Project, and (b) it has received all applicable approvals to cause the Project to be completed.

3. **Other Restrictions.** Grantee agrees to use the Grant funds only for educational and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and equivalent provisions of applicable state law, and not to use the funds in violation of the provisions of the Code governing grantees of private foundations. Grantee shall not use any portion of the Grant for any of the following purposes, and shall implement policies and procedures to prevent diversion of the Grant for any of the following purposes:
  - a. **Political Activity.** To influence the outcome of any specific election or to participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, within the meaning of section 501(c)(3) of the Code.
  - b. **Lobbying.** To attempt to influence legislation within the meaning of sections 501(h) and 4911 of the Code or to influence the outcome of any specific election, or to carry on directly or indirectly any voter registration drive.
  - c. **Any Non-Exempt Purpose.** To undertake any activity for any purpose other than the charitable or educational purposes specified in sections 501(c)(3) or 170(c)(2)(B) of the Code.
  - d. **Private Inurement or Private Benefit.** To cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with section 501(c)(3) of the Code.

- e. Fund Raising/Consulting Firms. To be shared with or used to pay fees or wages for the services of fund raising or consulting firms.
4. **Termination; Reversion of Grant.** In the event of a breach of any representation, warranty, covenant or other term of this Agreement by Grantee, Grantor shall have any and all rights and remedies at law and in equity, including, without limitation, specific performance. Without in any way limiting the generality of the foregoing, Grantor reserves the right to terminate this Agreement and/or require a total or partial refund of the Grant if Grantor determines in its sole and absolute discretion that such action is necessary (i) because Grantee has not fully complied with the terms and conditions of this Agreement, (ii) to protect the reputation, purpose or objectives of Grantor, (iii) because Grantee ceases to exist or changes its programs or leadership such that they are no longer consistent with Grantee's current mission and leadership, or (iv) to comply with any law applicable to the Grant, Grantee, or Grantor.
5. **Status of Grantee.**
- a. Tax-Exempt Status. Grantee represents and warrants that it is classified as a governmental unit for federal income tax purposes under section 170(b)(1)(A) of the Code. Grantee shall ensure that it remains classified as a governmental unit under section 170(b)(1)(A) of the Code.
  - b. Compliance with Laws. Grantee agrees to comply with all applicable laws and regulations, including adherence to the policies of city, state and federal Departments of Education.
  - c. Notice of Change in Tax-Exempt Status. Grantee shall immediately give written notice to Grantor if, prior to receipt of all or any portion of the Grant, or before all or any portion of the funds are expended, Grantee ceases to be classified as a governmental unit under section 170(b)(1)(A) of the Code or becomes a private foundation as defined by section 509(a) of the Code.
  - d. No Goods or Services. Grantee further represents, warrants, and covenants that no goods or services have been, or shall be, provided to any person in exchange for the Grant.
  - e. Accreditation. Grantee represents and warrants that it is an educational institution duly accredited and authorized under applicable laws.
  - f. Tax Identification Number. Grantee further represents, warrants, and covenants that its tax identification number is 95-6001464.
6. **Accounting and Financial Review.** A complete and accurate record of the funds received and expenses incurred under this Agreement must be maintained by Grantee and submitted to Grantor. Grantor may, at its expense and on reasonable notice to Grantee, audit or have audited the records of Grantee insofar as they relate to the activities funded by the Grant.
7. **Reporting.**
- a. Grantee will establish a mutually agreed-upon schedule of regular updates with Grantor's appointed consultant and/or staff members, to occur from January through September of 2023.

- b. Grantee will collaborate with Grantor's communications staff to schedule and implement any Photo / Video Days, and/or any Media Day / Stakeholder Engagement Sessions. The Skilled Trades Summers internship team will help Grantee coordinate implementation of such events.
- c. Following the conclusion of the 2023 skilled trades summer program, Grantee will fully participate in an evaluation of the Project to be conducted by Grantor's appointed consultant. Grantee will promptly review a draft of the evaluation report and shall provide timely proposed edits / corrections prior to Grantor's finalizing the report, which report will be due on or before September 29, 2023.
- d. Grantee will create and implement a tracking process to determine how students completing its summer skilled trades program use their training in future school enrollment decisions.

Grantee grants to Grantor an irrevocable, nonexclusive license to publish the report contemplated under this Section 7 and/or any other publications, studies or research funded by the Grant at the sole and absolute discretion of Grantor. Grantee shall promptly (but in any event within thirty days) give written notice to Grantor of any material changes in Grantee's leadership staff, programs and/or governing board.

8. **Evaluation.** Grantor may, at its expense, conduct an evaluation of operations under the Grant, which may include visits by representatives of Grantor to observe Grantee's program procedures and operations and to discuss the program and program participants with Grantee's personnel.
9. **Publicity.** Grantee acknowledges and agrees that the existence of the Grant, the terms hereof, or any information concerning Grantor or any of Grantor's directors, officers, members, affiliates, or any family members of any of the foregoing, or their status as donors, may be published or publicized only upon obtaining Grantor's prior written consent (which consent may be granted or withheld in Grantor's sole and absolute discretion); provided, however, that it is agreed and understood that Grantee may publish "Harbor Freight Tools For Schools, LLC" on any applicable list of donors published by Grantee in the ordinary course of Grantee's charitable mission. Grantee further acknowledges and agrees that certain details concerning the Grant and Grantee, including, without limitation, Grantee's name, address, and organizational status, and the amount and purpose of the Grant, shall be disclosed in Grantor's 990-PF return filings, which are publicly available.
10. **Use of Name and Mark.** Neither the Grant nor this Agreement shall grant or be deemed to grant, transfer, license, confer or otherwise convey any rights to Grantee to use all or any portion of any name, logo, likeness, mark or any other similar identifier (collectively, "Marks") of or related to or otherwise in connection with Grantor, The Smidt Foundation or any of their affiliates, and Grantee shall not be permitted to use or make any reference to any Mark for any purpose whatsoever without in each instance first obtaining Grantor's prior written consent.
11. **Additional Support.** By making the Grant, Grantor assumes no obligation to provide other or additional support for Grantee. This Agreement and the Grant are not to be construed as establishing a precedent for further support of Grantee.

12. **Grantee Discretion and Control.** With regard to the selection of any subgrantee, consultant or service provider necessary to carry out the purposes of the Grant, Grantee retains full discretion and control over the selection process, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee or contractor. Specifically, Grantor is not earmarking funds for any particular consultant or third party selected by Grantee, and the final selection of such consultants or third party service providers is wholly at the discretion of Grantee.
13. **Counterparts.** This Agreement may be executed in any number of counterparts, which together shall constitute one and the same instrument.
14. **Agency; Indemnification.**
  - a. This Agreement shall not be construed as creating an agency, partnership, joint venture or any other form of association, for tax purposes or otherwise, between the parties, and Grantee shall not make any such representation to anyone. Neither party shall have any right or authority, express or implied, to assume or create any obligation of any kind, or to make any representation or warranty, on behalf of the other party or to bind the other party in any respect whatsoever.
  - b. Grantee hereby releases, indemnifies and holds harmless Grantor, its direct and indirect members, shareholders, partners and affiliates, and their respective affiliates, directors, officers, agents, employees, fiduciaries, trustees, settlors, beneficiaries and direct, indirect and beneficial owners of, from, and against any and all demands, liabilities, costs, expenses, or penalties, of whatsoever kind or nature, whether third party, first party, direct, or indirect, including, without limitation, reasonable attorneys' fees, charges and disbursements and cost of suit of whatsoever kind or nature, arising out of, resulting from, relating to, incident to, or otherwise in connection with any breach of the terms of this Agreement and/or Grantee's use, application, or expenditure of the Grant.
15. **Applicable Law.** This Agreement shall be construed and governed by the laws of the State of California.
16. **Modification.** This Agreement may be modified only by written agreement of Grantor and Grantee.
17. **Arbitration.** Any dispute, controversy or claim arising out of and/or relating to this Agreement or the arbitrability of any controversy or claim, whether arising prior to, on or subsequent to the date hereof, shall be finally settled by arbitration conducted in Los Angeles, California in accordance with the Rules of the Judicial Arbitration & Mediation Services ("JAMS") before a JAMS panel in accordance with its rules and such hearing or hearings shall be conducted in Los Angeles, California. Each of Grantor and Grantee (for itself and for any other party with the right or alleged or asserted right to make a claim under this Agreement) knowingly and voluntarily hereby waives any rights such party may have had to a jury trial for any such disputes, controversies or claims. The arbitrators shall have authority to grant any form of appropriate relief, whether legal or equitable in nature, including specific performance and the other equitable relief contemplated by this Agreement. The award of the arbitrators, or of the majority of them, shall be final, and judgment upon the award may be entered in any court, state or federal, having jurisdiction. The parties agree that this Section has been adopted to rapidly, confidentially and inexpensively resolve any disputes between the

parties and that this Section will be grounds for dismissal of any court action commenced by any party with respect to this Agreement to adjudicate any claim within the scope of this Section, other than post-arbitration actions by any party seeking to enforce an arbitration award. For the purpose of any judicial proceeding to enforce such award or incidental to such arbitration or to compel arbitration, the parties hereby submit to the non-exclusive jurisdiction of the courts of the State of California.

18. **Notice.** Any notice or other communication required or permitted hereunder shall be in writing, shall reference this Agreement and must be delivered (i) personally, (ii) by a reputable, national overnight delivery service or (iii) by certified mail (postage prepaid, return receipt requested). Notices or other communications sent shall be considered given on the date delivered or refused, each as evidenced by return receipt. All notices shall be sent to the address to the applicable party as set forth below (or to such other address as may be designated by a party by giving written notice to the other party pursuant to this Section), and a copy of all notices sent to Grantor shall also be emailed to Grantor at its email address set forth below..

Grantor:

Harbor Freight Tools for Schools, LLC  
26709 Agoura Road  
Calabasas, CA 91302  
Attn: General Counsel  
Email: [generalcounsel@sfegroup.com](mailto:generalcounsel@sfegroup.com)

Grantee:

Glendale Unified School District  
223 North Jackson Street  
Glendale, CA 91206  
Attn: Christin Molano  
Email: [cmolano@gusd.net](mailto:cmolano@gusd.net)

19. **Successors and Assigns.** Grantee shall not assign this Agreement, or delegate any of its duties hereunder, without the prior written consent of Grantor. The provisions of this Agreement shall inure to the benefit of, and be binding upon, Grantor and Grantee's respective successors and assigns.
20. **Attorneys' Fees.** If any legal action or any arbitration or other proceeding is brought hereunder, the prevailing party shall be entitled to receive reasonable attorneys' fees, charges and disbursements, and other costs incurred in that action or proceeding, in addition to any other relief to which such party may be entitled.
21. **Entire Agreement.** This Agreement constitutes the entire agreement among the parties and supersedes all prior written or oral statements or agreements relating to the subject matter contained herein.
22. **Authority.** By signing below, each party represents and warrants to the other party that (a) such party and the individual signing below on behalf of such party each have the full right, power, and authority to enter into this Agreement as well as any and all documents relating hereto, (b) that this Agreement and all other related documents have each been duly authorized by the governing body of such party, and (c) all of such party's covenants, representations and warranties are binding upon and enforceable against such party in accordance with their respective terms.
23. **Further Assurances.** Grantee agrees to execute and deliver such instruments and take such further actions as Grantor may, from time to time, reasonably request in order to evidence the Grant, effectuate the purposes and to carry out the terms of this Agreement.

24. **Survival.** Each of the respective representations, warranties, covenants and other obligations of Grantee and rights of Grantor under this Agreement shall survive the termination, rescission, or expiration of this Agreement.

Each of the undersigned understands and agrees to the foregoing terms and conditions, and hereby certifies his/her respective authority to execute this Agreement on behalf of Grantor and Grantee, as applicable:

Grantor:

HARBOR FREIGHT TOOLS FOR SCHOOLS, LLC

By: \_\_\_\_\_

Name:

Title:

Date:

Grantee:

GLENDALE UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Name: Dr. Kelly King

Title: Assistant Superintendent

Date: May 17, 2023



# Glendale Unified School District (GUSD)

## Skilled Trades Summers 2023 Program Description

Program Highlights		
<b>Program Description</b>	<p>GUSD will build a pipeline of middle school students interested in continuing their skilled trades education and training in high school.</p> <p>GUSD will integrate the middle school mobile training program into its summer remedial math summer school program.</p> <p>Four GUSD middle schools will dedicate three summer session instructional days for four 18-student cohorts of 8<sup>th</sup> graders to integrate hands-on learning with their summer math curriculum.</p> <p>GUSD will track: a) the summer school academic performance of students participating in mobile training versus their peers; and b) how many students who complete summer mobile training later enroll in skilled trades courses.</p>	
<b>203 Program Goal</b>	Middle school <i>beta</i> mobile training program cohorts	72 students

### Program Narrative

GUSD will integrate skilled trades mobile training with its 8<sup>th</sup> grade summer school math curriculum, giving these students the opportunity to engage in hands-on learning while creating a pipeline for Glendale’s high school skilled trades programs.

Our hypothesis is that adding mobile training to our summer school experiences will be very popular among 8<sup>th</sup> graders and their parents / guardians. Investing in mobile training cohorts also positions GUSD to be a “fast follower” in rolling out expanded skilled trades training and education if the mobile training *beta* pilot succeeds.

***GUSD’s vision: the district will be able to cost-effectively expand student access (middle and high school) to high-quality skilled trades training and education using a proven-effective mobile training model.***

**Glendale Unified School District (GUSD)  
Skilled Trades Summers 2023 Program Description**



**Program Budget**

Glendale USD 2023 Summer Mobile Training Grant Details	
Instructional Costs – GUSD Educators	\$21,168
Instruction Costs – Contractors	\$35,144
Admin Support	\$ 4,000
Tools / Consumables	\$ 6,214
Mobile Rig Travel Costs	\$ 2,160
Student Gift Cards	\$19,800
<b>Total 2023 Mobile Training Grant</b>	<b>\$88,486</b>

**Program Commitments**

- 1) GUSD will establish a mutually agreed-upon schedule of regular updates with HFTFS's appointed consultant and/or staff members from January through September 2023.
- 2) GUSD will collaborate with HFTFS Communications to schedule and implement any Photo / Video Days, and/or any Media Day / Stakeholder Engagement Sessions. The Skilled Trades Summers Internship team will help GUSD coordinate implementation of these sessions.
- 3) GUSD will fully participate in two post-summer initiatives: 1) an evaluation of the Skilled Trades Summers 2023 program conducted by HFTFS's consultant (final report due September 29, 2023); and 2) a tracking process to determine if middle school program completers enroll in high school skilled trades pathways. GUSD will promptly review a draft of the evaluation report and provide timely proposed edits. GUSD agrees to track mobile training participants' high school course enrollment.



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 8

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Christopher Coulter, Executive Director, Secondary Instruction

PREPARED BY: Dr. Christin Molano, Coordinator III, Career & Technical Education

**SUBJECT: Approval of a Memorandum of Understanding Between Glendale Unified School District and Jet Propulsion Laboratory for a Summer High School Internship Program**

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The Superintendent recommends that the Board of Education approve a Memorandum of Understanding (MOU) between Jet Propulsion Laboratory and Glendale Unified School District for a Summer High School Internship Program (JPL SpaceSHIP) to begin in June 2023.

Glendale Unified School District's Career and Technical Education (CTE) department has partnered with the Jet Propulsion Laboratory (JPL) to offer five high school junior students a paid Summer High School Internship Program (JPL SpaceSHIP).

Located in Pasadena, California, JPL is the leading center in the United States for robotic exploration of the solar system. JPL is a facility of NASA (National Aeronautics and Space Administration) and administered by the California Institute of Technology.

JPL SpaceSHIP is a high-expectations opportunity designed for high school students who have demonstrated a strong interest in, and aptitude for, science, technology, engineering and/or mathematics (STEM). Skills in computer programming and advanced mathematics (calculus) are important, as is the maturity to function in an adult work environment. One of JPL SpaceSHIP's objectives is to encourage pre-college students who have been traditionally underrepresented in STEM fields to consider such fields for their careers.

The JPL SpaceSHIP internship is an eight-week experience with placements in science or engineering work groups supervised by a mentor. During the eight-week internship, students will work eight hours per day (including breaks) plus a lunch period. The Jet Propulsion Laboratory has a work schedule that gives every other Friday off (June 16, June 30, July 14, July 28) plus June 19 for Juneteenth and July 3 and 4 for Independence Day.

That will result in a baseline of 264 hours.

Students participating in the JPL SpaceSHIP program are provided an opportunity to do research, expand their computer skills, and enhance and develop their oral and written communication skills. Students have an opportunity to develop and prepare written technical reports and abstracts, make a formal final presentation, interact with students from diverse cultural backgrounds, and participate in numerous enrichment activities. The mentors for the JPL SpaceSHIP program are some of NASA's top science and engineering professionals. They mentor students while conducting innovative research and technology development in support of space exploration.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

**Memorandum of Understanding  
Between the  
California Institute of Technology,  
Jet Propulsion Laboratory  
and the  
Glendale Unified School District**

**I. Parties**

This Memorandum of Understanding (“MOU”) is entered into by the Glendale Unified School District (“GUSD”), a unified public school district located at 223 N. Jackson Street, Glendale, CA 91206, and the California Institute of Technology (Caltech), a nonprofit educational institution incorporated in California, through its Jet Propulsion Laboratory (JPL), an operating division of Caltech and a Federally Funded Research and Development Center (FFRDC) located at 4800 Oak Grove Drive, Pasadena, California 91109.

