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

BOARD OF EDUCATION
AGENDA

June 20, 2023
Meeting No. 24
Regular Meeting

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

BOARD OF EDUCATION MEETING NO. 24
Administration Center

June 20, 2023

"*Preparing our students for their future.*"

"*Excelling Together with Endless Pathways for Success.*"

Please Note Times	
5:00 P.M. -	**Opening,** **Public Communication**
	Closed Session
8:00 P.M.	**Return to Meeting** **Superintendent's Updates** **Information, Action** **Consent Calendar** **Reports**

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. CLOSED SESSION

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. Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957

4. Conference with Legal Counsel – Anticipated litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section §54956.9: One potential case

D. RETURN TO REGULAR MEETING- 8:00 P.M.

E. SUPERINTENDENT'S UPDATES

1. 2023-2024 School Year Updates

F. INFORMATION

1. Adoption of District Budget for 2023-24 (Refer to Action Report No. 2) **12**

Staff will make a presentation which will provide members of the Board of Education information regarding the District's 2023-24 Budget (Refer to Action Report No. 2).

2. Proposed Revisions to Board Policy 6146.1 - Graduation Requirements **14**

This report will provide the Board of Education with information on the need to revise Board Policy 6146.1 (Graduation Requirements) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

3. Proposed New Course of Study Outlines for Use in Middle and High Schools in the Area of Career Technical Education **23**

The proposed new course of study outlines (Introduction to Robotics, Web Design 1. Web Design 2 and Peer Counseling II) are submitted for review and discussion by the Board of Education. The course outlines have been reviewed for content and evaluated by the members of the Career Technical Education Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outlines to the Board of Education.

4. Acknowledgements of Service **51**

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.

5. Board of Education Annual Organization Meeting **54**

On Tuesday, July 11, 2023, the annual organization meeting takes place. At this meeting, the Board will select officers for the year, readopt the Board Bylaws (9000 series), and authorize signatures. The Board will also elect one of its members to serve as a representative to the Los Angeles County School Trustees Association and one to service on the County Committee on School District Organization. Board Policies 9100, 9121, 9123, and 9140 are attached for your reference.

G. ACTION

1. Adoption of the Glendale Unified School District 2023-2024 Local Control Accountability Plan (LCAP) **61**

The Superintendent recommends that the Board of Education adopt Glendale Unified School District's (GUSD) 2023-2024 Local Control Accountability Plan.

2. Adoption of District Budget for 2023-24 **70**

The Superintendent recommends that the Board of Education adopt the District's 2023-24 Budget as presented.

G. ACTION-continued

3. Resolution No. 30 – Temporary Inter-Fund Cash Borrowing – Child Development Fund **98**

The Superintendent recommends that the Board of Education adopt Resolution No. 30 to allow temporary inter-fund cash borrowing.

4. Resolution No. 31 - Temporary Inter-Fund Borrowing Between Funds **100**

The Superintendent recommends that the Board of Education adopt Resolution No. 31 to allow Temporary Inter-fund Borrowing Between Funds.

5. Approval to Renew Q Related Services Subscription with Aequitas **102**

The Superintendent recommends that the Board of Education approve the annual maintenance and support renewal for the District's Q Student Information System and Q Communication with Aequitas for the 2023-2024 school year for a total amount of $273,574.54. This will be funded by the Educational Technology and Information Services budget.

6. Approval of Amendment No. 1 to Project Authorization No. 406 with NAC Architectural Services at the Verdugo Woodlands Elementary School New Bridge Project **105**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Project Authorization No. 406 with NAC Architects for architectural, civil, engineering and design services at the Verdugo Woodlands Elementary School New Bridge project for $22,200, funded by Measure S funds.

7. Approval of Independent Consultant Agreement No. 671 with Converse Consultants for the Hoover High School Pool Project's Specialty Inspection and Testing Services **123**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 671 with Converse Consultants for the Hoover High School Pool Project's specialty inspection and testing services in the amount of $191,830, funded by Measure S funds.

8. Approval of Amendment No. 1 to Project Authorization No. 601 with S. Torres Group, Inc. for the Clark Magnet High School CTE Project's DSA Inspection Services **140**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Project Authorization No. 601 with S. Torres Group, Inc. for the Clark Magnet High School CTE Project's DSA inspection services in the amount of $43,200, funded by Measure S funds.

G. ACTION-continued

9. Approval of Independent Consultant Agreement No. 673 with S. Torres Group, Inc. for the Crescenta Valley High School Field Improvement Project's DSA Inspection Services **160**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 673 with S. Torres Group, Inc. for the Crescenta Valley High School Field Improvement Project's DSA inspection services in the amount of $187,200, funded by Measure S funds.

10. Approval of Independent Consultant Agreement No. 670 with S. Torres Group, Inc. for the Hoover High School Pool Project's DSA Inspection Services **180**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 670 with S. Torres Group, Inc. for the Hoover High School Pool Project's DSA inspection services in the amount of $259,200, funded by Measure S funds.

11. Approval of the Services Agreement between Glendale Unified School District and STC Interpreting & Translation **200**

The Superintendent recommends that the Board of Education approve the Services Agreement between Glendale Unified School District and STC Interpreting and Translations in the amount of $50,000 to provide oral and written translation services for the 2023-24 school year.

12. Approval of Memorandum of Understanding Between Foothill SELPA and Hathaway-Sycamores **221**

The Superintendent recommends that the Board of Education (Administrative Unit for the Foothill SELPA) approve the Memorandum of Understanding between Foothill SELPA and Hathaway-Sycamores for the 2023-2024 school year in the amount of $361,544 for educational services and up to $134,711 for therapeutic services.

13. Approval of Memorandum of Understanding Between Glendale Unified School District and Hathaway-Sycamores for Providing Educational Support Services (ESS) **229**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Hathaway-Sycamores for the 2023-2024 school year for the delivery of Educational Support Services in the amount of 4,300 per month per case.

14. Approval of Agreement Between Glendale Unified School District and Goalbook for Special Education Web-based Student Goal Support **236**

The Superintendent recommends that the Board of Education approve a three year agreement between Glendale Unified School District and Goalbook in the amount of $78,540 per year for a District license for the use of Goalbook Premium toolkit web-based student support software for the 2023-24, 2024-25 and 2025-26 school years.

G. ACTION-continued

15. Approval of Memorandum of Understanding Between Glendale Unified School District and Hillsides Education Center **240**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Hillsides Education Center for the 2023-2024 school year for the delivery of Educational Support Services (ESS).

16. Approval of Technology Tool Licenses Renewal to Support Student Engagement, Blended Learning, and Assessments to Support High Quality Instruction **247**

The Superintendent recommends that the Board of Education approve the renewal of widely used technology tools (Nearpod, NewsELA, SeeSaw, Listenwise, Book Creator, and Byrdseed) to support a blended learning model that fosters high levels of student engagement and higher order thinking skills.