**II. Background and Purpose**

This MOU is entered into for the purpose of providing career technical education and workplace skills to selected students of GUSD (the “Students”) in connection with this internship program (the “Program”). Students will be placed with a mentor for eight weeks and participate in enrichment activities. Internships are an integral part of JPL’s investment in STEM education and future workforce.

**III. Costs and Resources**

Each party bears all costs and expenses incurred by it in performing or in connection with this MOU. There is no exchange of consideration. Each party provides its own equipment and facilities as necessary to implement the efforts described herein. Resources, including property, cannot be loaned or exchanged under this MOU.

The activities of JPL under this agreement are funded and are to be performed under Caltech's prime contract with NASA, contract 80NM0018D0004. At this time, the JPL Task Order which supports this effort is No. 80NM0019F0059, entitled “JPL Support of NASA Office of STEM Engagement Program.” If needed, this MOU may be supported by other appropriate sources in the future.

This MOU does not constitute a binding or exclusive obligation on either party. Nothing in this MOU will be construed as consent by either party to enter into a contract, subcontract or other business relationship.

**IV. Description of Activities**

- A. On an as-available, best-efforts basis, without warranties, without consideration and subject to the requirements of 80NM0018D0004, the prime contract between Caltech and NASA, and at no charge to GUSD, JPL will carry out the following activities:

1. JPL will designate and provide certain space (the "Premises") for the Program at facilities operated by JPL at no rent to GUSD. The Premises will be available for GUSD's use for the Program at such times as shall be mutually agreed upon by the parties hereto. Students will enter JPL's facilities only during the hours designated pursuant to this section and will confine themselves to the Premises at all times unless specifically directed otherwise by JPL.
  2. JPL will provide and maintain adequate workspace in the Premises for each Student, including the use of lavatories, as designated by JPL.
  3. JPL will be responsible for: (i) the preparation and distribution to GUSD's staff and Students in the Program of such written rules and regulations regarding JPL policies and procedures as required by JPL, and (ii) the enforcement of JPL rules and regulations while GUSD's staff and Students are on any JPL premises whether such rules and regulations are distributed by JPL or by GUSD. JPL may ask GUSD to remove from the Program any student who has violated JPL rules and regulations.
  4. JPL will provide necessary supplies and materials for the Student's use in connection with the Program. JPL may, upon the request of GUSD, provide additional equipment and procedures for the use of such equipment as is appropriate to the Program, provided JPL has agreed to provide such equipment. GUSD is liable for any loss or theft or damage of any such materials, equipment or supplies.
- B. On an as-available, best efforts basis, without warranties, without consideration and at no charge to JPL, GUSD will carry out the following activities:
1. Students will not displace any regular paid JPL employee. Students are not employees of JPL and will not be employed, jointly-employed or compensated by JPL to perform tasks which are included as part of the Program while the Students are enrolled in the Program. Students participating in the Program will remain under the direction and control of GUSD.
  2. GUSD hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature whatsoever (including death therefrom) to all persons and all property (including loss of use thereof) caused by, resulting from, arising out of or occurring in connection with the Program. Except for willful acts of misconduct or gross negligence of JPL, GUSD shall indemnify and hold JPL, its officers, agents and employees free and harmless from any and all expenses, claims or demands made from any and all liability, loss, damage or expense of any kind whatsoever, or death of or injury to persons, arising out of the Program. JPL shall not have any responsibility for or incur any liability regarding any Student or GUSD's staff or any property of any Student or of GUSD's staff except as specifically provided herein. In no event shall JPL be liable to GUSD for any incidental, consequential, special or punitive damages arising out of or related to this Agreement.
  3. During the term of this Agreement, GUSD shall maintain liability insurance with limits of not less than \$1 million per occurrence/\$3 million aggregate, as evidenced by a certificate of insurance naming Caltech/JPL as an additional insured by endorsement with a waiver of subrogation. GUSD and its agent, Glendale Youth Alliance, shall also provide property

damage, workers' compensation and such other insurance as JPL may require from time to time in its sole discretion.

4. GUSD shall provide qualified staff for the purpose of supervising instruction and monitoring progress of the Students and shall be responsible for the actions of Students participating in the Program while on any JPL premises.

## **V. Education Code of California**

GUSD represents and warrants that the Program shall be conducted pursuant to Section 51769 of the Education Code of California and Sections 10090 and 10107, as applicable, of the California Administrative Code, Title 5.

## **VI. Nondiscrimination**

Caltech, including JPL, represents and warrants that JPL's activities in connection with the Program will be conducted in compliance with Caltech's [Nondiscrimination and Equal Employment Opportunity policy](#) (attached hereto as Exhibit A) and applicable Federal and State laws prohibiting discrimination.

## **VII. Rights in Inventions and Intellectual Property**

The parties do not intend that the activities performed under this MOU will result in inventions or the creation of new intellectual property, but if any result, the parties understand that this MOU shall provide no rights or obligations between the parties with respect to any new or preexisting intellectual property. This MOU does not serve as a basis for any such rights or obligations. The parties understand that the following will apply due to the preexisting obligations of the parties and its employees, or due to relevant U.S. law relating to title to inventions, none of which are modified or limited by this MOU:

- GUSD retains exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing this MOU or any implementing agreement hereunder.
- Subject to the U.S. Government's rights and interests, Caltech retains exclusive title and all rights to inventions, copyright and other intellectual property arising from conceptions or efforts of JPL employees or consultants in performing this MOU. The U.S. Government retains a right to use such inventions, copyrighted materials, or other intellectual property, royalty-free, for authorized government purposes.
- Subject to U.S. Government rights and interests, GUSD and Caltech will hold joint title and rights in inventions, copyrights, and other intellectual property arising from the joint conceptions or efforts of both parties' employees or consultants in performing under this MOU.
- Students will assign intellectual property rights to the California Institute of Technology in accordance with the Student Patent and Copyright Agreement and Caltech Patent Policy.

### **VIII. Federal Export Laws and Regulations**

In the performance of this MOU, JPL and GUSD may exchange or develop data, information, software or other technology which may be subject to the export control laws and regulations of the United States, including the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120-130 and the Export Administration Act Regulations (EAR), 15 C.F.R. 730-774). The parties understand that this MOU creates no obligations beyond those already pursuant to existing U.S. law and the actions that may be taken by each party. Each party remains responsible for complying with all relevant export control laws and regulations as may be required for itself before exporting controlled data, information, software or other technology to foreign countries or providing access to foreign persons (as defined in 22 C.F.R. 120.16 ).

In the event that JPL is requested by GUSD to provide remote access accounts for its employees authorizing access to any JPL electronic library or server, JPL will, consistent with the requirements of existing U.S. law, require GUSD's Export Administrator to certify that its employees requesting access are U.S. persons (as defined in 22 C.F.R. 120.15).

### **IX. Publicity / Publication**

- This MOU provides for no rights for GUSD to use the name or logos of the "California Institute of Technology," "Caltech," "Jet Propulsion Laboratory," "JPL," "National Aeronautics and Space Administration," or "NASA" in any advertising or publicity material, or make any form of representation or statement in relation to work performed under this MOU that would constitute an express or implied endorsement by Caltech, JPL or NASA of any commercial product, without written approval. Requests for written approval to use Caltech or JPL's name(s) or logo(s) under this MOU should be directed to the Manager of the Institutional Communications Office at JPL. Requests for written approval to use NASA's name or logo should be sent to NASA directly.
- This MOU provides for no rights for JPL to use the name or logos of the GUSD in any advertising or publicity material, or make any form of representation or statement in relation to work performed under this MOU that would constitute an express or implied endorsement by Caltech, JPL or NASA of any commercial product, without written approval. Requests for written approval to use GUSD's name(s) or logo(s) under this MOU should be directed to the (Other Party's point of contact) at GUSD.
- JPL and GUSD may, consistent with Federal law and the goals of this MOU, release general information regarding its own participation in this MOU. JPL and GUSD will confer and consult prior to the publication of unclassified information to ensure that no proprietary information or other controlled information is released and that patent rights are not jeopardized. Prior to submitting a manuscript for review that contains the results of research under this MOU, or prior to publication if no such review is made, each party will be offered thirty (30) days to review such proposed publication and to file a patent application in a timely manner.

### **X. Period of Activities & Cessation of Activities**

This MOU continues from the latest date signed as indicated on the signature page through September 30, 2023, unless sooner terminated in writing, by either party. This MOU may be

extended by a written modification signed by both parties. As this MOU includes no binding obligations on either party, either party may cease activities specified in this MOU without notice at any time. However, each party will, as a courtesy, endeavor to provide 10 days' prior written notice to the other party. Such cessation of activities will incur no liability to either party.

**XI. Points of Contact**

Correspondence concerning this MOU will be directed to the following representatives:

<b>FOR GUSD:</b>	<b>FOR JPL:</b>
Christin Molano	Ota Lutz
Director, Career Technical Education	Manager, STEM Elementary and Secondary Education
Career & Technical Education Department 223 N. Jackson Street Room 203A Glendale, CA 91206	Jet Propulsion Laboratory Mail Stop 180-109 4800 Oak Grove Drive Pasadena CA 91109

**XII. Amendments / Modifications**

Any changes to this document will be in writing.

**XIII. Attachments and Exhibits**

The following are attached to and incorporated into this MOU: *(if applicable, such as a Non-Disclosure Agreement)*

Exhibit A: Caltech Nondiscrimination and Equal Employment Opportunity policy

\_\_\_\_\_ Date: May 17, 2023  
 Name: Dr. Kelly King  
 Title: Assistant Superintendent  
 Glendale Unified School District

\_\_\_\_\_ Date: \_\_\_\_\_  
 W. Michael Greene  
 Director, Communications and Education  
 California Institute of Technology  
 Jet Propulsion Laboratory  
 {00106775-1}

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 9

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Chris Coulter, Executive Director, Secondary Instruction

PREPARED BY: Dr. Christin Molano, Coordinator III, College & Career Division

SUBJECT: **Approval of New & Revised Course of Study Outlines for Use  
in High Schools in the Area of Career Technical Education**

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The Superintendent recommends that the Board of Education approve new and revised course of study outlines (Advanced Commercial Art, Applied Computer Programming, Broadcast Video Production 1-2 Honors, Broadcast Video Production 3-4 Honors, Digital Cinema 1-2, Digital Cinema 3-4 Honors, Digital Cinema 5-6 Honors) for use in high schools in the area of Career Technical Education.

**HIGH SCHOOLS**

**Department:** Career Technical Education

Course Title: Advanced Commercial Art

Grade Level(s): 10-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved?  
(Y/N: Subject) Yes, "F" Fine Art credit

Course Credits: 10

Recommended Prerequisite: None



Recommended

Online Resources: [art21.org](http://art21.org)  
[ca.pbslearningmedia.org/collection/art-school/](http://ca.pbslearningmedia.org/collection/art-school/)

Course Overview: This is a hands-on learning course focusing on advancing prior knowledge of exploration and application of the tools and processes around commercial art professions. Variety of materials, production methods, and conceptual approaches that are specific to visual and commercial art careers will be practiced. Discussions, lectures, research assignments, and critiques will extend students familiarity with the formal vocabulary and develop their visual thinking in viewing contemporary commercial art. Field trips will help students grasp the realistic view of professions in the commercial art field. The course will address: Elements of Art, Principles of Design, technical skill refining, visual and design concepts as they apply to the current marketplace, and career exploration. Throughout this course students will build their Art portfolio along with artist statements.

**Department:** **Career & Technical Education**

Course Title: Applied Computer Programming

Grade Level(s): 10-12

Course Credits: 10

School(s) Course Offered: Glendale High School, Crescenta Valley High School, Clark Magnet High School

UC/CSU Approved (Y/N: Subject) Yes, "G" Elective

Recommended Prerequisite: None

Recommended

Textbook: *Java Methods Object-Oriented Programming and Data Structures*,  
3rd AP Textbook: Edition by Maria Litvin and Gary Litvin

Course Overview: This course provides students with the fundamental knowledge of computer programming for solving applied problems. Topics covered include using various programming languages, protocols, language syntax, data structures, object-oriented concepts, interfaces, sorting and searching algorithms, and developing reports. Also covered, software testing, debugging, and improvement, integrated development using object-oriented programming and sensory information from robots to solve problems and meet challenges integrating STEM subjects.

**Department:** **Career & Technical Education**

Course Title: Broadcast Video Production 1-2 Honors

Grade Level(s): 10-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes, "F" Fine Art credit  
(Y/N: Subject)

Course Credits: 10

Prerequisite: None

Recommended  
Textbook/  
Curriculum

Resources: Video: Digital Communication & Production, 4th Edition  
Jim Stinson, 2018  
Television Production & Broadcast Journalism, 3rd Edition  
Philip L. Harris and Gil Garcia, 2018.  
AVID Media Composer Fundamentals I & II, Avid Learning  
Series User Certification  
Publisher: Avid Technology, Inc.  
Lynda.com

**Course Overview:** Broadcast Video Production 1-2 is the introductory course for the Arts, Media, and Entertainment industry sector and Design, Visual, and Media Arts pathway. This course will introduce students to the techniques involved in producing a live-to-air television program using various broadcasting techniques and creating video-based projects specifically made for the television program.

**Department:** Career & Technical Education

**Course Title:** Broadcast Video Production 3-4 Honors

**Grade Level(s):** 10-12

**School(s) Course Offered:** Clark Magnet High School

**UC/CSU Approved? (Y/N: Subject)** Yes, "F" Fine Art credit

**Course Credits:** 10

**Prerequisite:** Broadcast Video Production 1-2 Honors

**Recommended Textbook/ Curriculum Resources:**

Video: Digital Communication & Production, 4th Edition  
Jim Stinson, 2018  
Television Production & Broadcast Journalism, 3rd Edition  
Philip L. Harris and Gil Garcia, 2018  
AVID Media Composer Fundamentals I & II, Avid Learning  
Series User Certification  
Publisher: Avid Technology, Inc.

**Course Overview:** Broadcast Video Production 3-4 is the concentration course for the Arts, Media, and Entertainment industry sector and Design, Visual, and Media Arts pathway. Students enrolled in the Broadcast Video Production 3-4 course will have the ability to demonstrate mastery of live, multi-camera video broadcasting techniques and

other technical skills introduced in Broadcast Video Production 1-2 Honors, including cinematography, editing, sound production, production workflow, production safety, and best practices.

**Department:** Career & Technical Education

Course Title: Digital Cinema Production 1-2

Grade Level(s): 9-12

School(s) Course: Clark Magnet High School  
Offered:

UC/CSU Approved? Yes, "F" Fine Art credit  
(Y/N: Subject)

Prerequisite: None

Recommended  
Textbook/  
Curriculum

Resources: Video: Digital Communication & Production, 4<sup>th</sup> Edition  
Jim Stinson, 2018

Course Overview: Digital Cinema Production 1-2 is the introductory course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. Students enrolled in Cinematography 1/2 will be introduced to the basic art, history, theory, and technique of cinematography. Instructional emphasis is placed on the creation, evaluation, adaptation, and interpretation of the following: (i) production safety and crew responsibilities, (ii) storytelling, (iii) pre-production, production, and post production stages, (iv) genre and history of film and television. In every lesson unit, students will analyze and apply film production elements and academic principles in demonstrating their mastery of a filmmaker's knowledge and skills via project-based learning opportunities. Students are also guided through in-depth academic learning through study in significant historical events in film, genre analysis, and auteur study. The overall objective of this class is for students to acquire a strong foundation of knowledge of film

production at a professional level and to prepare them for university coursework or a career work path in film/television production. In addition, the competencies in this course are aligned with the Common Core State Standards and the California Career Technical Education Model Curriculum Standards.

**Department:** Career Technical Education

Course Title: Digital Cinema Production 3-4 Honors

Grade Level(s): 10-12

School (s) Course Offered: Clark Magnet High School

UC/CSU Approved? Yes, "F" Fine Art credit  
(Y/N: Subject)

Prerequisite: Digital Cinema Production 1-2

Recommended  
Textbook/  
Curriculum

Resources: Television Production & Broadcast Journalism, 3<sup>rd</sup> Edition  
Philip L. Harris and Gil Garcia, 2018  
Lynda.com

Course Overview: Digital Cinema Production 3-4 Honors is the concentration course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. Students enrolled in Digital Cinema Production 3-4 Honors will have the opportunity to demonstrate mastery of film and television production, production management, multi-camera production, and leadership skills. During the course of the year, students will develop techniques introduced in Digital Cinema Production 1-2 including cinematography, editing, sound production, production workflow, production safety and best practices. Students will take responsibility for school-based productions including communicating with administration, publicity, and program creation. Students will manage scheduling, run production

meetings, make company decisions, and solve problems for the project-based student-run campus production studio. Students will be responsible for applying their classroom instruction and material studied in the textbook in a hands-on production setting. Students will be able to use and understand content-specific film/television vocabulary. This course requires students to utilize skills in critical thinking, collaboration, creativity, risk-taking and problem solving.

**Department:** Career Technical Education

Course Title: Digital Cinema Production 5-6 Honors

Grade Level(s): 11-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes, "F" Fine Art credit  
(Y/N: Subject)

Course Credits: 10

Prerequisite: Digital Cinema Production 3-4 Honors

Recommended Textbook/  
Curriculum Resources: Video: Digital Communication & Production, 4th Edition  
Jim Stinson, 2018  
Television Production & Broadcast Journalism, 3rd Edition  
Philip L. Harris and Gil Garcia, 2018  
AVID Media Composer Fundamentals I & II, Avid Learning  
Series User Certification  
Publisher: Avid Technology, Inc.  
Lynda.com

Course Overview: Digital Cinema Production 5-6 Honors is the capstone course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. This course will develop the concepts and techniques introduced in Digital Cinema Production 3-4 Honors. New and varied techniques of producing and directing will be explored. Further development of self-

expression, perception, and artistic concepts will be realized through short films. Continued development of evaluation criteria through class work and outside observation will assist in developing a personal concept of filmmaking and television production. Students will also prepare for an exam in film editing using the software which would lead to industry certification. Participation in this exam will be contingent upon the arrangement made with the vendor. Students will also learn the finer qualities of pre-production, production and post-production to ready them for extended college level education and/or an entry-level position within the motion picture industry. The final product will be a demo reel of their class films.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

Glendale Unified School District

High School

Department: Career Technical Education

Course Title: Advanced Commercial Art

Course Code:

Grade Level(s): 10-12

School(s) Clark Magnet High School

Course Offered:

UC/CSU Yes "F" Fine Arts credit

Approved?

(Y/N: Subject)

Recommended Intermediate Commercial Art

Prerequisite:

Recommended art21.org

Online ca.pbslearningmedia.org/collection/art-school/

Resources:

**Course Overview:** This is a hands-on learning course focusing on advancing prior knowledge of exploration and application of the tools and processes around commercial art professions. Variety of materials, production methods, and conceptual approaches that are specific to visual and commercial art careers will be practiced. Discussions, lectures, research assignments, and critiques will extend students familiarity with the formal vocabulary and develop their visual thinking in viewing contemporary commercial art. Field trips will help students grasp the realistic view of professions in the commercial art field. The course will address: Elements of Art, Principles of Design, technical skill refining, visual and design concepts as they apply to the current marketplace, and



career exploration. Throughout this course students will build their Art portfolio along with artist statements.

## Course Content

### Unit 1: Layout Design

(9 weeks)

#### STANDARDS

Visual and Performing Arts: 1.1, Adv.1.1, Acc1.2, Adv.Cr1.2, Adv.Cr2.1, Acc2.2, Adv2.3, Adv3, Adv4, 5, 7.1, 7.2, 8, 9, 10, 11

CTE: Arts, Media and Entertainment: A1.7, A1.5, A1.3, A1.6, A1.7, A1.8, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, A2.8, A3.2, A3.3, A3.4, A3.5, A4.5, A5.1, A5.3, A5.7, A7.2, A7.3, A8.4,

- A. Topics covered in this unit include advancing mastery of elements of art, principles of design, rules of composition and production techniques. Students will utilize observational skills, elaborate on imaginative ideas, while applying appropriate techniques to express the desired visual result. They will use various traditional materials and demonstrate awareness of ethical implications of making and distributing creative work. Prior to developing ideas, students will research and analyze the work of an artist or designer and how the artist's distinctive style contributes to their industry production. Students will document early stages of the creative process visually and/or verbally in traditional media. Culminating works will be presented and the unit will close with a class critique of each student's work.
- B. The culminating task for this unit is a public service announcement in the form of a poster. Students will visualize and hypothesize to generate plans for ideas and directions for creating art and design that can affect social change.

### Unit 2: Branding/Packaging Design

(9 weeks)

#### STANDARDS

Visual and Performing Arts: 1.1, 1.2, 2.1, 2.2, 2.3, 3.0, 4.0, 5.0, 6.0, 7.1, 7.2, 8, 9.0,10,11

CTE: Arts, Media and Entertainment: A2.0, A3.0, A4.0, A5.0, A6.0, A7.0, A8.0

- A. Topics covered in this unit include the connection of form, structure, materials, color, imagery, typography, and regulatory information with ancillary design elements to make a product suitable for marketing. Packaging must be

functional, holding the product, enabling it to be transported and stored. It must stand out from competitors' packaging in some way, as well as appeal to customers in-store and online.

- B. The culminating activity is to create a brand and a mock product they will create packaging for. They will study the current market trends, think forward to what the market is demanding and integrate that understanding into their brand and packaging.

**Unit 3: Event Production: booth design, mall decor, event decor, commercial display**

(10 weeks)

**STANDARDS**

Visual and Performing Arts: 1.1, 1.2, 2.1, 2.2, 2.3, 3, 4, 5, 6, 7.1, 7.2, 8, 9, 10

CTE: Arts, Media and Entertainment: A1.0, A2.0, A3.0, A4.0, A5.0, A7.0, A8.0

- A. Topics covered in this unit include the Principles of Design and the application of them using a variety of traditional materials and techniques across various industry sectors. They will assess the impact of art on the beliefs, values, and behaviors of a society. Students will extend this assessment to a study of the commercial marketplace trends and demands in order to create artistic visual displays for a specific industry and modify that display to accommodate a different aesthetic perspective.
- B. For the culminating activity students will create a storefront window design proposal for a fictitious local store. Students will be given a design concept and a fictitious business model that they will have to create a proposal design board and branding for the owners' approval. The use of traditional and technological tools will be used. This project will document the process of idea development, from early-stage ideas to fully elaborated ideas.

**Unit 4: Digital Marketplace**

(9 weeks)

**STANDARDS**

Visual and Performing Arts Standards: 1.1; 1.2; 1.4; 5.4; 5.1, 6, 7.2

CTE Arts Media and Entertainment Standards: A1.0; A2.0; A4.0; A5.0

- A. Topics covered in this unit include marketing, social media, online sales and entrepreneurship. Students will learn how to develop an online presence by creating and displaying their best work completed through the term. They will learn how to set up an online shop with their art designed onto products,

utilizing a print on demand service. Students will study the history and predict how changes in technology have and might change the role and function of visual arts in the workplace.

- B. The culminating task in this unit is a portfolio of student work displayed through an online marketplace. This project will synthesize traditional art work and new technologies to design an artistic product to be used by a specific industry.

Glendale Unified School District

High School

Date to be inserted after Board approval

Department: Career & Technical Education

Course Title: Applied Computer Programming

Course Code: 3200V/3201V

Grade Level: 10-12

Course Credits: 10

School(s) Course Offered: Glendale High School, Crescenta Valley High School, Clark Magnet High School

UC/CSU Approved? Yes, "G" Elective

Recommended Prerequisite:

Recommended AP Textbook: *Java Methods Object-Oriented Programming and Data Structures*, 3rd Edition by Maria Litvin and Gary Litvin

Course Overview: This course provides students with the fundamental knowledge of computer programming for solving applied problems. Topics covered include using various programming languages, protocols, language syntax, data structures, object-oriented concepts, interfaces, sorting and searching algorithms, and developing reports. Also covered, software testing, debugging, and improvement, integrated development using object-oriented programming and sensory information from robots to solve problems and meet challenges integrating STEM subjects.

## Course Content

### **Unit 1: Primitive Type Variables**

(3-4 Weeks)

Anchor Standards: 5.1-5.10

Pathway Standards: C1.0-C1.6, C2.0-C2.5

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: variables and data types, expressions and assignment statements, compound assignment operators, casting and ranges of variables.
- B. Create primitive variables. Cast variables from one form to another.

### **Unit 2: Using Objects**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: instance of classes, creating and storing objects (Instantiation), calling a void method, calling a void method with parameters, calling a non-void method, String objects- concatenation and literals, String methods, wrapper classes (Integral and Double) and using the Math Class from the JAVA API.
- B. Create objects and methods using primitive times. Call void and non-void methods.

### **Unit 3: Boolean Expressions and if-Statements**

(3-4 Weeks)

Anchor Standards: 5.1-5.10,

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: Boolean expressions, if-statement and control flow, if-else-statements, else-if-statements, compound Boolean expressions, equivalent Boolean expression and comparing objects.
- B. Create Boolean expressions, use if statements and control flows in methods and classes.

### **Unit 4: Iteration**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: while loops, for loops, developing algorithms using strings, nested iterations and informal code analysis.
- B. Create and use while- and for-loops. Create and use nested while- and for-loops

**Unit 5: Writing Classes**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: anatomy of a class, constructors, documentation with comments, accessor methods, mutator methods, writing methods, static variables and methods, scope and access and "this" keyword.
- B. Create and use classes, with appropriate constructors and methods. Overload constructors and methods.

**Unit 6: Arrays**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14, 8.1-8.8, 11.1-11.5

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6, C8.0-C8.8

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: array creation and access, traversing arrays, enhanced for-loops for arrays and developing algorithms using arrays.
- B. Create and initialize arrays. Enhanced for-loops for arrays.

**Unit 7: ArrayList Objects**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14, 8.1-8.8, 11.1-11.5

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6, C8.0-C8.8

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: introduction to ArrayList objects, ArrayList methods, traversing ArrayLists, developing algorithms using ArrayLists, searing, sorting, security issues around data collections.
- B. Create algorithms that include ArrayLists. Modify and sear array.

**Unit 8: Two-Dimensional Arrays**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14, 8.1-8.8, 11.1-11.5

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6, C8.0-C8.8

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: Introduction to two-dimensional arrays, creating and storing two-dimensional, traversing two-dimensional arrays, sorting two-dimensional, linear algebra, tensors and vector operations, finite and infinite series and summation, chaos theory and Monte Carlo simulations.
- B. Create and fill two-dimensional arrays. Sort and search two-dimensional arrays.

**Unit 9: Inheritance**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14, 7.1-7.8,9.1-9.7, 10.1-10.14, 11.1-11.5

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6, C8.0-C8.8

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: creating superclasses and subclasses, writing constructors and subclasses, overriding methods, "super" keyword, creating references using inheritance hierarchies, polymorphism and object superclass.
- B. Create superclasses. Create subclasses.

**Unit 10: Recursion**

(3-4 Weeks)

Anchor Standards: 5.1-5.10, 10.1-10.14, 7.1-7.8,9.1-9.7, 10.1-10.14, 11.1-11.5

Pathway Standards: C1.0-C1.6, C2.0-C2.5, C4.0-C4.11, C5.0-5.6, C8.0-C8.8,

Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7

Writing Standards 11-12.2, 11-12.3, 11-12.4, 11-12.5, 11-12.6, 11-12.8, 11-12.9

- A. The unit consists of the following topics: introduction to recursion, recursive searching and sorting.
- B. Sort recursively. Search recursively.

Glendale Unified School District

High School

Date to be inserted after Board approval

Department: Career & Technical Education

Course Title: Broadcast Video Production 1-2 Honors

Course Code:

Grade Level(s): 10-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes "F" Fine Art credit

Course Credits: 10

Prerequisite: None

Recommended Textbook/  
Curriculum Resources: Video: Digital Communication & Production, 4th Edition.  
Jim Stinson, 2018  
Television Production & Broadcast Journalism, 3rd Edition.  
Philip L. Harris and Gil Garcia, 2018.  
AVID Media Composer Fundamentals I & II, Avid Learning Series User  
Certification. Publisher: Avid Technology, Inc.  
Lynda.com

Course Overview: Broadcast Video Production 1-2 is the introductory course for the Arts, Media, and Entertainment industry sector and Design, Visual, and Media Arts pathway. This course will introduce students to the techniques involved in producing a live-to-air television program using various broadcasting techniques and creating video-based projects specifically made for the television program.



## **Course Content**

### **Unit 1: Fundamentals of Broadcasting**

*(2 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about the main steps in the broadcast/TV video production process, the main terminology used in the broadcast/TV production process, and how to analyze various media productions.
- B. Sample Assignments:
  - Create a Basic Script Rundown
  - Storyboard a Production
  - "Wake Up" the Studio
  - Wrap a Cable Successfully

### **Unit 2: Introduction to Editing**

*(4 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about the basic components and features of Adobe Premiere, and how to implement the software in what they are learning. Students will also learn about how tone and emotion can be conveyed through editing.
- B. Sample Assignments:
  - Navigate Adobe Premiere
  - Create a Basic Premiere Project Start-to-Finish
  - Analyze Editing Styles

### **Unit 3: Cameras and Other Studio Production Tools**

*(6 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 5, 6, 9

Production and Managerial Arts Pathway Standards: C3.0, C3.1, C4.0, C4.1, C4.2, C4.3, C4.4, C4.5

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will gain hands-on experience using the tools to produce their video production projects. They will learn about different types of video cameras and

the formats they produce, how to capture and transport media, why audio equipment is so important to the quality of a finished project, and how production roles differ from each other. Camera shot types and angles will be reviewed, and students will use supportive gear to enhance the quality of their projects.

- B. Sample Assignments:
- Camera Shot Assignment
  - Video Camera Expertise Demonstration
  - Audio Bite Project
  - Introductory News Story

**Unit 4: Chroma Keying/Studio Productions**

*(6 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 1, 4, 7

Production and Managerial Arts Pathway Standards: C1.0, C1.1, C1.2, C1.3, C1.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about how a Chrome Key Green Screen works (and why they are used). They will also learn how to set up talent properly in front of a green screen. On top of this, students will be introduced to the process of switching between different cameras in the studio, including from the main anchor desk over to the green screen area.
- B. Sample Assignments:
- "On the Scene" Green Screening Assignment
  - Basic Newscast

**Unit 5: News Broadcasting**

*(7 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 8, 12

Production and Managerial Arts Pathway Standards: C2.0, C2.1, C2.2, C5.0, C5.1, C5.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn in-depth about the news broadcasting process, including how a news story makes it to air, what engages an audience using timing and emotion, how to apply proper lighting to a news broadcast, and how a broadcast is formatted and scheduled.
- B. Sample Assignments:
- Title Sequence Creation
  - Write a News Story
  - Produce a Full Broadcast
  - Lighting Demonstration

**Unit 6: Producing and Directing a Broadcast**

*(3 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about who is part of a main production crew. They will learn about how to write a screenplay, storyboard out a production plan, and how to direct (both behind the scenes and in front of the camera).
- B. Sample Assignments:
  - Storyboard a Scene Assignment
  - Research and obtain copyright clearance
  - Direct a Broadcast
  - Screenplay Assignment

**Unit 7: Commercials and Public Service Announcement (PSA) Production**

*(4 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about how to properly communicate a Public Service Announcement (PSA) to the right audience, and determine what is appropriate to share with them. They will produce their own PSA's, as well as a Commercial Project meant to advertise a particular item. Advertising techniques will be described and demonstrated, with students learning about the financial impact of the advertising industry.
- B. Sample Assignments:
  - PSA Project
  - 30 Second Commercial Project

**Unit 8: After Effects and Full Show Production**

*(4 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS

- A. Students will learn about how to create advanced chyrons (including bug graphics and lower thirds) using Adobe After Effects. They will take their creations to the broadcast booth, where they will produce a full broadcast show that incorporates both live and pre-produced segments.
- B. Sample Assignments:
  - Create a Lower Third
  - Create a Show Logo/Bug Graphic

**Broadcast 1-2 Honors Final Exam Details:**

Students will develop and produce a 5-10 minute broadcast show in a group. The broadcast show is to be a summative display of all the other techniques and storytelling concepts learned over the course of the semester. This broadcast show should be produced live-to-air, and incorporate all of the different filmmaking techniques they have learned.

Glendale Unified School District

High School

Date to be inserted after Board approval

Department: Career & Technical Education

Course Title: Broadcast Video Production 3-4 Honors

Course Code:

Grade Level(s): 10-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes "F" Fine Art credit

Course Credits: 10

Prerequisite: Broadcast Video Production 1-2 Honors

Recommended Textbook/ Curriculum Resources: Video: Digital Communication & Production, 4th Edition. Jim Stinson, 2018 Television Production & Broadcast Journalism, 3rd Edition. Philip L. Harris and Gil Garcia, 2018. AVID Media Composer Fundamentals I & II, Avid Learning Series User Certification. Publisher: Avid Technology, Inc.

Course Overview: Broadcast Video Production 3-4 is the concentration course for the Arts, Media, and Entertainment industry sector and Design, Visual, and Media Arts pathway. Students enrolled in the Broadcast Video Production 3-4 course will have the ability to demonstrate mastery of live, multi-camera video broadcasting techniques and other technical skills introduced in Broadcast Video Production 1-2 Honors, including cinematography, editing, sound production, production workflow, production safety, and best practices.

## **Course Content**

### **Unit 1: Broadcasting Ethics**

(2 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

A. Students will learn about broadcasting ethics and how to apply laws affecting broadcast journalism. Copyright law, fair use exemptions, and the ownership of intellectual property will be explored. Students will discover the difference between creative commons, public domain, and copyrighted materials.

B. Sample Assignments:

- Recognize Plagiarism
- How to Trademark Original Work
- Creative Commons Searching

### **Unit 2: Pre-Production to Post Production**

(8 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

A. Students will review pre-production skills, such as how to storyboard, write a screenplay, create a shot list, and schedule a production. They will also create programs that use these documents, focusing on camera angles/movements, quality audio recording, lighting, and incorporating graphics. In post-production, skills such as how to edit, add a voice-over, and create transitions that will be reviewed.