17. Approval of Agreement with the University of California, Los Angeles, Graduate School of Education and Information Studies-Center X, to Provide Professional Development Training and Support for Introduction to Data Science (IDS) Courses **249**

The Superintendent recommends that the Board of Education approve a two-year agreement in the amount of $55,110 with the University of California, Los Angeles, Graduate School of Education and Information Studies-Center X, to provide professional development training and support and a technology package for the Introduction to Data Science course.

18. Declaration of Need for Fully Qualified Educators for the 2023-2024 School Year **261**

The Superintendent recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators and to grant authorization for the hiring of teachers on emergency permits based on an insufficient number of fully credentialed teachers who meet the District's employment criteria for needed position(s).

19. Approval of Facility Programs Budget Allocations **263**

The Superintendent recommends that the Board of Education approve the Allocation of Re-Development Agency Funds to repay CREB's (Solar Phase 5) Energy bonds through 2026.

H. 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 **264**

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

a. Regular Meeting No. 23 June 6, 2023

H. CONSENT-continued

2. Certificated Personnel Report No. 17 **277**

The certificated report recommends approval of the following:

Maternity leaves of absence, a change of 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, family & medical leaves of absence, a change of family & medical leave of absence, a rescission of general purpose leave of absence, a certification authorization, additional assignments, change of management positions, change of assignments, voluntary decreases in assignment, a voluntary increase in assignment, summer school, elections, elections hourly/daily, transportation authorizations - management positions, transportation authorizations, authorizations, revision to previous personnel reports and conference/workshop/meeting authorizations.

3. Classified Personnel Report No. 17 **310**

The classified report recommends approval of the following:

Medical leave of absence; extension of medical leave of absence; family & medical leave of absence; election from eligibility list; reinstatement; additional assignments; change of assignments; revisions to previous board reports; election of classified hourly substitutes; election of classified/non classified hourly substitutes; personal services agreement; and transportation authorization.

4. Warrants **338**

The Superintendent recommends that the Board of Education approve Warrants totaling $18,648,468.87 for May 1, 2023 through June 20, 2023.

5. Purchase Orders **343**

The Superintendent recommends that the Board of Education approve Purchase Orders totaling $1,053,685.41 for the period of May 29, 2023 through June 9, 2023.

6. Appropriation Transfer and Budget Revision Report **355**

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. Appropriation Transfers at Year-End **362**

The Superintendent recommends that the Board of Education authorize the Los Angeles County Office of Education (LACOE) to make appropriation transfers between major objects of expenditures at the close of the fiscal year 2022-23.

8. Acceptance of Gifts **364**

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

H. CONSENT-continued

9. District Membership in Designated Associations and Organizations for 2023-24 **366**

The Superintendent recommends that the Board of Education approve District memberships in the designated associations and organizations for 2023-24.

10. Approval to Renew E-Rate Consulting Services with Rupe Consulting Services, LLC **369**

The Superintendent recommends that the Board of Education approve the annual E-Rate consulting services with Rupe Consulting Services, LLC for the 2023-2024 school year for a total amount not to exceed $29,000 and will be funded by the Educational Technology and Information Services budget.

11. Award of Bid No. 255-23/24 for Lease Opportunity for Credit Union Branch Office and ATM Space at the Administration Building **390**

The Superintendent recommends that the Board of Education award Bid No. 255-23/24 to Glendale Area Schools Credit Union for the lease of the credit union branch office and ATM space at the GUSD Administration Building.

12. Agreements with Various Law Firms to Provide Legal Services for the District for 2023-24 School Year **391**

The Superintendent recommends that the Board of Education approve agreements with various law firms to provide legal services for the District for 2023-24 school year paid by the General Fund.

13. Approval for Purchase of Inner Orbit Licenses to Support Secondary Science Teachers with Preparing their Students for CAST Assessment **392**

The Superintendent recommends that the Board of Education approve the purchase of Inner Orbit licenses for a total of 30 GUSD secondary science teachers and their students in the amount of $25,800 to support the continued implementation of the three dimensions of the NGSS, critical thinking skills, and student success on the annual CAST assessment.

14. Approval of Educational Software for Guiding Instruction (ESGI) Contract Renewal for 2023-24 **395**

The Superintendent recommends that the Board of Education approve the renewal with Educational Software for Guiding Instruction (ESGI) in the amount of $31,740 for one-on-one foundational assessments for the 2023-2024 school year.

15. Approval of Renewal of Contract with Southland Disposal Company for Waste Disposal Services **398**

The Superintendent recommends that the Board of Education approve a renewal of the contract between Glendale Unified School District and Southland Disposal Company for waste disposal services.

H. CONSENT-continued

16. Extension of Contract and Fee Increase for Security Guard Services at Various Sites **399**

The Superintendent recommends that the Board of Education approve extension of contract for security guard services at various sites with Allied Universal Security Services for the 2023-24 fiscal year.

17. Approval to Renew the Agreement to Live Stream Board Meetings with Studio Spectrum **402**

The Superintendent recommends that the Board of Education approve the renewal agreement for live streaming Board meetings from Studio Spectrum for the 2023-2024 school year for a total amount of $14,250 and will be funded by the Unrestricted General Funds.

18. Approval of Consultant Agreement with Trusted Messenger Marketing (TMM) **405**

The Superintendent recommends that the Board of Education approve the service agreement with Trusted Messenger Marketing for social media and online advertising in the amount of $30,000 for the 2023-24 school year, paid from the Unrestricted General Fund.

19. School Plan for Student Achievement (SPSA) **430**

The Superintendent recommends that the Board of Education approve the 2023-2024 School Plan for Student Achievement (SPSA) for schools participating in one or more state/federal programs.

20. Approval of Memorandum of Understanding between Glendale Unified School District and Beach Cities Learning **432**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Beach Cities Learning for the 2023-2024 school year in the amount of 43,200 and $75 per hour for additional therapy.

21. Approval of Special Education Master Contracts With Non-public Schools (NPS) and Non-public Agencies (NPA) **437**

The Superintendent recommends that the Board of Education approve 2023-2024 master contracts between Glendale Unified School District and state-certified non-public schools (NPS) and non-public agencies (NPA) that provide services to students in special education programs, as specified on each student's Individualized Education Plan (IEP).

22. District Review Committee Approval of Waiver Requests **440**

The Superintendent recommends that the Board of Education approve waiver requests from the Collective Bargaining Agreement based on proposals submitted by various District school sites and approved by the District Review Committee commencing in the 2023-2024 school year.

H. CONSENT-continued

23. Designation of California Interscholastic Federation Representatives **443**

The Superintendent recommends that the Board of Education designate the Crescenta Valley High School, Glendale High School, and Hoover High School principals as the voting representatives and a selected assistant principal or athletic director, as an alternate, in all California Interscholastic Federation (CIF) matters for the 2023-2024 school year.

24. Approval of Services Agreement with Academic Language Advocacy Services **448**

The Superintendent recommends that the Board of Education approve a services agreement between the Glendale Unified School District and Academic Language Advocacy Services in the amount of $23,600 to provide the Project GLAD two-day research and theory workshop and a four-day in-person classroom demonstration and reflection from September - November 2023.