B. Sample Assignments:

- Storyboard a Scene Review
- Create a Production Rundown
- Produce a Short Broadcast

### **Unit 3: Community Interview Broadcasting**

(8 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 5, 6, 9

Production and Managerial Arts Pathway Standards: C3.0, C3.1, C4.0, C4.1, C4.2, C4.3, C4.4, C4.5

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will review the process of interviewing, reporting, and creating sound bites for television and online forms of media programming. Reporters will conduct multiple interviews and present them in the appropriate format. Students will also review the correct procedure for requesting interviews of their subjects. Ethical journalism and correct citation of sources will be required.
- B. Sample Assignments:
- Conduct an Interview
  - Produce a Full Segment (Interviews and Graphics)

## Second Semester

### Unit 4: Full News Multi-Camera Broadcasting

(7 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 8, 12

Production and Managerial Arts Pathway Standards: C2.0, C2.1, C2.2, C5.0, C5.1, C5.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn the roles and responsibilities associated with the different positions in multi-camera production including director, technical director, line graphics operator, sound engineer, camera operator, floor director, and teleprompter operator. Students will rotate through the positions and execute the tasks assigned to them in each role. Students will communicate appropriately with others on crew and use appropriate live production headphone etiquette. Operations will be reviewed for both live in-studio and field productions. Students will use, if available, a live video switcher and audio mixer set-up, as well as two-to-three studio cameras.
- B. Sample Assignments:
- Design a Custom Video Switcher Workspace
  - Film a Live Multi-Camera Production
  - Direct a Live Multi-Camera Studio Production

### Unit 5: Live Event Field Production

(4 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will work in the school community to videotape an event/occurrence live (or live-to-tape) for local broadcast. Students will manage the production, select appropriate equipment, work with clients

either inside or outside of school, and deliver a finished product for multimedia distribution.

- B. Sample Assignments:
  - Produce a Show in the Field

**Unit 6: Live Entertainment Show Production**

*(5 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will use the skills they have acquired in the class to produce a live Entertainment Show of some variety (talk show, game show, or newscast). The production must employ the use of multiple cameras, quality audio recording, graphics, and both live and pre-taped segments.
- B. Sample Assignments:
  - Live Entertainment Production

**Broadcast Honors 3-4 Final Exam Details:**

Students will develop and produce a 5-10 minute full-scale live show as a director. The broadcast show is to be a summative display of all the other techniques and storytelling concepts learned over the course of the semester. This broadcast show should be produced live-to-air, and incorporate all of the different filmmaking techniques they have learned.



Glendale Unified School District

High School

Date to be inserted after Board Approval

Department: Career & Technical Education

Course Title: Digital Cinema Production 1-2

Grade Level(s): 10-12

Course Code:

School Course:  
Offered: Clark Magnet High School

UC/CSU  
Approved: Yes "F" Fine Art credit

Prerequisite: None

Recommended  
Textbook/  
Curriculum  
Resources: Video: Digital Communication & Production, 4th Edition  
Jim Stinson, 2018

Overview: Digital Cinema Production 1-2 is the introductory course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. Students enrolled in Cinematography 1/2 will be introduced to the basic art, history, theory, and technique of cinematography. Instructional emphasis is placed on the creation, evaluation, adaptation, and interpretation of the following: (i) production safety and crew responsibilities, (ii) storytelling, (iii) pre-production, production, and post production stages, (iv) genre and history of film and television. In every lesson unit, students will analyze and apply film production elements and academic principles in demonstrating their mastery of a filmmaker's knowledge and skills via project-based learning opportunities. Students are also guided through in-depth academic learning through study in significant historical events in film, genre analysis, and auteur study. The overall objective of this class is for students to acquire a strong foundation of knowledge of film production at a professional level and to prepare them for university coursework or a career work path in film/television production. In addition, the competencies in this course are aligned with the Common Core State Standards and the California Career Technical Education Model Curriculum Standards.

## **Course Content**

### **Unit 1: Camera Basics & Safety**

*(4 weeks)*

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 1. Analyze the environment and be able to interpret and explain theirs and others ideas.

Standard 2-Creative Expression: 2. Understand the tools and mechanics of cinematography.

Standard 5-Connections, Relations and Application: 2. Explore various careers available in the movie making industry.

Arts, Media & Entertainment Career Ready Standards: 1, 2, 6, 9

Production and Managerial Arts Pathway Standards: C1.0, C1.2, C1.3, C1.4, C3.0, C3.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. The impact of the role of a Director of Photography or Cinematographer is analyzed in relation to the various occupations in the Arts, Media and Entertainment/Production & Managerial Arts Industry sector. Shot framing and composition, camera movements. Classroom policies, procedures, emergency situations, and workplace safety are reviewed for assessment and comprehension. The purpose of this project is to give students hands-on experience with the camera, focusing on the material and techniques taught in lessons.
- B. Sample Assignments:
- Create a poster explaining the Safety Rules and procedures
  - Shoot a single-camera short film using linear editing
  - Evaluate films and reflect on how the cinematography impacts the message of the film
  - Storyboard a short film using proper camera framing and movement.
  - Film a space using a range of different shots.
  - Identify shots in a short film, and reflect upon the reason these shots were used.

### **Unit 2: Lighting for Film**

*(4 weeks)*

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 1. Analyze the environment and be able to interpret and explain theirs and others ideas.

Standard 2-Creative Expression: 2. Understand the tools and mechanics of cinematography.

Standard 5-Connections, Relations and Application: 2. Explore various careers available in the movie making industry.

Arts, Media & Entertainment Career Ready Standards: 1, 2, 6, 9

Production and Managerial Arts Pathway Standards: C1.0, C1.2, C1.3, C1.4, C3.0, C3.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS

- A. Students will learn the basic elements of exposure, three point lighting, and how to evaluate a scene for lighting. Students will learn the differences associated

with color temperature, hard light v. soft light, and the importance of white balancing.

- B. Sample Assignments:
- Demonstrate proper exposure and white balance on both a scene taking place indoors and one outdoors
  - Use hard light and soft light sources to light a scene. Explain how each affects your scene.
  - Identify the tools needed to properly light a scene.

Unit 3: **Editing (Set-up, Import, Basics)**

(4 weeks)

Standards:

California State Visual and Performance Art:

Standard 2-Creative Expression: 3. Develop reading comprehension by using instructional material to follow computer applications.

Standard 4-Aesthetic Valuing: 1. Demonstrate the importance of ongoing evaluation from preliminary sketch through finished product and presentation.

Arts, Media & Entertainment Career Ready Standards: 4

Production and Managerial Arts Pathway Standards: C2.3, C4.3, C4.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will be introduced to non-linear editing and learn how to use industry standard editing software. Practical math-solving skills will be acquired and practiced through direct application to problem solving entailing measurements and precise timing. Lastly, there will be an emphasis on communication and teamwork skills.
- B. Sample Assignments:
- Storyboard a music video planning out pacing and transitions as appropriate for song
  - Read and follow an instructional manual to edit a project
  - Shoot and edit a music video or other simple non-sync story
  - Evaluate films and reflect on how the editing impacts the message of the film

Unit 4: **Storytelling and Storyboarding**

(6 weeks)

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 2. Use the art elements and principles of design to solve social and environmental problems in inventive ways.

Standard 2-Creative Expression: 4. Demonstrate a continuity of thought from pre planning to the completed artwork.

Standard 3-Historical and Cultural Context:4. Develop an awareness of the role of movies and storytelling in historical and contemporary world periods.

Standard 4-Aesthetic Valuing: 2. Demonstrate the steps of art criticism through oral and written reports.

Arts, Media & Entertainment Career Ready Standards: 10

Production and Managerial Arts Pathway Standards: C4.1, C5.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. The purpose of this project is to get students to think about their visual storytelling and the traditional 3 act structure to create an experience for the viewer. Students will watch and critique films on the 3 act structure. They will write their own outline, treatment, or script that demonstrates the 3 act story structure and character development.
- B. Sample Assignments:
- Develop a main character and write a film treatment
  - Write a script using proper script format
  - Storyboard a silent film using cinematography and visual design to communicate the story to the audience
  - Shoot and edit a silent film
  - Evaluate films and reflect on how the cinematography, editing, and visual design communicates the message of the film.

Unit 5: **Genre History**

(4 weeks)

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 3. Continue developing an understanding the basic concepts of the principles of design, including pattern, contrast, emphasis, balance, movement, rhythm and unity.

Standard 3-Historical and Cultural Context: 1. Explore and relate the role of movies in culture. 2. Recognize a variety of cultures and the influence they have on movies. 6. Connect their assignments with various historical periods.

Standard 5-Connections, Relations and Application: 1. Make the connection between cinematography and their other classes by incorporating writing, history, math, etc. into their assignments.

Arts, Media & Entertainment Career Ready Standards: 5, 11, 12

Production and Managerial Arts Pathway Standards: C2.1, C4.2, C7.3, C7.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will acquire a condensed knowledge of filmmaking from the innovation of motion picture through sync sound. The assignments are to specifically address genres such as comedy, horror, advertising, and nonfiction/documentary. Students will recognize how historical/cultural factors and technological advances influenced filmmaking.

B. Sample Assignments:

- Evaluate early silent comedians and compare how sync sound influenced the comedy genre
- Evaluate the genre of horror and analyze the filmmaking techniques used to create drama/suspense
- Evaluate documentary filmmaking and identify ways in which non-fiction can be structured to tell a story

Unit 6: **Intro to Audio Production**

*(4 weeks)*

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 3. Continue developing an understanding the basic concepts of the principles of design, including pattern, contrast, emphasis, balance, movement, rhythm and unity. Standard 3-Historical and Cultural Context: 1. Explore and relate the role of movies in culture. 2. Recognize a variety of cultures and the influence they have on movies. 6. Connect their assignments with various historical periods.

Standard 5-Connections, Relations and Application: 1. Make the connection between cinematography and their other classes by incorporating writing, history, math, etc. into their assignments.

Arts, Media & Entertainment Career Ready Standards: 4 Production and Managerial Arts Pathway Standards: C2.3, C4.3, C4.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

A. Students will learn how a microphone records sound, pick up patterns, and how to select a microphone for recording. During production students will learn proper placement of a microphone on set and how to set recording levels. In post production students will mix on camera dialog, voice over, music, and sound effects tracks balancing levels and ducking music as needed to provide a rich sound for production.

B. Sample Assignments:

- Select microphones and mix sound for a live multi-camera production
- Select microphones and record sound for single camera short film
- Select microphones and record sound for a news package that includes voice over and on camera interviews
- Mix sound for a short film
- Mix sound for a news program

Unit 7: **Genre in Practice**

*(4 Weeks)*

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 3. Continue developing an understanding the basic concepts of the principles of design, including pattern, contrast, emphasis, balance, movement, rhythm and unity.

Standard 3-Historical and Cultural Context: 1. Explore and relate the role of movies in culture. 2. Recognize a variety of cultures and the influence they have on movies. 6. Connect their assignments with various historical periods.

Standard 5-Connections, Relations and Application: 1. Make the connection between cinematography and their other classes by incorporating writing, history, math, etc. into their assignments.

Arts, Media & Entertainment Career Ready Standards: 5, 11, 12

Production and Managerial Arts Pathway Standards: C2.1, C4.2, C7.3, C7.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS

- A. Students will practice what they have learned about genre, and engage in projects where they execute the production theory and practice studied in the Genre History unit.
- B. Sample Assignments:
  - Script and storyboard a short comedy, horror, suspense, or advertisement.
  - Shoot a short comedy, horror, suspense, or advertisement.
  - Evaluate peer created projects based on elements from the genre studied:

Unit 8: **Single Camera Narrative Sync Sound**

*(6 weeks)*

Standards:

California State Visual and Performance Art:

Standard 1-Artistic Perception: 4. Expand knowledge of the art elements, including line, shape, form, texture, value, color and space.

Standard 2-Creative Expression: 1. Develop and use imagery in two and three-dimensional work to express personal beliefs, interests and perception of the visual world.

Standard 3-Historical and Cultural Context: 3. Relate how movies express and reflect culture. 5. View, discuss, analyze and write about movies as a unique form of expression throughout history.

Standard 5-Connections, Relations and Application: 3. Learn to manage time and resources, as well as work as a team in a movie production

Arts, Media & Entertainment Career Ready Standards: 3, 7, 8

Production and Managerial Arts Pathway Standards: C5.2, C6.3, C6.4, C6.5, C7.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. The approach into sync sound will begin with comprehending key terms in basic audio properties such as sound waves, vibrations, and the process of how sound is recorded. Analysis of storytelling through sound will be reinforced through guided discussions of underscoring and reinforcement (microphones). Design

principles will be explored such as recording sound, electrical and other safety provisions, XLR cabling, amplification and speaker positioning, and scoring. Students will need to use their knowledge of filmmaking to work within time restraints managing their time effectively and creating a final project that meets time limits. Students demonstrate their knowledge of production from start to finish.

B. Sample Assignments:

- Create a commercial that meets specific time limit requirements
- Create a non-fiction documentary film using narration and visuals to communicate information researched
- Create a short film incorporating sound design for specified genre.

Glendale Unified School District

High School

Date to be inserted after Board approval

Department: Career Technical Education

Course Title: Digital Cinema Production 3-4 Honors

Grade Level(s): 10-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes "F" Fine Art credit

Prerequisite: Digital Cinema Production 1-2

Recommended Textbook/  
Curriculum Resources: Television Production & Broadcast Journalism, 3rd Edition. Philip L. Harris and Gil Garcia, 2018, Lynda.com

Course

Overview: Digital Cinema Production 3-4 Honors is the concentration course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. Students enrolled in Digital Cinema Production 3-4 Honors will have the opportunity to demonstrate mastery of film and television production, production management, multi-camera production, and leadership skills. During the course of the year, students will develop techniques introduced in Digital Cinema Production 1-2 including cinematography, editing, sound production, production workflow, production safety and best practices. Students will take responsibility for school-based productions including communicating with administration, publicity, and program creation. Students will manage scheduling, run production meetings, make company decisions, and solve problems for the project-based student-run campus production studio. Students will be responsible for applying their classroom



instruction and material studied in the textbook in a hands-on production setting. Students will be able to use and understand content-specific film/television vocabulary. This course requires students to utilize skills in critical thinking, collaboration, creativity, risk-taking and problem solving.

## **Course Content**

### **Unit 1: Intermediate Single Camera Operation**

*(6 weeks)*

#### Standards

Arts, Media & Entertainment Career Ready Standards: 1, 2, 4, 5, 9, 10

Production and Managerial Arts Pathway Standards: C1.0, C1.2, C1.3, C1.4, C3.0, C3.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn manual camera operation including, but not limited to manual exposure, manual focus, basic camera builds and accessories, exposure calculations when using neutral density filtration, depth of field, and high-speed motion picture capture. Students will be presented with the three types of camera lenses.
- B. Sample Assignments:
- Complete exposure calculation assessment
  - Design an exposure triangle
  - Complete camera build assessment
  - Lighting ratio sample project
  - Variable frame rate sample project
  - Variable neutral density project

### **Unit 2: Multi-Camera Production**

*(6 weeks)*

#### Standards:

California State Visual and Performance Art:

Arts, Media & Entertainment Career Ready Standards: 1, 2, 6, 7, 8, 9

Production and Managerial Arts Pathway Standards: C1.0, C1.2, C1.3, C1.4, C3.0, C3.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn the roles and responsibilities associated with the different positions in multi-camera production including director, technical director, line graphics operator, sound engineer, camera operator, floor director, and teleprompter. Students will rotate through the positions and execute the tasks assigned to them in each role. Students will communicate appropriately with others on crew and use appropriate headphone etiquette.

B. Sample Assignments:

- Read a shot list and operate a camera
- Operate a teleprompter and monitor speed based on talent reading
- Operate sound board and mix mic levels appropriately
- Manage the studio floor, crew, and assist talent
- Operate the video switcher
- Operate line graphics
- Direct multi-camera production

Unit 3: **Distribution**

*(6 weeks)*

Standards

California State Visual and Performance Art:

Arts, Media & Entertainment Career Ready Standards: 5

Production and Managerial Arts Pathway Standards: C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn about methods of distribution and produce a film or television program for an audience beyond the classroom. Students will learn about copyright licensing, music rights, and intellectual property.

B. Sample Assignments:

- Distribute a daily or weekly newscast on the school's channel
- Create an original show with continual episodes.
- Obtain re-recording or licensing rights to use of creative work owned by an outside entity

**Second Semester**

Unit 4: **On-Location Production (single camera & multi-camera)**

*(6 weeks)*

Standards:

California State Visual and Performance Art:

Arts, Media & Entertainment Career Ready Standards: 4

Production and Managerial Arts Pathway Standards: C5.0, C5.1, C5.1

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will work in the community to videotape events for local broadcast. Students manage production, select appropriate equipment, work with clients outside of school, and deliver a finished product for multimedia distribution

B. Sample Assignments:

- Record sporting events for weekly sports report
- Recording school and district events
- Recording community events

Unit 5: **Independent Filmmaking**

(9 weeks)

Standards

California State Visual and Performance Art:

Arts, Media & Entertainment Career Ready Standards: 3, 10,

Production and Managerial Arts Pathway Standards: C4.0, C4.1, C4.2, C4.3, C4.4, C4.5, C6.0, C6.1, C6.2, C6.3, C6.4, C6.5

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will take on the responsibility for producing, directing, editing, and delivering a short film or television production. Students will produce, script, storyboard, direct, hire cast and crew, shoot, and edit their work. The work may be included in the school's distribution channel.
- B. Sample Assignments:
- Produce packages for a daily or weekly newscast
  - Produce Public Service Announcements (PSA's)
  - Produce creative short intros and outros for daily or weekly newscasts.