I. REPORTS AND CORRESPONDENCE

1. Board
2. Superintendent

J. ADJOURNMENT

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

INFORMATION REPORT NO. 1

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
SUBJECT:	**Adoption of District Budget for 2023-24 (Refer to Action Report No. 2)**

The 2023-24 Budget provides an initial expenditure plan for the District's instructional and operational programs. The Budget will be revised, as needed, to address changes in priorities. It will also be adjusted to reflect the final State Budget and any additional funding or expenditure changes imposed by the State or Federal governments. Until then, the 2023-24 Adopted Budget is based on the Governor's May Revised Budget Proposal.

2023-24 Primary Budget Components and Multi-Year Budget Assumptions

- The net impact of COLA, UPP and ADA changes, results in projected net revenue increase of $20.5 million in 2023-24 and an increase of $12.2 million in 2024-25.
- Net impact of CalPERS is a $0.7 million increase in ongoing cost.
- The District's net increase of LCFF from 2022-23 to 2023-24 is $946 per Average Daily Attendance (ADA).
- Based on the Governor's proposals the District has Statutory COLA of 8.22% for 2023-24, projected 3.94% for 2024-25 and 3.29% for 2025-26 for LCFF.
- The workers compensation rate is budgeted at 1.639% for 2023-24 and 2024-25.
- Health and Welfare for 2023-24 is budgeted with 0% increase, and the future years are budgeted at an 8% increase per year.

Risks and Challenges

- Spending deadlines and restrictions
- Expiring one-time funds
- Compensation cost pressure

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.*

Conclusion

Certainly, Governor Newsom delivered the May Revise for the 2023-24 school year with an attempt to reach a balance of protecting existing investments with anticipating continual economic uncertainties. Governor Newsom intends to fully fund the historically large cost-of-living adjustment (COLA) of 8.22% for K14 education; however, doing so comes at the expense of one-time funds reduced in the current year.

The projection supports that the District **will be able to meet its financial obligations for the current and two subsequent years.**

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

INFORMATION REPORT NO. 2

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Chris Coulter, Executive Director, Secondary Instruction
SUBJECT:	**Proposed Revisions to Board Policy 6146.1 - Graduation Requirements**

This report provides the Board of Education with information on the need to revise existing Board Policy (BP) 6146.1 (Graduation Requirements) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

BP 6146.1 – High School Graduation Requirements

CSBA Update: March 2023
Last GUSD Update: November 2021

Staff is recommending the Board update Board Policy (BP) 6146.1 to simplify the elective requirement so that students have more options in selecting courses in Career Technical Education, Visual and Performing Arts, or a Language other than English It also adds the state required Ethnic Studies course as a one semester class taken during the ninth grade year. All freshmen will take Ethnic Studies during the 2025-26 school year, and it will be a GUSD graduation requirement beginning with the class of 2029. The one-semester class will be taken with Health as the alternate semester either during the ninth grade year or the summer before ninth grade. The language around students who are exempted from the District-adopted graduation requirements that are beyond the state minimum requirements is also updated.

The revised Board Policy is presented to the Board of Education for first reading. Should the consensus be to move forward, the policy will be placed on the Board agenda for approval on July 11, 2023.

A copy of the proposed revised Board Policy is 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.*

Instruction

High School Graduation Requirements

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

District students shall complete graduation course requirements as specified in Education Code 51225.3 and those adopted by the Board, except for students who are exempted as provided in "Exemptions from District-Adopted Graduation Requirements," below. Students who are exempted from District-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

A. Course Requirements

~~Minimum academic standards for a diploma of graduation from high schools in the Glendale Unified School District are as follows:~~ To obtain a high school diploma from the Glendale Unified School District, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Satisfactory completion of a minimum of two hundred and twenty (220) ~~semester periods of~~ credits earned in grades 9, 10, 11, and 12.

2. ~~Course Requirements~~

   The following courses are required as part of the 220 semester credits taken in grades 9 through 12:

   a. English - 4 years (40 credits), including ~~Freshman and Sophomore~~ English 9 and English 10 (Education Code 51225.3)

   b. Mathematics - 20 credits Grades 9-12 - including courses of study that include Integrated Math I and II Standards (Education Code 51225.3)

      Integrated Math I and II courses successfully completed in grades 7 and or 8 can be used to meet this requirement. However, students are required to complete a minimum of 20 units of mathematics in grades 9-12 regardless of mathematics courses completed in grades 7 and 8. All students are encouraged to complete Integrated Math III and beyond to complete A-G requirements and be college and career ready.

Instruction

High School Graduation Requirements

c. Science - ~~Requirements for the class of 2023 and prior years: 2 years (20 credits), including 1 year of Biological Science and 1 year of Physical Science (Education Code 51225.3)~~

Requirements beginning with the class of 2024: 3 years (30 credits), including 1 year of Living Earth, 1 year of Chemistry in the Earth System and 1 year of Physics of the Universe (or AP Physics I)

d. Social Science - 3 years (30 credits), including 1 year World History, Culture and Geography, 1 year U.S. History, Culture and Geography, 1 semester American Government and Civics, and 1 semester Economics (Education Code 51225.3)

e. ~~World Languages/Languages other than English (LOTE)* - 1 year (10 credits) OR Visual and Performing Arts (VAPA) - 1 year (10 credits). A student who chooses to take one year of World Languages/LOTE to fulfill this requirement must also take at least one semester (5 credits) of VAPA (f).~~

One year (10 credits) in visual or performing arts, Language other than English (LOTE)*, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language. (Education Code 51225.3)

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

* University of California A-G admission requirements include a minimum of 2 years of LOTE proficiency and 1 full year of VAPA credits.

~~f. Visual and Performing Arts (VAPA)** - 1 year (10 credits) - VAPA course required unless fulfilled by "e" above or 1 year (10 credits) Career & Technical Education Course that qualifies as VAPA interdisciplinary art.~~

~~** A CTE course must be approved as a University of California A-G "f" interdisciplinary art in order to fulfill the GUSD graduation and A-G requirement. To be counted towards meeting GUSD graduation requirements, a CTE course shall be aligned to the CTE model~~

Instruction

High School Graduation Requirements

~~curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)~~

~~g. Career Preparation - 1 semester (5 credits)~~

~~Beginning with the class of 2022, career preparation (5 credits) is no longer a GUSD graduation requirement.~~

~~h.~~ f. Health - 1 semester (5 credits)

~~i.~~ g. Physical Education, unless the student has been otherwise exempted pursuant to other sections of the Education Code, - 2 years (20 credits) (~~maximum of 40 semester credits applied toward graduation~~) (Education Code 51225.3)

h. Ethnic Studies - Beginning with the class of 2029 (requirement for all 9th graders starting in the 2025-26 school year), 1 semester (5 credits)

i. Electives – Remaining credits may be earned with general elective or any subject categories above

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

~~C~~. Students in grade 12 shall be enrolled in at least five courses each semester. Students in grade 12 must be enrolled in a minimum of four courses each semester if they are also enrolled in one or more of the following: ~~This requirement shall not apply to students enrolled in~~ after-school career and technical education programs, community college courses, ~~independent study~~, continuation education classes, work experience education programs, and special education programs as designated by the individualized education program.

B. ~~D~~. Exemptions from District-Adopted Graduation Requirements

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

Instruction

High School Graduation Requirements

Prior to the beginning of grade 10, the individualized education program (IEP) team for each student with disabilities shall determine whether the student is eligible for exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, and if so, shall notify the student's parent/guardian of the exemption. A student with disabilities shall be eligible for the exemption, if the student's IEP provides for both of the following requirements: (Education Code 51225.31)

1. That the student takes the alternate assessment aligned to alternate achievement standards in grade 11 as described in Education Code 60640

2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

~~However~~, In addition, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the District or between District schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school.

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

~~If during the 2020-21 school year a student was in the third or fourth year of high school and is not on track to graduate in four years, the District shall exempt the student from any local graduation requirements adopted by the Board that are in addition to statewide course requirements specified in Education Code 51225.3. (Education Code 51225)~~

~~E. Additional Opportunities to Complete Required Coursework~~

~~The Superintendent or designee shall provide a student who was enrolled in the third or~~

~~fourth year of high school during the 2020-21 school year and is not on track to graduate in the 2020-21 or 2021-22 school years the opportunity to complete the statewide coursework required for graduation, which may include, but is not limited to, completion of the coursework through a fifth year of instruction, credit recovery, or other opportunity to complete the required coursework. (Education Code 51225)~~

~~F.~~ C. Retroactive Diplomas

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

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

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

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

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

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

Instruction

High School Graduation Requirements

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

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

4. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

~~F.~~ D. Honorary Diplomas

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

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

2. A student who is terminally ill.

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

Legal Reference: Education Code, Sections 220; 47612; 48200; 48204.4; 48412; 48430; 48645.5; 48980; 49701; 51224; 51224.5; 51225.1; 51225.2; 51225.3; 51225.31; 51225.35; 51225.36; 51225.5; 51225.6; 51225.7; 51228; 51230; 51240-51246; 51250-51251; 51410-51413; 51420-51427; 51430; 51440; 51450-51455; 51744-51749.6; ~~51745;~~ 56390-56392; 60640; 66204; 67386
Code of Regulations, Title 5, Sections 1600-1651; 4600-4670
Court Decisions: O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Policy Adopted: 08/19/62

Instruction

High School Graduation Requirements

Policy Amended: 05/1963; 12/1965; 04/1966; 03/1967; 09/1969; 04/1970; 03/1972; 01/1973; 05/1975; 01/1978; 04/1978; 05/1980; 03/1983; 01/1984; 06/1985; 05/21/1996; 06/09/1997; 06/23/1999; 12/05/2000; 10/15/2002; 09/02/2003; 3/23/2010; 11/16/2010; 09/03/2019; 02/16/2021; 05/25/2021; 11/16/2021; --/--/2023

(Formerly BP 5216)

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

INFORMATION REPORT NO. 3

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:	**Proposed New Course of Study Outlines for Use in Middle and High Schools in the Area of Career Technical Education**

The proposed new course of study outlines (Introduction to Robotics, Web Design 1, Web Design 2, and Peer Counseling II) are submitted for review and discussion by the Board of Education. The course outlines have been reviewed for content and evaluated by the members of the Career Technical Education Curriculum Study Committee. The Secondary Education Council has reviewed the information and made a recommendation of approval of the course outlines to the Board of Education.

MIDDLE SCHOOLS

Department:	**Career Technical Education/Industrial Tech**
Course Title:	Introduction to Robotics
Grade Level(s):	7-8
School(s) Course Offered:	Roosevelt Middle School
UC/CSU Approved: (Y/N, Subject):	N/A
Course Credits:	5
Recommended Prerequisite:	None
Recommended Textbook:	None

Course Overview:	Students will learn the engineering design process while they develop solutions to project-based inquiry learning challenges. Students apply STEM concepts as they research, plan, design, build, and test robots. The learning is virtual and hands-on as they develop coding skills and various engineering concepts.
Department:	**Career Technical Education**
Course Title:	Web Design 1
Grade Level(s):	7-8
CTE Industry Sector:	Information and Communication Technologies
Pathway:	Software and Systems Development
School(s) Course Offered:	Roosevelt STEAM Academy
UC/CSU Approved (Y/N, Subject):	N/A
Course Credits:	5
Course Hours:	One Semester for Middle School, 80-90 hours
Recommended Prerequisite:	None
Recommended Textbook:	CodeHS Online Program (codehs.com)
Course Overview:	Web Design course is a project-based course that teaches students how to build their own web pages. The course is designed for complete beginners with no previous background in computer science. The course is highly visual, dynamic, and interactive, making it engaging for new students. In the broader course

	pathway, the Web Design course is a great starting place for a career.
Department:	**Career Technical Education**
Course Title:	Web Design 2
Grade Level(s):	7-8
CTE Industry Sector:	Information and Communication Technologies
Pathway:	Software and Systems Development
School(s) Course Offered:	Roosevelt STEAM Academy
UC/CSU Approved (Y/N, Subject):	N/A
Course Credits:	5 per semester (a whole year course)
Recommended Prerequisite:	None
Recommended Textbook:	CodeHS Online Program (codehs.com)
Course Overview:	Web Design course is a project-based course that teaches students how to build their own web pages. The course is designed for complete beginners with no previous background in computer science. The course is highly visual, dynamic, and interactive, making it engaging for new students. In the broader course pathway, the Web Design course is a great starting place for a career.

HIGH SCHOOLS

Department:	**Career Technical Education**

Course Title:	Peer Counseling II
Grade Level(s):	11-12
School(s) Course Offered:	Crescenta Valley High School
UC/CSU Approved (Y/N, Subject):	Pending, "G" College-Preparatory Elective
Prerequisite:	Peer Counseling I
Length of Course:	Year (2 Semesters)
Recommended Textbooks:	Peer Counseling: Skills, Ethics, and Perspectives, D'Andrea, Vincent J., and Peter Salovey, Science and Behavior, Second Edition/1996
Course Overview:	This course will provide students with the essential information and skills necessary to peer counsel and work with students in need. This course will expand on background information covered in Peer Counseling I, such as counseling theories and practices, legal and ethical issues, communication styles, anger and conflict management skills, and cross-cultural counseling. It will cover the dynamics of group conflict mediation, group interactions, and group behavior. This course will serve as a foundation for students interested in a pursuing a career in one of the helping professions such as social worker, psychologist, school psychologist, school counselor, and marriage and family therapist.

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

Date

*(Meeting date will be typed in **after** Board Approval)*

Department:	Career Technical Education/Industrial Tech
Course Title:	Introduction to Robotics
Course Code:	*(Educational Services will assign course number **after** Board Approval)*
Grade Level(s):	7-8
School(s) Course Offered:	Roosevelt Middle School
UC/CSU Approved: (Y/N, Subject): N/A	
Course Credits:	5
Recommended Prerequisite:	None
Recommended Textbook:	None
Course Overview:	Students will learn the engineering design process while they develop solutions to project-based inquiry learning challenges. Students apply STEM concepts as they research, plan, design, build, and test robots. The learning is virtual and hands-on as they develop coding skills and various engineering concepts.