Unit 6: **Producing: Company Leadership, Administration and Organization**  
**(Artistic Perception; Connections, Relationships and Applications)**

(9 weeks)

Standards

California State Visual and Performance Art:

Arts, Media & Entertainment Career Ready Standards: 11, 12

Production and Managerial Arts Pathway Standards: C2.0, C2.1, C2.2, C2.3

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. In this unit students will participate in organization-wide decision making; collaborate with faculty on steering the film/television production company; perform administrative duties of the company; and participate in the production or broadcasting standards or content advisory committee meetings. To this end students will produce a film or television program, create production calendars and schedules, organize and supervise crew members, track deadlines, and facilitate communication.
- B. Sample Assignments:
- Attend advisory committee meetings or broadcast standards committee meetings.
  - Meet with school administrators or community members to plan a film production.
  - Create schedules, delegate responsibilities, and communicate outcomes

- Work within a team to disperse tasks and communicate on issues that arise within the team.
- Analyze and address needs of the production and develop a plan of action.
- Find ways to meet the specific needs of the production within the parameters of the equipment and time provided.

**Honors Final Exam Details:**

Throughout the course students will develop and maintain a portfolio demonstrating their technical and artistic mastery in the various areas of filmmaking and visual communication. Students will demonstrate creativity, critical thinking, communication, and collaboration as they assemble and refine their portfolio projects. Of particular emphasis will be the analysis and self-critique of their own work and how it relates to their educational and career goals. The students' completed portfolios will include an artist's statement, on-line résumé and filmography, behind the scenes photos, self-evaluations, and a variety of completed video productions demonstrating a breadth in the various areas of filmmaking.

Glendale Unified School District

High School

Date to be inserted after Board approval

Department: Career Technical Education

Course Title: Digital Cinema Production 5-6 Honors

Course Code:

Grade Level(s): 11-12

School(s) Course Offered: Clark Magnet High School

UC/CSU Approved: Yes, "F" Fine Art credit  
(Y/N: Subject)

Course Credits: 10

Prerequisite: Digital Cinema Production 3-4 Honors

Recommended Textbook/  
Curriculum Resources: Video: Digital Communication & Production, 4th Edition.  
Jim Stinson, 2018  
Television Production & Broadcast Journalism, 3rd Edition.  
Philip L. Harris and Gil Garcia, 2018.  
AVID Media Composer Fundamentals I & II, Avid Learning Series User  
Certification. Publisher: Avid Technology, Inc.  
Lynda.com

Course Overview: Digital Cinema Production 5-6 Honors is the capstone course for the Arts, Media and Entertainment industry sector and Design, Visual and Media Arts pathway. This course will develop the concepts and techniques introduced in Digital Cinema Production 3-4 Honors. New and varied techniques of producing and directing will be explored. Further development of self-expression, perception, and artistic concepts will be realized through short films. Continued development of evaluation criteria through class work and outside observation will assist

in developing a personal concept of filmmaking and television production. Students will also prepare for an exam in film editing using the software which would lead to industry certification. Participation in this exam will be contingent upon the arrangement made with the vendor. Students will also learn the finer qualities of pre-production, production and post-production to ready them for extended college level education and/or an entry-level position within the motion picture industry. The final product will be a demo reel of their class films.

## **Course Content**

### **Unit 1: Pitch, Storybeat**

*(2 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn to develop a concept into a pitch for delivery to a buyer. They will further develop approved pitches into story beats. Students will pitch their ideas
- B. Sample Assignments:
  - Design a Logline
  - Pitch story to peer group or advisory board
  - Design story beats following the three-act structure
  - Outline the plot points for the short film

### **Unit 2: Treatment, Scriptwriting**

*(4 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 2, 3, 10

Production and Managerial Arts Pathway Standards: C2.3, C6.0, C6.3, C6.0, C6.1, C6.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will learn to develop a concept into a pitch for delivery to a buyer. They will further develop approved pitches into story beats and a proper treatment. That treatment will be developed into a formal script
- B. Sample Assignments:
  - Complete a treatment for the short film
  - Script using proper script format
  - Complete various script breakdowns including

**Unit 3: Pre-Production Development**

*(6 weeks)*

Standards

Arts, Media & Entertainment Career Ready Standards: 5, 6, 9,

Production and Managerial Arts Pathway Standards: C3.0, C3.1, C4.0, C4.1, C4.2, C4.3, C4.4, C4.5

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will take a film script and break it down into elements to produce to create the film. This will involve identifying and working with community members to obtain rights and releases, coordinating schedules, budgeting, and call sheets. Students will research and secure equipment, talent, locations, props, wardrobe, and other elements needed to complete production.
- B. Sample Assignments:
- Design and execute a fundraising campaign for film
  - Design and follow a budget
  - Draw and present storyboards to shareholders
  - Create pre-visualization and animatics for shareholders
  - Hold casting sessions (auditions, callbacks) for talent
  - Scout locations identifying suitability for scripts as well as production needs
  - File paperwork for location shoot permits and contracts for all on screen talent clearances
  - Design call sheets and production schedules

**Unit 4: Production**

*(6 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 1, 4, 7

Production and Managerial Arts Pathway Standards: C1.0, C1.1, C1.2, C1.3, C1.4

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will execute the production of the script. Individual students will be responsible for leading their assigned production division within the categories of Art Design, Cinematography, Sound Design, Directing, Producing.
- B. Sample Assignments:
- Secure properties for locations
  - Rentals, Reservations and Catering
  - Shooting on location a scene outside of the cinematography classroom studio
  - Complete Principal Photography of all scenes

- Complete Production Sound of all scenes

Unit 5: **Editing Rough Cut Assembly, Picture Lock**

(9 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 8, 12

Production and Managerial Arts Pathway Standards: C2.0, C2.1, C2.2, C5.0, C5.1, C5.2

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will manage the pieces of the film produced in production and assemble into a film. Initial edits will be evaluated for their relevance to the story as a whole as well as how they relate to any final delivery requirements like time length. Students will revise production elements as needed with ADR, pick-ups, and Foley.
- B. Sample Assignments:
- Sync recorded material
  - Screen and create notes on dailies
  - Create or obtain Foley sound
  - Record ADR/Looping
  - Schedule and obtain pick up shots
  - Perform rough Assembly and Trimming
  - Screen rough to focus group audience for story notes
  - Complete final revisions for picture lock

Unit 6: **Music Composition and Sound Mastering**

(3 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will score the short film with original music. They will get clearance for any recording rights for music to be used that is under copyright. Students will mix the sound for their film using industry standards practice and technology.
- B. Sample Assignments:
- Sound Mastering and Leveling
  - Research and obtain copyright clearance
  - Meet with music composer to give direction
  - Provide communication and notes with the music composer.

Unit 7: **Color Grading & Finishing**

(3 weeks)

Standards:

Arts, Media & Entertainment Career Ready Standards: 11



Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. Students will complete the “feature style” short film for public display to help garner industry and stakeholder buy-in. Students will use industry standard technology to color grade their film and create needed visual effects. Students will complete their short films using industry standard practice and technology.
- B. Sample Assignments:
  - Color Correction and Grading of short film
  - Visual Effects Composition for short film
  - Design opening titles and closing credits for short film

**Unit 8: Distribution**

*(3 weeks)*

Standards:

Arts, Media & Entertainment Career Ready Standards: 11

Production and Managerial Arts Pathway Standards: C6.3, C6.4, C6.5, C7.0, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6

Common Core Standards: CCSS LS; CCSS RSIT; CCSS WS:

- A. The final cut of the film will be displayed at a public venue. Students will research the film festival market and submit their film to competitive film festivals. Students will create marketing materials for their film. The students will add new created content to their cinema demo reel.
- B. Sample Assignments:
  - Design Graphics and Marketing materials
  - Set up a Social Media contact
  - Multimedia Distribution
  - Complete festival research and submission budget
  - Design a final Demo Reel

**Honors Final Exam Details:**

Students will develop and produce a 5-10 minute short film. The film is to be a summative display of all the other techniques and storytelling concepts learned over the course of the semester. The film should demonstrate a strong understanding of character. Dialogue should be efficient, unique between characters and reveal a compelling backstory.

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 10

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services  
Dr. Chris Coulter, Executive Director, Secondary Instruction

SUBJECT: **Approval of Revisions to Board Policies Relating to Philosophy-Goals-Objectives and Comprehensive Plans; Students; and Instruction**

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The Superintendent recommends that the Board of Education approve revisions to Board Policies (BP) 0420.4 (Charter School Authorization); BP 6173 (Education for Homeless Children); BP 6173.1 (Education for Foster Youth) and BP 6177 (Summer Learning Programs) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**BP 0420.4 - Charter School Authorization**

CSBA Update: March 2023  
Last GUSD Update: May 2020

Board Policy (BP) 0420.4 is updated to reference that, until January 1, 2025, the Board is prohibited from approving a petition for the establishment of a new charter school offering nonclassroom-based instruction, and provide that a district under state receivership is not in a position to absorb the fiscal impact of a proposed charter school. The policy is also updated to reference pending litigation brought by each of CSBA's Education Legal Alliance and Napa Valley Unified School District against the State Board of Education (SBE) regarding SBE's authority to reverse the denial of a charter school petition by making a determination that a board abused its discretion in denying the petition.

**BP 6173 - Education for Homeless Children**

CSBA Update: March 2023  
Last GUSD Update: June 2022

BP 6173 is updated to reflect a new law (AB 408, 2022), which (1) mandates that districts establish homeless education program policies and update those policies at least once every three years, and (2) requires the liaison for homeless students to offer annual training to district employees providing services to students experiencing homelessness and to inform such employees of the availability of training and the services provided by the liaison. The policy is also updated to reflect a new law (AB 2375, 2022), which requires districts, regardless of whether they received American Rescue Plan Act of 2021 funds, to annually administer a housing questionnaire for the purpose of identifying students experiencing homelessness, including unaccompanied minors, and annually report that number of students to the California Department of Education (CDE). Additionally, the policy reflects a new law (SB 532, 2022), which requires districts to annually report to CDE the number of students experiencing homelessness who graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements. Finally, the policy has been updated throughout to change language from "homeless student" to "student experiencing homelessness."

**BP 6173.1 - Education for Foster Youth**

CSBA Update: March 2023  
Last GUSD Update: August 2017

BP 6173.1 is revised to move material regarding a safe learning environment toward the beginning of the policy as it is philosophical in nature and has general implications, and reflect a new law (SB 532, 2022), which requires districts to annually report to the California Department of Education regarding the number of foster youth who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

**BP 6177 - Summer Learning Programs**

CSBA Update: March 2023  
Last GUSD Update: April 2019

BP 6177 is revised to change the name of the policy and clarify that summer learning programs are part of the Expanded Learning Opportunities Program (ELO-P) and to reflect the requirements of the ELO-P to offer access to specified students, as provided in a new law (AB 181 and 185, 2022). The policy is further updated to reference a new guidance from the California Department of Education, which clarifies that districts are prohibited from charging fees for summer school.

Glendale Unified School District  
Consent Calendar No. 10  
May 16, 2023  
Page 3

Upon approval of the BPs, revisions will be made to the accompanying Administrative Regulations as needed following the normal District process.

Copies of the revised policies are attached to this memo.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: Maximize Student Achievement – Close the digital and equity gap; offer robust in-person and independent study learning programs; and accelerate learning and improve attendance and engagement.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: Ensure the Health and Safety of Students and Employees – Strengthen mental health support and programs; ensure best practices for safe and healthy learning environments; and support physical, social, and emotional wellbeing.***

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 4: Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.***

Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

The Board of Education recognizes that charter schools may assist the District in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the District, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a charter school to be established within the District or for the conversion of an existing District school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee also may meet with the petitioners to establish workable plans for contracted services which the District may provide to the proposed charter school.

The Board shall not require any District student to attend the charter school, nor shall it require any District employee to work at the charter school. (Education Code 47605)

A. Timelines for Board Action

Within 60 days of formally receiving a charter petition, the Board of Education shall hold a public hearing at which time the Board shall consider the level of support for the petition by teachers, other employees of the District, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the District office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

At least 15 days before the public hearing at which the Board will grant or deny the charter, the District shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the District. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

B. Approval of Petition

1. A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education. (Education Code 47605)
2. Prior to authorizing any charter, the Board of Education shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable law, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.
3. The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)
4. The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the District and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

5. The Board of Education may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)
6. When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

C. Denial of Petition

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)
2. Convert a private school to a charter school. (Education Code 47602)
3. Serve students in a grade level that is not served by the District, unless the petition proposes to serve students in all the grade levels served by the District. (Education Code 47605)
4. Offer nonclassroom-based instruction, until January 1, 2025. (Education Code 47512.7)

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist. (Education Code 47605; CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.

Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not charge tuition or discriminate against any student based on the characteristics specified in Education Code 220.
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c).
6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.
7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate. Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:
  - a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings.
  - b. Whether the proposed charter school would duplicate a program currently offered within the District, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate.
8. The District is not positioned to absorb the fiscal impact of the proposed charter school. The District meets this criterion if it has a negative interim certification, or has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the District having a negative interim certification, or is under state receivership.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the District participates. (Education Code 47605.7, 47647)



Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

D. Appeals

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)

Legal References: Education Code, Sections 200; 220; 1240; 17078.52-17078.66, 17280-17317; 17365-17374; 32280-32289.5; 33126; 41365; 42131; 42238.51-42238.2; 44237; 44830.1; 45122.1; 46201; 47600-47616.7; 47640-47647; 47650-47655; 49011; 51744-51749.6; 51745; 52052; 52060-52077; 56026; 56145-56146.  
Corporations Code, Sections 5110-6910  
Government Code, Sections 1090-1099; 3540-3549.3; 54950-54963; 7020.000-7930.215; 81000-91014  
Code of Regulations, Title 5, Sections 11960-11969.10  
Welfare and Institutions Code, Section 224.1  
United States Code, Title 20, Sections 7221-7221j  
Court Decisions:  
Napa Unified School District v. California State Board of Education, Case No. 3402018-80002834  
Ridgecrest Charter School v. Sierra Sands Unified School District, 2005 (2005), 130 Cal App 4<sup>th</sup> 986  
Attorney General Opinions: 101 Ops Cal Atty Gen 92 (2018), 89 Ops Cal Atty Gen 166 (2006), 80 Ops Cal Atty Gen 52 (1997), 78 Ops Cal Atty Gen 297 (1995)

Philosophy — Goals - Objectives and Comprehensive Plans

Charter Schools Authorization

Policy Adopted: 06/27/2000

Policy Amended: 06/22/2010; 08/18/2015; 02/16/2016; 08/14/2018; 07/16/2019;  
05/19/2020; 05/16/2023

(Formerly BP 6138)

Students – Placement

Education for Homeless Children

The Board of Education believes that the identification of students experiencing homelessness is critical to improving the educational outcomes of such students and ensuring that students experiencing homelessness have access to the same free and appropriate public education provided to other students within the District. The District shall provide students experiencing homelessness with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

When there are at least 15 students experiencing homelessness in the District or a District school, the District's Local Control and Accountability Plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of students experiencing homelessness. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review District policies at least once every three years and recommend updates to ensure removal of any barriers to the education of students experiencing homelessness and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (Education Code 48851.3; 42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for children and youths experiencing homelessness. The District liaison for students experiencing homelessness shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting students experiencing homelessness to succeed in school, and as specified in Education Code 48851.3 related to trainings for District staff providing assistance to students experiencing homelessness.

The Superintendent or designee shall ensure that each District school identifies all students experiencing homelessness and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of students experiencing homelessness, the Superintendent or designee shall annually provide and administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

Students – Placement

Education for Homeless Children

The Superintendent or designee shall report to CDE the number of students experiencing homelessness, including unaccompanied youths, enrolled in the District as identified from the housing questionnaire described above. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the District liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the District and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for students experiencing homelessness are based on the student's best interest as defined in law and administrative regulation.

Each student experiencing homelessness shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (Education Code 48850; 42 USC 11432)

Students experiencing homelessness shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate students experiencing homelessness on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for students experiencing homelessness are provided in a manner and form understandable to the parents/guardians of students experiencing homelessness and to unaccompanied youths.

Information about the living situation of a student experiencing homelessness shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that

Students – Placement

Education for Homeless Children

students experiencing homelessness are promptly identified, ensure that students experiencing homelessness have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to students experiencing homelessness, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the District and with other involved local educational agencies, services for students experiencing homelessness and services for students with disabilities. (42 USC 11432)

At least annually, the District liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of students experiencing homelessness. Such professional development and technical assistance shall include, but are not limited to, training on the District's homeless education program policies, definitions of terms related to homelessness, recognition of signs that students are experiencing or are at risk of experiencing homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect students experiencing homelessness with appropriate housing and service providers. (Education Code 48851.3, 48852.5; 42 USC 11432)

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for students experiencing homelessness, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the District shall revise its strategies as needed to more effectively identify and support the education of students experiencing homelessness.