Unit 1: Introduction and Fundamentals (1 week)

Standards: 1A-AP-10, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.CS.1, 6-8.CS.2, 6-8.AP.10, 6-8.AP.15, 6-8.AP.18, 6-8.AP.19, 6-8.IC.20, 6 8.IC.24

A. This unit shows the value of VEXcode VR (our virtual robot), and EV3/SPIKE Lego Education and how to use the applications. This Unit also outlines the structure for the

course, giving you a preview of what is to be expected, and providing you with the tools to be successful. Students will be given virtual challenges for their virtual robot and specific missions for their EV3/Spike robots.

B. In this unit, students will complete an example project assignment. Students will learn to use the online curriculum and submit their work into a digital platform.

Unit 2: Moving Your Robot (1.5 weeks)
Standards: 1A-AP-10, 1A-AP-11, 1B-AP-12, C9.0
CTE Standards: Develop software for a variety of devices, including robotics, 6-8.CS.2, 6-8.CS.3, 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.15, 6-8.AP.19

A. In this unit, students will solve the Castle Crasher challenge to learn how to control basic movements of their virtual robot and apply it to their EV3/Spike robots. Students will learn how to sequence commands correctly using code blocks and/or Python.

B. In Lesson 4, students write code to solve the Castle Crasher Challenge. In this challenge, students will need to sequence behaviors correctly in order to solve the challenge.

Unit 3: Repeating Behaviors (2 weeks)
Standards: 1A-DA-05, 1A-AP-10,1B-AP-10,1B-AP-12,2-AP-17, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. Students will use their artistic skills to solve the Draw a House Challenge using the Pen tool in VEXcode VR. Students will learn to use loops to repeat a set of behaviors multiple times, such as drawing the sides of a square. In addition, students will demonstrate their understanding by using loops to control their EV3/Spike robot to accomplish a similar mission.

B. In Lesson 2, students solve a mini challenge on the Art Canvas Playground, by finding errors in a given project and modifying it to work successfully.

Unit 4: Navigating a Maze (2 weeks)
Standards: 1B-AP-10, 1B-AP-11, 1B-AP-12, 1B-AP-15, 2-CS-02, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.AP.10, 6-8.DA.7, 6-8.DA.8, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. This unit will enable students to use sensor input to navigate the VR Robot and the EV3/Spike robot regardless of its surroundings. This is an important step in being able to develop effective algorithms. Students will learn to use the bumper sensor in their VR robot as well as their EV3/Spike robot using conditionals in their code.

B. Throughout this Unit, students build a project to navigate the Wall Maze using sensor data from the Bumper Sensor and [Wait until] blocks, with Drivetrain commands. By the end of the Unit, students have created multiple projects that include sequence, loops, and conditionals in order to successfully navigate to different places in the Wall Maze.

Unit 5: Detecting Walls from a Distance (2.5 weeks)
Standards: 1B-AP-10, 1B-AP-11, 1B-AP-12, 1B-AP-15, 2-CS-02, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. Students will navigate the VR Robot from start to finish through a wall maze using a distance sensor without touching the walls of the maze. The combination of comparison blocks and the distance sensor will be useful to solve this mission. The ultrasonic sensor in the EV3/Spike robots will also be required to navigate all around the competition field.

B. Throughout this Unit, students build a project to navigate the Wall Maze using sensor data from the Distance Sensor and [Wait until] blocks, with Drivetrain commands. By the end of the Unit, students have created multiple projects that include sequence, loops, and conditionals in order to successfully navigate to different places in the Wall Maze.

Unit 6: Knowing Your Location (2 weeks)
Standards: 1B-AP-10, 1B-AP-11,1B-AP-12, 1B-AP-15, 2-CS-02, 1B-AP-17, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.DA.8, 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. In this unit, students will complete the Drive to Three numbers challenge using the location sensor in the VR Robot on the number grid map playground. Students will use their understanding of the coordinate plane to program the robot to drive to specific locations on the number grid map.

B. In Lesson 4, students apply commands from the Drivetrain, Sensing, and Control categories in the correct sequence in order to have a VR Robot successfully navigate to three numbers on the Number Grid Map using the Location Sensor and their knowledge of (X, Y) Coordinates. To solve the challenge students will need to break down the task into smaller behaviors in order to successfully build a project to solve the maze.

Unit 7: Decisions with colors (2.5 weeks)
Standards: 2-AP-10, 1B-AP-10, 1B-AP-11, 1B-AP-12, 1B-AP-15, 2-CS-02, 1B-AP-17, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. Students will be introduced to the importance of conditional statements such as if/then along with conditional loops to program the VR robot. They will use the eye sensor to detect disks of various colors to complete the Disk Maze challenge. In addition, students will use the light sensor on the EV3/Spike robots to make decisions with lines on the competition field.

B. Throughout the Unit, students use comments in their project to describe the intention for the VR Robot's behavior, describing the steps of the complex problem of navigating the Disk Color Maze using the Front Eye Sensor using algorithmic thinking.

Unit 8: Moving Disks with Loops (2.5 weeks)

A. In this unit, students will learn about the importance of sensor feedback and nesting loops. Students will use the electromagnet on the VR robot to pick up and drop disks to solve the Disk Mover challenge. Students will need to use their knowledge on sensors and loops learned in previous units to solve the Disk Mover challenge.

B. Throughout the Unit, students use comments in their project to describe the intention for the VR Robot's behavior, describing the steps of the complex problem of moving disks with the Electromagnet and various sensor feedback using algorithmic thinking. 2-AP-10, 1B-AP-10, 1B-AP-11, 1B-AP-12, 1B-AP-15, 2-CS-02, 1B-AP-17, 2-AP-12, C9.0 Develop software for a variety of devices, including robotics. 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

Unit 9: Developing Algorithms (2 weeks)
Standards: 2-AP-12, 2-AP-10, 1B-AP-10, 1B-AP-11, 1B-AP-12, 1B-AP-15, 2-CS-02, 1B-AP-17, 2-AP-17, C9.0 Develop software for a variety of devices, including robotics.
CTE Standards: 6-8.DA.9, 6-8.AP.10, 6-8.AP.12, 6-8.AP.13, 6-8.AP.14, 6-8.AP.15, 6-8.AP.19

A. This unit introduces students to algorithms. Students will need to solve the Dynamic Castle Crasher challenge. The layout changes every time the playground is reset. In this case, students will need to develop an algorithm that uses sensor feedback instead of a sequence of simple commands.

B. Throughout this Unit students learn about using nested loops to build an algorithm to successfully crash castles on a dynamic playground. They will repeatedly design and iterate on their projects to use multiple sensors to detect castles and the border of the Playground in order to solve the Dynamic Castle Crasher challenges.