Annually, the Superintendent or designee shall report to CDE, in accordance with Education Code 51225.1, the number of students experiencing homelessness graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from District-established graduation requirements that are in addition to statewide coursework requirements.

Legal Reference: Education Code, Sections 39807.5; 48850; 48850-48859; 48851; 48851.3; 48851.5; 48852.3; 48852.5; 48852.6; 48852.7; 48859; 48915.5; 48918.1; 48985; 51225.1-51225.3; 52052; 52060-52077

Students – Placement

Education for Homeless Children

Code of Regulations, Title 5, Sections 4600-4670  
United States Code of Regulations, Title 20, Sections 1087vv; 1232g; 1400-  
1482; 6311  
United States Code, Title 42, Sections 11431-11435, 12705

Policy Adopted: 01/08/2008

Policy Amended: 08/16/2016; 08/15/2017; 06/14/2022; 05/16/2023

Formerly BP 5111.1

Instruction

Education for Foster Youth

The Board of Education recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs that may be addressed with the provision of a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.

The Superintendent or designee shall provide foster youth with full access to the District's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the District's local control and accountability plan (LCAP). The Superintendent or designee shall also develop strategies to build a foster youth's feeling of connectedness with school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and as specified in the accompanying administrative regulation. To that end, the Superintendent or designee shall designate a staff person as the District liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and District liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights.

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

Instruction

Education for Foster Youth

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

Legal Reference: Education Code, Sections 39807.5; 42238.01-42238.07; 42920-42926; 48645-48647; 48850-48859; 48915.5; 48918.1; 49061; 49069.5; 49076; 51225.1; 51225.2; 51225.3; 52060-52077; 56055  
Health and Safety Code, Sections 1522.41; 120341  
Welfare and Institutions Code, Sections 300; 309; 317; 361; 366.27; 602; 726; 727; 16000-16014  
Code of Regulations, Title 5, Sections 4600-4670  
United State Code, Title 20, Sections 1415; 6311  
United State Code, Title 29, Section 794  
United State Code, Title 42, Sections 670-679b; 11431-11435

Policy Adopted: 08/15/2017

Policy Amended: 05/16/2023



## Instruction

### Summer Learning Programs

The Board of Education recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills, make academic progress, and develop social, emotional, and physical needs and interest through hands-on engaging learning experiences.

Summer programs offered by the District shall be aligned with the District's local control and accountability plan (LCAP), other applicable District and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

### Summer School

The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

The District's summer school program may be used to provide supplemental instruction to students needing credit recovery, intervention, and/or enrichment in core academic subjects.

#### A. Enrollment Priorities

As appropriate, priority for enrollment in summer school programs shall be given to District students who:

1. Need course credits in order to graduate from high school before the beginning of the next school year.
2. Have been retained or are at risk of being retained at their grade level.
3. Demonstrate academic deficiencies in core curriculum areas.
4. Are in targeted student groups identified in the District's LCAP as needing increased or improved services to succeed in the educational program.
5. Are in grades transitional kindergarten (TK) – 6 and are required to be offered or provided access to Expanded Learning Opportunities Programs pursuant to Education Code 46120 and BP/AR 5184.2 – Before/After School Programs.

Instruction

Summer Learning Programs

6. The remaining openings shall be offered to other District students on a first-come, first-served basis.

B. Attendance

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

C. Location

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of District schools.

D. Evaluation

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, the Superintendent or designee may report on the extent to which students successfully achieved the outcomes established for the program.

E. Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations.

Instruction

Summer Learning Programs

2. Collaborating with the District's Child Development and Child Care department, local parks and recreation agency and/or community organizations to provide day camps and child care.
3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component.
4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals.
5. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects.
6. Arranging opportunities for community service.

Legal Reference: Education Code, Sections 8482-8484.6; 8484.7-8484.9; 37252-37254.1; 39837; 41505-41508; 41976.5; 42238.01-42238.07; 48070-48070.5; 51210; 51220; 51730-51732; 52052; 52060-52077; 54444.3; 56345; 58700-58702; 58806  
Code of Regulations, Title 5, Sections 3043; 11470-11472  
United States Code, Title 20, Sections 6311-6322; 7171-7176

Policy Adopted: 06/16/1959

Policy Amended: 07/02/1985; 12/06/1994; 03/27/2002; 10/15/2002; 12/14/2010; 04/16/2019; 05/16/2023

(Formerly BP 6610)

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 11

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

PREPARED BY: Karineh Savarani, Director, Financial Services

SUBJECT: **Agreement with the Los Angeles County Office of Education for Business and Financial Data Processing Services, 2023-24**

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The Superintendent recommends that the Board of Education approve an agreement with the Los Angeles County Office of Education (LACOE) for financial on-line services for 2023-24.

The District currently contracts with the Los Angeles County Office of Education (LACOE) for on-line services, reports, and support applications in conjunction with the operation of the District's accounting systems under the state required Standardized Account Code Structure (SACS) using the LACOE BEST Advantage System. The annual cost of these services for 2023-24 is estimated at \$148,150.82, which is an increase from 2022-23 by approximately \$10,336.10. Funding for these services will be paid from the Unrestricted General Fund (01.0).

***To Support 2022-23 Board Priority No. 4 – Maintain District Financial Responsibility – Ensure the fiscal health of the District, implement a fiscal plan to preserve the District resources, and plan for the District's future educational and facility needs.***

**CONTRACT FOR  
BEST ADVANTAGE SYSTEM  
FISCAL YEAR 2023-2024**

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public education agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as “LACOE,” and

**Glendale Unified School District, # 64568**, hereinafter referred to as “District,” mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide financial system services to the District in conformance with Exhibit A, attached hereto and made a part hereof.

2. TERM

This Contract is effective July 1, 2023, and shall remain in effect through June 30, 2024.

3. PAYMENT

District shall pay LACOE the costs as specified in Exhibit and Exhibit B. The total amount payable to LACOE by the District for the fiscal year (FY) 2023-2024 for financial system maintenance services shall be transferred quarterly by journal voucher from the District to LACOE. If applicable, the total amount payable to LACOE by the District for the fiscal year (FY) 2023-2024 for implementation charges for the new financial system services shall be transferred quarterly by journal voucher from the District to LACOE. Notices of journal voucher transfers will be provided.

4. ADJUSTMENT

The amount payable will be increased on an annual basis and shall not exceed the percent change in the All Urban Consumer Price Index for the Greater Los Angeles – Anaheim area, from prior-prior year October to prior year October, as published by the California Department of Industrial Relations.

5. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney’s fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. AMENDMENTS

The Contract may be amended by mutual written document, signed by both of the parties.

7. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests.

8. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of District. During the course of this agreement neither LACOE nor District shall at any time or in any manner represent that they or any of their officers, employees, or agents are employees of the other.

9. RECORD RETENTION AND INSPECTION

The District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

10. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

11. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

12. SEVERABILITY/WAIVER

12.1. If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

12.2. No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

13. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except as specified in the amendment section of this Contract.

14. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" section, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

15. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into, and executed in Los Angeles County, California, and any legal action, claim, or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

16. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered shall be delivered by personal service or by deposit in the U.S. Mail, certified, or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Los Angeles County Office of Education  
Procurement Services  
9300 Imperial Highway,  
Downey, CA 90242-2890

District:

Mailing Address is District Office

17. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education’s Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

18. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education’s Alcohol and Drug-Free Workplace Policy 4020.

19. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

20. ASSIGNMENT

District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void.

21. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder



shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

22. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

23. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

24. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agree to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

25. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

- 25.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- 25.2. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 25.3. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 27.2 above, of this certification;
- 25.4. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

26. TERMINATION

In the event either party decides not to renew this Contract at the end of its term, a written Notice of Termination shall be given to the other party by no later than January 1, 2024, of the contract year.

27. COVENANT AGAINST CONTINGENT FEES

District warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

28. FAILURE TO COMPLY

In the event District fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance

29. COMPLIANCE WITH LAW

District shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

30. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

31. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's budget affecting the contractual execution of this agreement does not appropriate sufficient funds for the contracted services or if grant funds related to these contracted services are not available for any reason whatsoever, this agreement

shall be of no further force and effect. In this event, LACOE shall have no liability to provide services to District under this agreement, and the District shall not be obligated to make payment for services that are not rendered.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

6. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

**LOS ANGELES COUNTY  
OFFICE OF EDUCATION**

**School Dist.:** Glendale Unified School District,  
BU # 64568 Contract # C-23128

By \_\_\_\_\_  
Karen Kimmel  
Chief Financial Officer

By \_\_\_\_\_  
Santhasundari Rajiv  
Typed or Printed Name

Title Chief Financial Officer

Date \_\_\_\_\_  
Im 12-22-22  
Report

Date \_\_\_\_\_  
Date Approved  
by Board, if Required May 16, 2023

Contact Person Karineh Savarani

Title Director, Financial Services

Phone # (818)241-3111 ext. 1292

Email: KarinehSavarani@gusd.net

Return the original signed copy to:  
Adebayo Onanuga, ABD/LACOE  
9300 Imperial Highway, ECW, Room 165  
Downey, CA 90242-2890

Los Angeles County Office of Education  
 Accounting and Budget Development, ECW #165  
 9300 Imperial Highway, Downey, CA 90242

**CONTRACT FOR BEST ADVANTAGE SYSTEM  
 Fiscal Year 2023-2024  
 EXHIBIT A**

District Name: Glendale Unified School District

District Number: 64568

FY2022-2023 System Charges	\$ 137814.72
CPI % Change (Consumer Price Index for Los Angeles - Anaheim, in the type All Urban Consumers, from October 2021 to October 2022, as published by the California Department of Industrial Relations)	\$7.50%
<b>Total BEST Advantage System Charges for FY2023-2024</b>	<b>\$ 148150.82</b>

NOTE: All online reports are available at no charge

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 12

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer

**SUBJECT: Agreement with California State Polytechnic University,  
Pomona**

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The Superintendent recommends that the Board of Education approve the Student Affiliation Agreement between Glendale Unified School District and California State Polytechnic University, Pomona.

This Agreement is between the Glendale Unified School District and California State Polytechnic University, Pomona, to provide educational fieldwork experiences through practice teaching and internships for the students enrolled in teacher training curricula.

The term of the Agreement shall be for three (3) years beginning July 1, 2023 through June 30, 2026. This agreement is valid and enforceable only if funds are made available for 2023/2024, 2024/2025 and 2025/2026 fiscal year's Budget Act for the purpose of this program. There is no fiscal impact to the District.

In accordance with the provisions of Sections 44225 and 44227 of the California Education Code, the Governing Board of any school district is authorized to enter into agreements with the California State Universities and Colleges, the University of California, or any other university or college approved by the Commission on Teacher Credentialing as a teacher education institution to provide teaching experience through practice teaching to students enrolled in teacher education curriculum of such institutions.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**STUDENT TEACHING AND INTERNSHIP AND PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL (PASC) INTERNSHIP AND FIELDWORK AGREEMENTS**

**This AGREEMENT** entered into on **April 7, 2023** by and between the State of California through the Board of Trustees of the California State University (CSU), on behalf of California State Polytechnic University, Pomona, hereinafter called **State** or **State University**, and **School District** as noted below, hereinafter called the **District**, and collectively referred to as **party** or **parties**:

**WITNESSETH**

**WHEREAS**, under the California Education Code Section 44450, et seq., the governing board of any **District** is authorized to enter into agreements with a **State University** accredited by the State Board of Education as a teacher-education institution, to provide educational fieldwork experiences through practice teaching and internships for the students enrolled in teacher training curricula of the **State University**; and

**WHEREAS**, the **District** is authorized to enter into agreements with the **State**, to provide teaching experience through field experience, practice teaching and paid internships to students enrolled in teacher training curricula of the **State University**; and

**WHEREAS**, Student observers or Fieldwork or Early field experience includes the following activities: Early Childhood Practicum, Novice Teaching, Education Administration fieldwork as described on **Exhibit A**, Teaching Programs attached hereto; and

**WHEREAS**, Student Teaching/Clinical Practice includes the following programs: PK-3 Early Childhood Education Specialist Instruction Credential (age 3 to grade 3), Education Specialist Credentials, Multiple Subject Credentials, Single Subject Credentials, and Bilingual Authorization, as described in **Exhibit A**, Teaching Programs attached hereto; and PASC internship and fieldwork includes the Preliminary Administrative Services Credential, and

**WHEREAS**, paid internship includes the following programs: PK-3 Early Childhood Education Specialist Instruction Credential, Education Specialist Credentials, Multiple Subject Credentials, Single Subject Credentials, and Education Administrative Services Credential Interns, as described in **Exhibit A**, Teaching Programs attached hereto; and

**WHEREAS**, Education Specialist Mild to Moderate Support Needs and Extensive Support Needs candidates (both traditional and intern) will have experiences co-teaching or teaching students with disabilities in inclusive general education settings; and

**WHEREAS**, the **District** and **University** wish to establish an internship program, as provided in Education Code Section 44321 and meeting the provisions of the statutes and regulations of the Commission on Teacher Credentialing, whereby **University** intern students will be placed in **District** schools.

**WHEREAS**, it has been determined between the **parties** hereto that the payments to be made to the **District** under this agreement do not exceed the actual cost to the **District** of the services rendered by the **District**; and

**WHEREAS**, the honorarium or payment provided herein is intended to be transmitted promptly by the **District** to the supervising teacher as compensation for and recognition of services performed for the student teacher/teacher candidate in the supervisory teacher's charge.

**NOW, THEREFORE**, it is mutually agreed between the **State** and the **District** as follows.

### **SPECIAL PROVISIONS**

The **State University** and the **District** are as follows:

#### **STATE UNIVERSITY**

**California State Polytechnic University, Pomona**  
3801 West Temple Avenue  
Pomona, CA 91768

And

#### **SCHOOL DISTRICT**

**Glendale Unified School District**  
223 North Jackson Street  
Glendale, CA 91206

The **TERM** of the Agreement shall be for *approximately three (3) fiscal years*, beginning **July 1, 2023** through **June 30, 2026**. This agreement is valid and enforceable only if funds are made available for 2023/2024, 2024/2025 and 2025/2026 fiscal year's Budget Act for the purpose of this program.

The **SERVICES** for standard Clinical Practice to be provided by **District** to **University** shall not exceed sixteen (16) weeks of practice teaching.

The **STATE** shall pay the **DISTRICT** for cooperating teachers for standard Clinical Practice if it's merited for one of the programs listed above at the rate of **\$350.00** per student, which may increase based on funds available.

The **SERVICES** for Intern teachers to be provided by the **District** shall be for the period covered by the Intern contract between the Intern and the **District** while Intern-eligible by **University**.

**The SERVICES for Intern Administrators and for the Preliminary Administrative Services Credential Program as Site Coach will be provided by the District without payment and the University Supervision will be provided by the University at no cost to the District.**

## GENERAL TERMS

### Placement of Student Teacher and Administrative Candidates

1. The **District** shall provide to **State University** student teacher and administrative candidates field experience through practice teaching in schools and classes of the **District** not to exceed the units of practice teaching set forth in the Special Provisions. Such practice teaching shall be provided in such schools or classes of the **District** and under the direct supervision and instruction of such employees of the **District**, as the **District** and the **State** through their duty-authorized representatives may agree upon.

District placements need to be at sites with:

- A commitment to collaborative evidence-based practices and continuous improvement,
  - Partnerships with appropriate educational, social, and community entities that support teaching and learning,
  - Robust programs and support for English learners
  - Student with disabilities in the Least Restrictive Environment (LRE),
  - A fully credentialed principal, and
  - A district-employed supervisor with a clear credential in the subject; at least three years of experience identified as having exemplary teaching practices; thorough understanding of content knowledge, knowledge of current context including state adopted P-12 content standards, frameworks, and accountability systems, knowledge of diversity in society, and demonstration of professional practices.
  - A district-employed supervisor with knowledge and skills for candidate supervision and program expectations to support the candidate (including itinerant candidates) in their requirement to take and pass the teaching performance assessment (TPA).
2. The **District**, after a reasonable inquiry of all parties involved, may at its sole discretion, refuse to accept for practice teaching any student teacher candidate of the **State University** assigned to practice teaching in the **District**. Upon request of the **District**, at its sole discretion, the **State** shall terminate the assignment of any student teacher candidate of the **State University** to practice teaching in the **District**.
  3. “Practice teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the **District** holding valid credentials issued by the State Board of Education, California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.
  4. The **State** will pay the **District** for the performance by the **District** of all services required to be performed under this agreement at the amount set forth in Special Provisions.

Each semester of practice teaching for elementary and secondary schools shall be a full-time practice teaching experience or its equivalent. Student teaching shall normally provide for a full day’s experience or its equivalent to five days per week. Any deviation from this definition of assignment must be consistent with **State University** policy and can be made only with the approval of the **State University**.



5. An assignment of a student teacher candidate of the **State University** to practice teaching in schools or classes of the **District** shall for approximately sixteen (16) weeks, but a student teacher candidate may be given more than one assignment by the **State University** to practice teaching in such schools or classes.

The assignment of a student teacher candidate of the **State University** to practice teaching in the **District** shall be deemed to be effective for purposes of this agreement as of the date the student teacher candidate presents to the proper authorities of the **District** the placement letter or other document given the student teacher candidate by the **State University** commencing such assignment, but not earlier than the date of such assignment as shown on such letter or other document.

In the event the assignment of a student teacher candidate of the **State University** to practice teaching is terminated by the **State University** or the **District** following a reasonable inquiry of all parties involved, the **District** shall receive payment on account of such student teacher candidate prorated by the number of weeks worked.

Absences of a student teacher candidate from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided by the **District**.

6. In the event the **District** offers the student teacher candidate a short- or long-term substitute-teaching assignment, and if the student teacher candidate is or will be in his/her official solo period, and if the student teacher candidate has demonstrated student success as a student teacher candidate, the **State University** shall determine the length of unsupervised Clinical Practice days of the substitute-teaching assignment.
7. Within a reasonable time following the close of each semester session of the **State University**, the **State** shall provide payment directly to the **District**, at the rate provided herein, for all units of practice teaching provided by the **District** under and in accordance with this agreement during said semester.

The **State** will pay the amount due each semester from monies made available for such purpose by or pursuant to the laws of the **State**.

*Student inquires:*      **CEIS-Office of Clinical Practice**  
California State Polytechnic University, Pomona  
3801 West Temple Avenue  
Pomona, CA 91768  
909-869-4300 **telephone**

*Contract inquires:*      **Procurement Services**  
**Email:** [lorrainer@cpp.edu](mailto:lorrainer@cpp.edu) / [procurement@cpp.edu](mailto:procurement@cpp.edu)

8. Notwithstanding any other provisions of this agreement, the **University** shall not be obligated by this agreement to pay the **District** any amount in excess of the services rendered.

## **Placement of Interns**

1. **University** intern students, certified as qualified and competent by **University** to provide intern teaching services to **District**, may, at **District's** discretion, be accepted and assigned to its schools for services as intern teachers (**Interns**). **University** and **District** shall coordinate the process of selection and placement of interns. The **District** will place an intern in a classroom appropriate to their intern Credential Authorization. **University** reserves the right to make the final determination on any intern's acceptance into the Program, while **District** reserves the right to make the final determination on any intern's employment. Neither **University** nor **District** shall discriminate in the selection of, or acceptance or participation by any intern pursuant to this Agreement based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, veteran's status, medical condition, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, or citizenship, within the limits imposed by law.
2. *Program Requirements.* Each candidate intern as a teacher or administrator accepted into the Program will be required to meet the following qualifying criteria:
  - a. Recommendation to the Program by a **District** or **University** designee; and
  - b. Interview and screening by **District** staff, including a background check, principal/teacher panel interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution; and
  - c. Interview and screening by **University** staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting; and
  - d. Interview with the **University** Intern Coordinator or a lead faculty member for the Program; and
  - e. Prior to beginning the Program, all interns must have passed the CBEST exam, met the U.S. Constitution requirement and verified subject matter competence by completion of a CTC approved program of coursework or passage of the appropriate State content area exam (CSET); and
  - f. All Bilingual Authorization candidates/interns must have passed a written and oral exam and have completed academic coursework in the identified language.
3. *Intern Employment Status.* Interns shall be **District** employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
4. *Reservation of Right to Payment.* Pursuant to Education Code Section 44462, **University** and/or **District** reserves the right to request an adjustment of up to 1/8 or 12.5% of the interns' salary to cover supervision services pursuant to this Agreement.
5. *Advisory Committees.* **District** and **University** will collaborate through the Cal Poly Pomona Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one intern representative, which will serve to provide guidance and support for the Program. In lieu of meetings, online communications/emails requesting or discussing information may be used.

*Program Support.* To support interns, District and University will each provide a qualified “Support Provider”/” Site Coach” to assist each intern in the Program. Such qualified support provider/site coach is defined as a district-employed supervisor with a clear credential in the subject; at least three years of experience identified as having exemplary teaching practices; thorough understanding of content knowledge, knowledge of current context including state adopted P-12 content standards, frameworks, and accountability systems, knowledge of diversity in society, and demonstration of professional practices. Additionally, a district-employed supervisor possesses knowledge and skills for intern supervision and program expectations to support the intern (including itinerant interns) in their requirement to take and pass the teaching performance assessment (TPA).

The **District’s** support provider is also referred to as the “Site Coach,” and the **University’s** support provider is also referred to as the “**University** Field Supervisor.” A minimum of 144 hours of support/mentoring and supervision shall be provided to each intern teacher per school year with an additional 45 hours of support and supervision provided to an intern who enters the program without a valid English Learner authorization. The support and supervision will be a shared responsibility of the **District** and **University**. It is understood that the intern, due to the nature of being the teacher of record the vast majority of these support/mentoring hours would through the school site and employing district opportunities.

In the case of itinerant assignments, whereby an intern must travel to several schools within a district to provide services (e.g., music, APE), the District shall provide a contact at each school site (e.g., site administrator) who can provide to the itinerant intern teacher student information such as special needs, accommodations, or other instructional information needed for the intern to meet the needs of all students.

Each “Site Coach” must: possess a valid credential to teach, supervise, and/or administer in the grade level supervised; have three (3) years’ experience as a successful practitioner or administrator; hold EL Authorization; be able to demonstrate effective instruction of adult populations; and understand and support the policies and philosophy of the **University** Program. **District** “Site Coaches” are to meet with the intern at least weekly to discuss/review the intern’s progress and respond to questions to enhance the Interns knowledge and skill.

The District “Support Provider/Site Coach” will be paid a one-time stipend directly, by Cal Poly Pomona. Stipend payments will only be made upon completion of support provider duties for the academic year and when required paperwork has been submitted to the Cal Poly Pomona Teacher Intern Office.

**District’s** “Site Coaches” and the **University’s** “Field Supervisors” will meet with interns regularly throughout each semester of their Clinical Practice (Intern Supervision). They will:

- a. Offer constructive suggestions on improving teaching or administrative skills, including written and oral observations about classroom or campus performance; and
- b. Review teacher interns’ lesson plans both before and after classroom activities take place on how to design and implement lesson plans with an emphasis on accommodations and/or modifications for English Learners or students with special needs; and
- c. Assist interns with curriculum selection and design appropriate to the diverse student population in the classrooms; may include assessing language needs and progress of EL learners in the intern classroom and support for language accessible instruction; and

- d. Ensure Interns obtain knowledge of State frameworks and Common Core State standards in appropriate academic disciplines and how to adapt them for K-12 content, English Learners and students with special needs; and
- e. Assist interns with the rudiments of teaching; or administration may include in-class modeling and coaching as needed; and
- f. Assist interns with classroom management techniques and classroom organization; and
- g. Assist Interns with various approaches to discipline and how to maintain a positive climate for learning and a safe classroom environment; and
- h. Verify contacts with interns and complete any surveys about the intern or the intern program.

**District's** "Site Coach" and **University's** "University Field Supervisor" will meet without the intern periodically, as needed, during an intern's program to discuss the intern's progress.

Prior to the intern teaching or administrative experience, the **University** will conduct program orientation seminars for interns, typically during intern interviews and training opportunities for **District** Support Providers/Site Coaches (in-person meetings, phone or an online format will be available), in addition to any training/orientations the **District** might provide. Support Providers may need to participate in annual or periodic training/orientations for their role as a Support Provider and complete a university and a state intern support provider survey and any requested reviews of the intern they are supporting.

**District** will include interns in appropriate **District** support programs and provide training in regularly scheduled staff development activities.

**District** will provide appropriate release time from teaching responsibilities for teacher interns to complete necessary classroom observations of credentialed teachers and provide appropriate release time for interns to attend classes at Cal Poly Pomona, to complete their credential and program requirements.

**District** will allow video capture for Teaching and Administrative Performance Assessments and/or synchronous video observation by the **University** field supervisor as part of or in lieu of on-site observations and Performance Assessments required by the California Commission on Teacher Credentialing (CTC). Students' faces and identities will not be captured.

**University** Field Supervisors will visit teacher interns in their classrooms on a regularly scheduled basis to monitor each intern's progress. The Field Supervisors will complete required Clinical Practice procedures and an additional Supervision Log if the intern continues in placement beyond required Clinical Practice to complete credential program requirements. A University Field Supervisor will visit the administrative intern to monitor each Intern's progress.

**District** is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". **District** is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. **District**, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed, or updated, **District** will take steps to comply with the modified, changed, or updated guidelines or directives. If at any time **District** becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify **University** of that that fact.

6. *Academic Responsibility.* **University** shall have exclusive control over all academic issues, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
7. *Duration of Internship.* Once a student has been accepted as an intern by **District**, and if the student remains in good standing in the Program at **University** and within the **District's** policies and performance standards, the intern will be allowed to finish his/her internship at the **District**. However, an intern who performs below acceptable **District** or **University** standards, after appropriate support and advice efforts have been conducted, may be removed from the paid internship position by the **District** or removed from the Program by the **University** in consultation with the **District**. All services provided by **University** and **District** pursuant to this Agreement shall terminate upon an intern's termination of participation in the **University's** Program or upon **University** discontinuing the Program.
8. *Assessment.* Assessment of intern competence is a joint responsibility of **University** and **District**. Each intern will receive informal performance assessment/consultation by the **District** Support Provider and formal performance assessment/consultation from the **University** Field Supervisor throughout the period of the internship. At the end of the internship program, the **University** Field Supervisor may consult with the **District** Support Provider and **University** Intern Program may request the Support Provider to complete a summary of progress of the intern to assist in the determination of the **University** in making a recommendation as to whether the intern is ready for independent teaching or independent work as an administrator. The **University** Field Supervisor will provide their recommendation to **University's** Credential Services Office which will determine the intern's competence relative to the California Commission on Teacher Credentialing program standards for the specific credential the intern is seeking to obtain. The final recommendation of competence of an intern for applying for a teaching credential is by the **University**. Any forms completed by the **District** or Support Provider will belong to **University** as student records will be kept on file in the CEIS Credential Services Office at the **University**.
9. *Relationship of the Parties.* Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership, or agency relationship between parties.
10. *Publicity.* Neither **University** nor **District** shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
11. *Records.* It is understood and agreed that all records, other than intern evaluation records and information, shall remain the property of **District**. Interns' student records shall remain the property of **University**.
12. *Entire Agreement and Severability.* If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire Agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.

13. *Assignment.* Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

**District** will designate a **District** Coordinator/Contact Person to ensure supervisory and support assistance to Interns prior to finalizing this Agreement. The designated **District** Coordinator for the purposes of this Agreement will be:

Name:  
Title:  
Email:  
Phone:  
Fax:

14. *Notices.* All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice) and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.

**To University:**

Procurement Services  
**California State Polytechnic University, Pomona**  
3801 West Temple Avenue, Bldg. 75  
Pomona, CA. 91768  
Facsimile 909-869-5475  
Email: [lorrainer@cpp.edu](mailto:lorrainer@cpp.edu) / [procurement@cpp.edu](mailto:procurement@cpp.edu)

**To District:**

Ms. Margie Fester  
Executive Secretary  
**Glendale Unified School District**  
223 North Jackson Street  
Glendale, CA 91206  
Phone: 818-241-3111, ext. 1256  
Email: [mfester@gusd.net](mailto:mfester@gusd.net)

15. *Representations.* Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.

## INSURANCE

1. The **University** and **District** shall secure and maintain at all times during the term, at their respective sole expense, professional general liability insurance covering themselves and their respective employees.
  - Such coverage provided by the **University** and **District** may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.
  - Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:
    - 1) Each Occurrence \$1,000,000
    - 2) General Aggregate \$3,000,000
  - The **University** and **District** shall each secure and maintain at all times during the term of their contract, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employees. **University** CSURMA provides Workers' Compensation coverage for all registered CSU students who are pursuing a professional credential in Education (including teaching) while participating in this program. Such coverage provided by either the **University** and/or **District** may be afforded via commercial insurance or self-insurance.
  - Business Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit no less than One Million Dollars (\$1,000,000) per occurrence.

The **University** and **District** shall further provide for thirty-day (30) advance written notice of any modification, change or cancellation of any of the above insurance coverage's.

2. The **University** shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

### **THE CALIFORNIA STATE UNIVERSITY GENERAL LIABILITY, WORKERS' COMPENSATION, PROPERTY, PROFESSIONAL LIABILITY, AND AUTOMOBILE LIABILITY SELF-INSURANCE PROGRAM**

The State of California has elected to be self-insured for its general liability, workers' compensation, professional liability, motor vehicle liability, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.

The Office of Risk Management in the Chancellor's Office administers the general liability, workers' compensation, property, and professional liability programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State, and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state-owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the California State University, Office of Risk Management, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

### GOVERNING LAW

This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted enforced and governed by California laws.

### INDEMNIFICATION

Pursuant to the provisions of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other harmless from all liability for damage to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

The **District** shall defend, indemnify, and hold the **University**, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the **District**, its officers, employees, or agents arising out of the performance of this Agreement.

The **University** shall defend, indemnify, and hold the **District**, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the **University**, its officers, employees, or agents arising out of the performance of this Agreement.

### FINGERPRINTING/BACKGROUND CHECKS

In accordance with California Education Code Section 44320 (d), each credential candidate prior to assignment to **District** must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The **State University** will ensure that students receive a Certificate prior to beginning their assignment in the **District**.

### TUBERCULOSIS

In accordance with California Education Code Section 49406, each credential candidate prior to assignment to **District** must obtain at their sole expense an examination within the **District** timeframe to determine that he or she is free of active tuberculosis, by a licensed physician or surgeon prior to beginning their assignment in the **District**.



**GENERAL PROVISIONS**

This Agreement: (a) will be binding and enforceable by the parties and their representative successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at Pomona, California.

*IN WITNESS WHEREOF*, this agreement has been executed by the **parties** hereto, effective the date above written.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**BY:** \_\_\_\_\_  
Lorraine A. Rodriguez, C.P.M. Contract Administrator  
Procurement Services

**DATE:** \_\_\_\_\_

**GLENDALE UNIFIED SCHOOL DISTRICT**

**BY:** \_\_\_\_\_  
Signature of Authorized District Official

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
Print name and title of Authorized District Official



## CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

### EXHIBIT A

#### Teaching Programs

Below is a summary of the various teaching programs the University administers. A complete program description shall be given to the District when the University places a student.

**"Student Teachers"** or **"Teacher Candidates"** refers to persons in the PK-3 Early Childhood Education Specialist Instruction, Education Specialist, Multiple Subject or Single Subject programs recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences and/or individualized therapy under the supervision of a regularly credentialed employee of the District. An assignment of a student of the University to a student teaching or placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

**"Intern Teachers"** refers to persons recommended by the University, possessing a certificate of clearance and who have been approved to engage in paid teaching services under the supervision of a regularly credentialed employee of the District (Support Provider) and a University Supervisor, both of whom will be paid by the University. The University reserves the right to issue or deny the preliminary teaching credential at the completion of the University Internship Program.

If the Intern Teacher should fail to meet either Cal Poly Pomona's competencies or the District's performance criteria during the course of the Program, the Intern Teacher may be dismissed by either Party upon written notification to the other Party and the Intern Teacher. Retention and dismissal will be collaborative through appropriate of all parties involved between the University and the District at a meeting prior to grades being determined. The final District decision on retention or dismissal will be at the discretion of the District. A determination regarding the candidate's continuation in the University teacher preparation program will be at the discretion of University. All services provided by University and District pursuant to this Agreement shall terminate upon an Intern's termination of participation in the University's program or upon University discontinuing its program.

The Intern Teacher will not be hired by the District before teachers on waivers are hired, nor will hiring an Intern Teacher displace a certificated employee in the District. The Intern Teacher will be considered the teacher of record in their teaching position and enjoy all rights and privileges of a certificated teacher in the District and will at the minimum receive a beginning teacher salary per District salary schedules.

The Intern Teacher will assume the functions that are authorized by the regular standard credential (EC44454). The Intern Teacher's services will meet the instructional or service needs of the District (EC44458). The Intern Teacher will not displace a certificated employee(s) in the District. Since the internship is being implemented to meet an expressed employment shortage, a statement from the District about the availability of qualified certificated persons must be completed.

**“Education Administration Fieldwork/Interns”** refers to persons recommended by the University who hold a baccalaureate degree from a regionally accredited institution of higher education (EC 44453), have completed at least three (3) years of successful teaching experience and are eligible for an Administrative Internship Credential, who have been approved to engage in paid administrative services, if this does not displace a certificated employee, and who shall be under the supervision of a regularly credentialed employee of the District and a University supervisor. The University authorizes the candidates in an administrative internship program to assume the functions authorized by the regular administrative services credential. The University reserves the right to issue or deny the preliminary administrative credential at the end of the internship experience. Either the District or the University may remove the administrative intern for unsatisfactory performance.

**“Student Observers”** or **“Fieldwork”** or **“Early Field Experience”** refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in observation of classroom teaching or other educational services performed by regularly credentialed employees of the District. Student observers may be permitted to engage in limited educational fieldwork experiences under the direct supervision and in the presence of a regularly credentialed employee of the District.