Additional Recommended Materials –

Lego Education Spike Prime Set: https://education.lego.com/en-us/products/lego-education-spike-prime-set/45678

VEXcode VR Curriculum: https://education.vex.com/stemlabs/cs/cs-level-1-vexcode-vr-blocks

VEXcode VR online access: https://www.vexrobotics.com/vexcode/vr

First Lego League Competition Kit:
https://www.firstinspires.org/robotics/fll/challenge/pricing-and-payment

Glendale Unified School District

Middle School

Date

*(Meeting date will be typed in **after** Board Approval)*

Department:	Career Technical Education
Course Title:	Web Design 1
Course Code:	*(Educational Services will assign course number **after** Board Approval)*
Grade Level(s):	7-8
CTE Industry Sector:	Information and Communication Technologies
Pathway:	Software and Systems Development
School(s) Course Offered:	Roosevelt STEAM Academy
UC/CSU Approved (Y/N, Subject): N/A	
Course Credits:	5
Course Hours:	One Semester for Middle School, 80-90 hours
Recommended Prerequisite:	None
Recommended Textbook:	CodeHS Online Program (codehs.com)
Course Overview:	Web Design course is a project-based course that teaches students how to build their own web pages. The course is designed for complete beginners with no previous background in computer science. The course is highly visual, dynamic, and interactive, making it engaging for new students. In

the broader course pathway, the Web Design course is a great starting place for a career.

Course Goals: By the end of this course, students will be able to:
1. Explain how web pages are developed and viewed on the Internet
2. Analyze and fix errors in existing websites,
3. Create their very own homepages/single page websites.

Student Objectives: This course provides a comprehensive introduction to web design and an in-depth exposure to HTML and CSS to create live homepages to serve as portfolios of students' creations.

Instructional Strategies: The course utilizes a blended classroom approach. The content is fully web-based, with students writing HTML and CSS in the browser. Teachers utilize tools and resources provided by the platform to leverage time in the classroom and give focused 1-on-1 attention to students. Each unit of the course is broken down into lessons. Lessons consist of video tutorials, short quizzes, example web pages to explore, and web design exercises in which students develop and publish their own web sites.

Instructional Materials: Students write HTML and CSS code in the browser using the CodeHS online editor. Classes can choose to write code using either blocks or text. Due to the fact that different browsers treat HTML and CSS differently, student computers must be an up-to-date version of the Chrome browser

Assessments: Each lesson includes at least one formative short multiple-choice quiz. At the end of each unit, students take a summative multiple-choice unit quiz that assesses their knowledge of the concepts covered in the unit.

Unit 1: Getting Started - What is the Web? (2 weeks/10 hours)

Standards
Anchor Standards: 2.8, 4.3, 5.1, 5.3, 5.4, 5.6,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2,
Reading Standards: 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
- Course introduction
- Goal setting
- The Internet

- URLs
- How a web page gets to your computer

B. Assignments / Labs
- Example exercises:
- Free Response: "When you think of the Internet, what comes to mind?"
- "What would you like to learn in this course?"
- Brainstorm something you would like to create "Wouldn't it be great if..."
- Why is the Internet often called "The Web"?
- Explain the steps it takes for a web page to get to your computer
- Class Activity: The Internet Then and Now

Students investigate the capabilities of the Internet 20 years ago, 10 years ago, today, and looking forward to the future

Unit 2: HTML - Structuring Websites (8 weeks/40 hours)

Standards

Anchor Standards: 6.0, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6,
Academic Standards: Language Standards 11-12.1, 11-12.2
Reading Standards 11-12.3, 11-12.7,
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered

How do we build web pages?
- Markup Languages
- HTML, HTML tags, HTML attributes, HTML elements
- The Anatomy of an HTML page
- Formatting text
- Hyperlinks
- Images
- Copyright fair use
- Lists
- Nesting tags
- Tables
- Styling with HTML
- HTML Colors

A. Assignments / Labs
- Students create several web pages to practice each of the concepts above
- Example exercises:
- Modify existing web pages using formatting tags to make text more readable
- Use links to create a web page linking to your 5 favorite websites
- Use links and images to create a personal library webpage showing your favorite

books
- Use lists and images to create a flashy list article
- Use tables to create a personal calendar web page
- Use styling attributes to add style to your web pages

Unit 3: CSS - Styling Websites (4 weeks/20 hours)

Standards

Anchor Standards: 2.8, 4.0, 4.1, 4.2, 4.3, 5.1, 5.3, 5.4, 5.6, 10.1, 10.2, 10.4, 10.5
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6, Academic Standards: Language Standards 11-12.1, 11-12.2, Reading Standards 11-12.3, 11-12.7 , Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
How do we style web pages?
   - CSS vs HTML
   - CSS Selectors
   - Selecting by tag
   - Selecting by class
   - Selecting by id
   - The Cascade (order of selector precedence)

B. Assignments / Labs
Students create several web pages to practice each of the concepts above. Example exercises:
   - Use CSS selectors to style your previous web pages
   - Use CSS selectors to style new web pages
   - Create a music library web page and use CSS to style each song in your table
   - Use CSS styling to make several images fit together properly
   - Explain the benefits CSS provides over styling with only HTML
   - Identify CSS selectors and rules used on example web Pages

Unit 4: Project - Create Your Homepage (2 weeks/10 hours)

Standards

Anchor Standards: 4.0, 4.1, 4.2, 4.3, 10.1, 10.2, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6,
Academic Standards: Language Standards 11-12.1, 11-12.2
Reading Standards 11-12.3, 11-12.7,
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
   - Combination of the concepts learned thus far

- Allow students to think creatively about the applications of the concepts they have learned
- Designing a web page from scratch

B. Assignments / Labs
Students will build their own website about themselves. This site will be accessible on their own custom url on the platform site, and will be continually improved by the student as they continue on in the course. It will serve as a running portfolio of each creative project they create in the course.

Total Hours	Class Hrs	Lab Hrs
170	70	100

Glendale Unified School District

Middle School

Date

*(Meeting date will be typed in **after** Board Approval)*

Department:	Career Technical Education
Course Title:	Web Design 2
Course Code:	*(Educational Services will assign course number **after** Board Approval)*
Grade Level(s):	7-8
CTE Industry Sector:	Information and Communication Technologies
Pathway:	Software and Systems Development
School(s) Course Offered:	Roosevelt STEAM Academy
UC/CSU Approved (Y/N, Subject):	N/A
Course Credits:	5 per semester (a whole year course)
Recommended Prerequisite:	None
Recommended Textbook:	CodeHS Online Program (codehs.com)
Course Overview:	Web Design course is a project-based course that teaches students how to build their own web pages. The course is designed for complete beginners with no previous background in computer science. The course is highly visual, dynamic, and interactive, making it engaging for new students. In the broader course pathway, the Web Design course is a great starting place for a career.
Course Goals:	By the end of this course, students will be able to: 1. Explain how web pages are developed and viewed on the Internet 2. Analyze and fix errors in existing websites 3. Create their very own *multi page* websites.

Student Objectives: This course provides a comprehensive introduction to web design and an in-depth exposure to HTML and CSS to create live homepages to serve as portfolios of students' creations.

Instructional Strategies: The course utilizes a blended classroom approach. The content is fully web-based, with students writing HTML and CSS in the browser. Teachers utilize tools and resources provided by the platform to leverage time in the classroom and give focused 1-on-1 attention to students. Each unit of the course is broken down into lessons. Lessons consist of video tutorials, short quizzes, example web pages to explore, and web design exercises in which students develop and publish their own web sites.

Instructional Materials: Students write HTML and CSS code in the browser using the CodeHS online editor. Classes can choose to write code using either blocks or text. Due to the fact that different browsers treat HTML and CSS differently, student computers must be an up-to-date version of the Chrome browser

Assessments: Each lesson includes at least one formative short multiple-choice quiz. At the end of each unit, students take a summative multiple-choice unit quiz that assesses their knowledge of the concepts covered in the unit.

First Semester

Unit 1: Getting Started - What is the Web? (2 weeks/10 hours)

Standards
Anchor Standards: 2.8, 4.3, 5.1, 5.3, 5.4, 5.6,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2,
Reading Standards: 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
   - Course introduction
   - Goal setting
   - The Internet
   - URLs
   - How a web page gets to your computer

B. Assignments / Labs
   Example Exercises
   - Free Response: "When you think of the Internet, what comes to mind?"
   - "What would you like to learn in this course?"
   - Brainstorm something you would like to create "Wouldn't it be great if..."
   - Why is the Internet often called "The Web"?

- Explain the steps it takes for a web page to get to your computer
- Class Activity: The Internet Then and Now
- Students investigate the capabilities of the Internet 20 years ago, 10 years ago, today, and looking forward to the future

Unit 2: HTML - Structuring Websites (8 weeks/40 hours)

Standards
Anchor Standards: 6.0, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6,
Academic Standards: Language Standards 11-12.1, 11-12.2
Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
How do we build web pages?
Markup Languages
- HTML, HTML tags, HTML attributes, HTML elements
- The Anatomy of an HTML page
- Formatting text
- Hyperlinks
- Images
- Copyright fair use
- Lists
- Nesting tags
- Tables
- Styling with HTML
- HTML Colors

B. Assignments / Labs
Students create several web pages to practice each of the concepts above
Example exercises:
- Modify existing web pages using formatting tags to make text more readable
- Use links to create a web page linking to your 5 favorite websites
- Use links and images to create a personal library webpage showing your favorite books
- Use lists and images to create a flashy list article
- Use tables to create a personal calendar web page
- Use styling attributes to add style to your web pages

Unit 3: CSS - Styling Websites (4 weeks/20 hours)

Standards
Anchor Standards: 2.8, 4.0, 4.1, 4.2, 4.3, 5.1, 5.3, 5.4, 5.6, 10.1, 10.2, 10.4, 10.5
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2
Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
- How do we style web pages?
- CSS vs HTML
- CSS Selectors
- Selecting by tag
- Selecting by class
- Selecting by id
- The Cascade (order of selector precedence)

B. Assignments / Labs
Students create several web pages to practice each of the concepts above
Example exercises:
- Use CSS selectors to style your previous web pages
- Use CSS selectors to style new web pages
- Create a music library web page and use CSS to style each song in your table
- Use CSS styling to make several images fit together properly
- Explain the benefits CSS provides over styling with only HTML
- Identify CSS selectors and rules used on example web Pages

Unit 4: Project - Create Your Homepage (2 weeks/10 hours)

Standards
Anchor Standards: 4.0, 4.1, 4.2, 4.3, 10.1, 10.2, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2
Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered
- Combination of the concepts learned thus far
- Allow students to think creatively about the applications of the concepts they have learned
- Designing a web page from scratch

B. Assignments / Labs
- Students will build their own website about themselves. This site will be accessible on their own custom url on the platform site, and will be continually improved by the student as they continue on in the course. It will serve as a running portfolio of each creative project they create in the course.

Second Semester

Unit 5: Advanced HTML and CSS (8 weeks/40 hours)

Standards

Anchor Standards: 4.0, 4.1, 4.2, 4.3, 10.1, 10.2, 10.4, 10.5, 10.8,
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2 Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered

- Splitting your site into separate files
- Iframes and embedding
-
-
- Combining CSS selectors
- Special CSS selectors
- Reading documentation
- Avoiding repeated code
- Assignments / Labs
- Example exercises:
  - Use iframes to embed a video into your web page
  - Use iframes to embed a previous exercise into your web page
  - Use divs and spans to style groups of HTML elements

Unit 6: Designing User Interfaces (6 weeks/30 hours)

Standards

Anchor Standards: 4.0, 4.1, 4.2, 4.3, 10.1, 10.2, 10.4
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2 Reading Standards 11-12.3, 11-12.7
Writing Standards 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

A. Objectives / Topics Covered

What makes an engaging interface?

- Various User Interface (UI) Design techniques
- Accessibility issues
- Lite sites
- Rapid prototyping
- User testing
- Assignments / Labs. Example Exercises:
  - Research existing user interfaces
  - Assess the user interfaces of various web sites
  - Design a website using paper prototypes, test these prototypes and get feedback from your peers, and improve your design before implementing it with code
- UI Design Project
- Find and present an article about a particular
- UI design technique

- Create your own live examples using this Technique

Unit 7: Final Project (2 - 3 weeks/10-15 hours)

A. Objectives / Topics Covered
- Allow students to think creatively about the applications of the concepts covered in the course
- Scoping a project
- Designing a website from scratch
- Incremental development
- Creating and iterating on prototypes
- User testing
- Collaboration

Assignments / Labs
- In this project, students work in teams to design, prototype, test, and develop a final website
- Brainstorm ideas for a final project
- Plan out milestones for incremental development
- Design the different pages you will create for this website
- Prototype your designs and improve them by getting feedback from users
- Create your final website

Anchor Standards: 4.0, 4.1, 4.2, 4.3, 10.1, 10.2, 10.4
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2 Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

Unit 8: Optional Supplemental Materials (Remainder of school year)

Objectives / Topics Covered
- How the Internet works
- Internet hardware
- Internet addressing
- The Domain Name System
- Routing
- Internet protocols
- The story of viewing a website
- Impact of the Internet

Assignments / Labs
- Sample exercises:
  - Free response:
    - How many unique addresses can be represented using an IPv4 address?
    - Explain the effect of switching from IPv4 to IPv6. Why is this switch necessary?
    - Identify subdomains of given domains

according to the Domain Name System.

- Explain the benefit of the hierarchical nature of the DNS.
- Explain the benefit of redundancy in the Routing system.
- What is one activity, hobby, or field of interest in your life that has been affected by the Internet? What effect has the Internet had?
  - Create a website explaining the story of how websites are viewed on the Internet.