**“Novice Candidates”** refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences in the PK-8 level under the supervision of a regularly credentialed employee of the District. Novice candidates are expected to serve no less than 50 hours of novice field experience per semester placement. An assignment of a student of the University to a novice clinical practice placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

**“Early Childhood Practicum Candidates”** refers to persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom practicum experiences in early childhood education settings and Pre-Kindergarten- through third grade under the supervision of regularly credentialed employee of the District or teachers in a licensed center. Practicum teachers are expected to serve six to nine hours per week for the duration of the school term placement. An assignment of a student of the University to a practicum placement in schools or centers shall be at the discretion of the University, working cooperatively with the District or Center. The assignment shall last for a designated period of time based on the specific requirements of the educational program.

**District Need to Hire Intern Teachers**  
**Put on district letterhead—Or write comparable letter on district letterhead**

Date \_\_\_\_\_

The \_\_\_\_\_ School District is pleased to support and participate with the Cal Poly Pomona's (CPP) efforts in the Teacher Internship Program.

As a K-12 public school district of over \_\_\_\_\_ students and with a teaching staff of over \_\_\_\_\_ we are in need of teachers each school year. This need is often in the area of bilingual education, special education, math, science and other areas where there is a shortage of qualified instructors. We are in full support of the CPP Teacher Internship Program, as it will greatly enhance our ability to recruit in these much needed areas.

The school district verifies that the following requirements regarding the teaching positions offered to Intern teachers have been satisfied.

**The proposed teaching position**

- is in a K-12 public school district, or public charter school
- is a regular teaching position authorized by the standard credential, which the credential candidate is pursuing;
- does not displace any certificated employees in the school district;
- is hiring the Teacher Interns based on need when an appropriately credentialed teacher is not available:
- is a full-time position, and the Intern is the "Teacher of Record" and will enjoy the rights and privileges of a certificated teacher in the district, and will at the minimum receive a beginning teacher salary per district salary schedules.;
- is appropriate for the subject matter competence of the credential candidate;
- will support salary deduction specifications per Education Code Section 44462 if implemented by the university; and
- is supported by the local bargaining unit representing district teachers.

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bargaining Unit Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 13

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer

**SUBJECT: Agreement with University of Phoenix**

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The Superintendent recommends that the Board of Education approve the School Affiliation Agreement between Glendale Unified School District and the University of Phoenix.

This Agreement is between the Glendale Unified School District and the University of Phoenix, to provide education experiences for the selected university students enrolled in educational programs.

The term of the Agreement shall be for three (3) years beginning July 1, 2023 through June 30, 2026. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all students already enrolled in and participating in education experiences in GUSD at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at GUSD. There is no fiscal impact to the District.

In accordance with the provisions of Sections 44225 and 44227 of the California Education Code, the Governing Board of any school district is authorized to enter into agreements with the California State Universities and Colleges, the University of California, or any other university or college approved by the Commission on Teacher Credentialing as a teacher education institution to provide teaching experience through practice teaching to students enrolled in teacher education curriculum of such institutions.

***TO SUPPORT 2022-23 BOARD PRIORITY NO. 2: Foster a Positive Culture of Learning – Ensure equitable teaching and learning opportunities led by excellence; support culturally relevant curriculum that emphasizes inclusion; and increase school connectedness for students, parents, and families.***

**UNIVERSITY OF PHOENIX  
SCHOOL AFFILIATION AGREEMENT  
California**

This Affiliation Agreement made and entered into this 1st day of July 2023, by and between The University of Phoenix, Inc., an Arizona for-profit corporation, hereinafter referred to as the “UNIVERSITY” and Glendale Unified School District, an entity domiciled in the State of California, hereinafter referred to as the “SCHOOL.”

**I. PURPOSE**

The purpose of this Agreement is to provide education experiences for selected UNIVERSITY students, hereinafter “STUDENTS”, which take place at the SCHOOL and in which the SCHOOL will participate.

**II. OBLIGATIONS OF THE UNIVERSITY**

1. The UNIVERSITY will offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.
2. The UNIVERSITY will keep all records and reports on STUDENT experiences in accordance with UNIVERSITY policy and regulatory requirements.
3. The UNIVERSITY will plan with the SCHOOL, in advance, its schedule of STUDENT assignments to the designated areas, including dates and numbers of STUDENTS.
4. The UNIVERSITY agrees to inform STUDENTS that STUDENTS shall be responsible for following the rules and regulations of the SCHOOL, including recognition of the confidential nature of information regarding pupils and their records.
5. The UNIVERSITY will provide to the SCHOOL a copy of course objectives for the learning experience. The SCHOOL, together with the UNIVERSITY, will make arrangements for evaluating the learning experience.
6. The UNIVERSITY will assign a faculty supervisor who will collaborate with the SCHOOL’S mentoring teacher. For purposes of this Agreement, the term “mentoring teacher” shall be defined as the district educator who has been assigned to supervise the STUDENT.
7. STUDENTS are not employees, agents, representatives or subcontractors of the UNIVERSITY.
8. To help defray costs associated with the placement of STUDENTS at the SCHOOL, the UNIVERSITY shall pay compensation in accordance with Exhibit A, attached hereto and incorporated herein, upon completion of STUDENT’S assignment at the

SCHOOL, or at such other time as the parties agree.

9. UNIVERSITY will instruct Student Teachers and university supervisors who will be working on the District's school sites with students of their obligation to have been fully vaccinated for COVID-19. University will instruct Student Teachers and university supervisors to submit documentation to the District verifying that Student Teachers and university supervisors who will be working on the District's school sites have received the complete COVID-19 vaccination at least two weeks prior to starting to provide services at a District school site.
10. Student Teachers will submit a tuberculin clearance of either a negative PPD reading or, if there has been a positive PPD in the past, a chest x-ray within normal limits taken within 60 days prior to placement at a school site.

### **III. OBLIGATIONS OF THE SCHOOL**

1. The SCHOOL shall maintain sole responsibility for the instruction, education and welfare of its pupils. SCHOOL shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils.
2. The SCHOOL agrees that STUDENTS assigned to it for counseling, administration, teaching, and/or observation experiences are under the supervision, control, and responsibility of the SCHOOL.
3. The SCHOOL shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SCHOOL premises. STUDENTS shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SCHOOL representative.
4. The SCHOOL shall provide qualified mentoring teachers for STUDENTS. Mentoring teachers will be resource persons for STUDENTS and UNIVERSITY faculty while at the SCHOOL. Mentoring teachers selected by SCHOOL will: a) assist in orienting STUDENTS to the SCHOOL, the classroom, and the pupils; b) explain all SCHOOL and district policies, rules, and regulations to STUDENTS; c) provide prompt and substantive feedback to STUDENTS regarding all performance activities and interactions with SCHOOL personnel, pupils, and parents; d) complete evaluations of STUDENTS' progress and submit them to the University faculty supervisor, after reviewing them with the applicable STUDENT; e) immediately inform the University faculty supervisor of any concerns regarding a STUDENT; f) establish a time to meet and discuss with STUDENTS their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) (For student teaching) supervise STUDENTS on a daily basis - if the mentoring teacher is absent from the classroom for any reason, a certified substitute must be assigned to the classroom. Student teachers holding a 30 day sub permit are allowed to sub in their assigned classroom or other school site classrooms with the approval of university personnel.
5. The SCHOOL shall provide to UNIVERSITY and STUDENTS the policies and procedures and other relevant materials to allow STUDENTS to function appropriately within the SCHOOL.
6. STUDENTS assigned to the SCHOOL shall follow the SCHOOL'S protocols for health and safety. The SCHOOL will provide necessary emergency medical services to STUDENTS.
7. The SCHOOL shall permit STUDENTS access to the library facilities/curriculum

laboratories available to their personnel. STUDENTS may not remove materials from the SCHOOL without appropriate approval.

8. The SCHOOL shall keep confidential and shall not disclose to any person or entity (a) STUDENT applications; (b) STUDENT health records or reports; and/or (c) any STUDENT records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, concerning any STUDENT participating in the education experiences provided by SCHOOL, unless such disclosure is authorized by the STUDENT or is ordered by a court of competent jurisdiction. SCHOOL shall adopt and enforce policies and procedures necessary to protect the confidentiality of STUDENT records as defined herein.
9. STUDENTS shall not be considered employees or agents of the SCHOOL with the exception of STUDENTS who are current teachers of record and are approved by the UNIVERSITY and SCHOOL to complete their teaching internship (clinical practice) in their own classroom.

#### **IV. INDEMNIFICATION**

1. Each party (the "Indemnifying Party") shall indemnify, defend and hold harmless, at the request of the other party (the "Indemnified Party") from and against any and all claims, losses, liabilities, costs, and expenses including reasonable attorney's fees, established by judgment or alternative resolution award, arising from (a) any material breach of this Agreement by the Indemnifying Party or (b) the negligent acts or omissions in the performance of obligations hereunder by the Indemnifying Party or any employee, agent, or other representative of the Indemnifying Party.
2. UNIVERSITY and SCHOOL shall provide prompt notification to one another and, to the extent allowed by law, shall reasonably cooperate with one another in the defense of, any lawsuits, claims, or threatened claims that pertain to services provided pursuant to this Agreement.

#### **V. INSURANCE**

1. UNIVERSITY and SCHOOL each shall maintain, as a minimum, Commercial General Liability Insurance written on an occurrence basis with insurance companies acceptable to the other party for limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, as assurance of its accountability for any such losses, claims, liabilities, or expenses.
2. Upon written request, a party shall provide the other party with a certificate evidencing such insurance coverage.
3. Insurance required by UNIVERSITY to be maintained hereunder may be provided under: (a) an individual policy; (b) a blanket policy or policies which may include other liabilities, properties and locations of UNIVERSITY or its affiliates; (c) a plan of self-insurance, provided that UNIVERSITY or any guarantor of UNIVERSITY'S obligations under this Agreement maintains, during the period of such self-insurance, a net worth of at least Fifty Million Dollars (\$50,000,000); or (d) a combination of any of the foregoing insurance programs.

#### **VI. REPRESENTATIONS AND WARRANTIES**

1. Each party to this Agreement represents and warrants that (i) it has the full power and



authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and (ii) it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

## **VII. GENERAL PROVISIONS**

1. The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, the California Fair Employment and House Act (California Government Code Section 12900), California Labor Code Section 1735, and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. In addition, the UNIVERSITY agrees to inform all of its students to comply with the above.
2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the UNIVERSITY and the SCHOOL and their employees, STUDENTS, or agents, but rather is an Agreement by and among two independent contractors. Each STUDENT is placed with the SCHOOL in order to receive educational experience as part of the academic curriculum; duties performed by a STUDENT are not performed as an employee of the SCHOOL but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by SCHOOL personnel. Unless required by state law, the SCHOOL nor the UNIVERSITY is required to provide workers' compensation coverage for the STUDENTS participating in the educational experience. UNIVERSITY acknowledges that nothing in this Agreement shall be construed to confer any right upon the UNIVERSITY or UNIVERSITY personnel to participate in, control, or direct operations at the SCHOOL.
3. The SCHOOL shall timely notify the UNIVERSITY when any UNIVERSITY employee or STUDENT has been involved in a reported incident and the UNIVERSITY shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.
4. The SCHOOL and its employees shall not be entitled to compensation from the UNIVERSITY for services or actions of benefit to the UNIVERSITY which are part of or related to the educational program, however, as a professional courtesy, the mentoring teacher may be entitled to payment of the reasonable and customary honorarium or, alternatively, may at some campuses have the opportunity to enroll in a UNIVERSITY course upon completion of the supervisory assignment.
5. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter.
6. Amendments to this Agreement may be made at any time, provided, however, that any amendments, modifications or alterations shall be made only in writing and shall become effective only upon the written approval of both the UNIVERSITY and the SCHOOL. Further, this Agreement may not be assigned by either party without prior written approval of the other party.

7. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.
8. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
9. This Agreement is not intended to create any rights or interests for any other person or entity other than the SCHOOL or the UNIVERSITY.
10. This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted, enforced, and governed by California laws.
11. The SCHOOL and the UNIVERSITY may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. This Agreement may be executed by facsimile or PDF. Said facsimile or PDF shall be deemed an original and fully enforceable and admissible in any legal proceeding. Delivery of an executed counterpart signature page by facsimile or PDF is as effective as executing and delivering this Agreement in the presence of the other party to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party(ies). In proving this Agreement, the SCHOOL or the UNIVERSITY must produce or account only for the executed counterpart of the party to be charged. Notwithstanding the foregoing, the SCHOOL and the UNIVERSITY may consent to electronic signatures for the purpose of executing this Agreement by email or other electronic means, subject to compliance with any applicable laws, rules or regulations. Any such documents that are delivered electronically and accepted are deemed to be "in writing" to the same extent and with the same effect as if the Agreement had been signed manually. In no event will electronic execution expand such assent to include any terms other than those explicitly set for in this Agreement.
12. Criterion for the Selection of District-Employed Supervisors (DES)  
The matching of student and district-employed supervisor (DES) must be a collaborative process between the SCHOOL AND UNIVERSITY.

The criterion for the selection of the DES is listed below:

1. DES holds a CLEAR Credential in the content area for which they are providing supervision
2. DES holds a minimum of five or more years of content area K-12 teaching experience.
3. DES must have demonstrated exemplary teaching practices, including excellence in: classroom management; student engagement; lesson planning, delivery, differentiation, and assessment; and mentorship of teachers and teacher candidates.
4. DES must be willing to model effective instructional practices and to guide, nurture, and provide daily feedback to our candidate
5. DES must allow the teacher candidate to complete state-mandated 4 weeks of solo teaching, and TPA assessment requirements, including video recording of students.

DES must complete the California Commission on Teacher Credentialing state required eight (8) hour training if they have not already met this requirement.

**VIII. DISPUTE RESOLUTION**

1. In the event a controversy, claim or dispute (“Dispute”) arising out of or relating to this Agreement arises between the Parties, either Party may request by notice to the other Party that the dispute be escalated to the Parties’ respective senior management personnel. Upon request, each Party’s respective senior management personnel will conference by telephone or in person with the other Party’s senior management personnel within a reasonable period of time not to exceed fifteen (15) calendar days of such notice to determine if the dispute may be resolved. If such senior management personnel are unable to resolve the dispute within thirty (30) calendar days of such meeting, either Party may resort to alternate dispute resolution such as mediation or otherwise seek recourse from the courts. Either Party may seek injunctive or other urgent equitable relief at any time.

**IX. TERM AND NOTICE**

1. This Agreement shall become effective from July 1, 2023 to June 30, 2026, and shall remain in effect until terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all STUDENTS already enrolled in and participating in education experiences at SCHOOL at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at SCHOOL.
2. Any notice given under this Agreement may be given by personal delivery, overnight air express, or certified United States mail, return receipt requested. Notice shall be deemed to be given either (a) upon actual receipt, if notice is by personal delivery or by overnight air express; or (b) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given in writing to the parties at the addresses stated below, or to such other persons or places as either party may from time to time designate by written notice to the other party.

**X. Counterparts and Electronic Signatures**

1. The Agency and the University may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. This Agreement may be executed electronically. An electronic signature shall be deemed an original and fully enforceable and admissible in any legal proceeding. Delivery of an executed counterpart signature page is an effective as executing and delivering this Agreement in the presence of the other party to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party(ies). In proving this Agreement, the Agency or the University must produce or account only for the executed counterpart of the party to be charged.

If to the UNIVERSITY:                      University of Phoenix  
   College of Education  
   4035 S. Riverpoint Parkway  
   Phoenix, AZ 85040

With a copy to:

University of Phoenix  
University Legal Services  
4035 S. Riverpoint Parkway  
Phoenix, AZ 85040

If to the SCHOOL:

Glendale Unified School District  
223 N. Jackson St.  
Glendale, CA 91206

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first subscribed above.

**UNIVERSITY:**

**SCHOOL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Title

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Date

\_\_\_\_\_  
Date



GLENDALE UNIFIED SCHOOL DISTRICT

May 16, 2023

CONSENT CALENDAR NO. 14

TO: Board of Education  
FROM: Dr. Vivian Ekchian, Superintendent  
SUBJECT: **Acceptance of Gifts**

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The Superintendent recommends that the following gifts to the District be accepted and that letters of appreciation be written to the donors:

- a. Aram Barsamian wishes to donate to the District \$750.00 to support the robotics team program at Clark Magnet High School.
- b. Forrest Machining FMI Aerostructures wishes to donate to the District \$5,000.00 to support the robotics team program at Clark Magnet High School.
- c. Glen Hardy Gates wishes to donate to the District 6 director chairs for use in the cinema program at Clark Magnet High School.
- d. Empowered Consulting wishes to donate to the District \$259.70 to pay for field trip transportation for students at Toll Middle, Wilson Middle and Crescenta Valley High Schools.
- e. Laura Bush Foundation wishes to donate \$5,000.00 to purchase library books for students at John Muir Elementary School.
- f. Mariko and Allen Fink wish to donate to the District through the Educational Services Department \$500.00 to purchase instructional materials and supplies for use in the Japanese Dual Immersion Program at Verdugo Woodlands Elementary School.
- g. DNA Medical Partners APMC wish to donate to the District through the Teaching and Learning Department \$300.00 to support the Armenian Heritage program.
- h. Robert Levis and Jean Guccione wish to donate to the District \$803.00 to support the Adelante Latinos program.