Anchor Standards: 8.6, 8.7, 8.8, 10.1, 10.2, 10.4, 10.8
Pathway Standards: C7.1, C7.2, C7.3, C7.4, C7.5, C7.6
Academic Standards: Language Standards 11-12.1, 11-12.2 Reading Standards 11-12.3, 11-12.7
Writing Standards: 11-12.2, 11-12.4, 11-12.6, 11-12.8, 11-12.9

Total Hours	Class Hrs	Lab Hrs
170	70	100

Glendale Unified School District

High School

Date

*(Meeting date will be typed in **after** Board Approval)*

Department:	Career Technical Education
Course Title:	Peer Counseling II
Course Code:	*(Educational Services will assign course number **after** Board Approval)*
Grade Level(s):	11-12
School(s) Course Offered:	Crescenta Valley High School
UC/CSU Approved (Y/N, Subject):	Pending, "G" College-Preparatory Elective
Prerequisite:	Peer Counseling I
Length of Course:	Year (2 Semesters)
Recommended Textbooks:	Peer Counseling: Skills, Ethics, and Perspectives, D'Andrea, Vincent J., and Peter Salovey, Science and Behavior, Second Edition/1996
Course Overview:	In the more affluent circles of our community, parents care deeply about equipping their kids to succeed in competition for admission to selective colleges and universities. This has converted the adolescent years into a stress-strewn, hyper-pressurized time period that is not only damaging to our students, it is bad for our campus, our community and our culture. By the time Crescenta Valley students get to their senior year, they have experienced an intensity of academic demands such that many are both starved and wounded emotionally. Those students who have been able to keep up with the competition are burned out and exhausted to say nothing of the many students who have fallen behind and are marginalized or excluded from this competitive process. The students' relation to learning for its own sake is lost in the quest for the perfect transcript. The mental health struggles on this campus are both unique and enormous. Rates of depression, hospitalization for suicidality, anxiety and self-harm are soaring in response to this demand for perfection. This had only been bolded by the pandemic.

When evaluated through the WASC process in 2017, the number one recommendation was: **Improve student life skills including how to self-advocate, balance commitments, develop resilience, and prioritize health and wellness.**

This course will provide students with the essential information and skills necessary to peer counsel and work with students in need. This course will expand on background information covered in Peer Counseling I, such as counseling theories and practices, legal and ethical issues, communication styles, anger and conflict management skills, and cross-cultural counseling. It will cover the dynamics of group conflict mediation, group interactions, and group behavior. This course will serve as a foundation for students interested in a pursuing a career in one of the helping professions such as social worker, psychologist, school psychologist, school counselor, and marriage and family therapist.

Course Content-Fall Semester

Unit One: Legal and Ethical Issues in Peer Counseling (4 weeks)

CTE Standards
2.0 Communicate clearly, effectively, and with reason 2.6 Advocate and practice safe and responsible use of digital media information and communication technologies, 8.0 Ethics and Legal Responsibilities, 8.3 Demonstrate ethical and legal practices consistent with Family Service Sector, 8.4 Explain the importance of personal integrity, confidentiality and ethical behavior, 8.7 Conform To rules and regulations regarding sharing of confidential information, as determined by the Family Service Sector.

A. Unit one is a review of the legal and ethical issues in counseling such as mandated reporting, privilege, and confidentiality. Students review school resources and have a clear decision tree about which situations require disclosure to an adult on campus.
B. Unit assignment: Break or hold confidentiality. Students are given practice vignettes in order to make decisions about when to disclose content information to an adult on campus and when to hold the content information confidential. Students practice vignettes in small triads or dyads, one person playing the student and the other playing the peer counselor. The vignettes cover such topics as child abuse, substance abuse, fiduciary abuse in the work setting. Students explore the mock sessions and then report out to the group their decision-making process.
    a. Key Assignment: Students take a 10-question quiz on legal and ethical issues. (See attached quiz in deliverable section.
    b. Key Assignment: Students write a reflection paragraph on what legal or ethical situation might challenge them.
    c. Key Assignment: Students write a confidential email to another family service provider

Unit Two: Counseling Theories (4 weeks)

CTE Standards
8.0 Ethics and Legal Responsibilities, 8.7 Conform to rules and regulations regarding the sharing of confidential information as determined by Family Service Sector laws, 9.0 Leadership and Teamwork, 9.5 Understand the modern world is an international community and requires an expanded global view, 9.6 Respect individual and cultural differences and recognize the importance of diversity in the workplace., 10.0 Technical knowledge and skill, 10.1 Interpret and explain terminology and practices common to all pathways in the family Service Sector

A. Unit two is a review of theoretical modalities such as humanism, behaviorism, psychodynamic, and post-modern. Students learn what techniques are associated with each theory. For instance positive reinforcement is a behavioral technique, where a family genogram is psychodynamic. The miracle question is post-modern and having empathy, warmth and positive regard is humanistic. The student must begin to develop a theoretical modality that they choose to work in.
B. The student will write a two-page theoretical orientation paper explaining why a certain theory is a good fit for their counseling work. Students will then be given typical vignettes and asked to tackle them from a certain theoretical perspective.

Unit Three: Individual and Group Counseling (4 weeks)

CTE Standards
9.0 Leadership and Teamwork, 9.1 Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders., 9.2 Identify the characteristics of successful teams, 9.3 Understand the characteristics and benefits of teamwork, leadership and citizenship in the school, community, and workplace setting

A. Here we will delineate the difference between individual and group counseling. Group dynamics will be covered. Conflict management and anger management techniques will be taught. Thematic groups will be covered such as TAG (teen aged grief) and Vaping Cessation.
B. Each student will choose a group type and plan a six-week group that includes psychoeducational and experiential activities. Students are encouraged to use technologies in these mock groups.
    a. Key assignment: Students work in groups of two to design a 10-week thematic group
    b. Key assignment Students compare and contrast group counseling confidentiality with individual therapy confidentiality in a one paragraph short essay. Students include how the role of the group leader can influence group success or failure
    c. Key Assignment: Students write a reflection paragraph on what advantages and limits to group counseling

Unit Four: Family Systems Theory (4 weeks)

CTE Standards
10.0 Technical Knowledge and Skills, 10.1 Interpret and explain terminology and practices specific to the Education, Child Development and Family Service Sector, 10.4 Collaborate with industry experts for specific technical knowledge and skills., 10.16 Apply Strategies and resources for managing conflicts and crises.

A. Students will be introduced to family systems theories such as those of Murray Bowen and the multi-generational transmission process. They will learn vocabulary terms such as: Identified patient, Feedback loop (positive and negative), Homeostasis, Sibling position, Family ego mass, Differentiation, Emotional Cut off, Fusion, Triangles
B. Students will complete a family genogram and discuss what individual or group issues might be triggering for them in their work as a peer counselor.
    a. Students will practice with classroom vignettes specifically targeting their vulnerable areas.
    b. Key assignment Students will use their family of origin to illustrate 5 key concepts from family systems theory.
    c. Key Assignment: Students will complete a family genogram and discuss what individual or group issues might be triggering for them in their work as a peer counselor. Students will practice with classroom vignettes specifically targeting their vulnerable areas.
    d. Key assignment: Students will write a reflection paragraph on how Family Systems Theory will impact their work in the Wellnest.

Unit Five: Final review (2 weeks)

CTE Standards 2.0 Communication 2.2 Identify barriers to accurate and appropriate communication. 2.3 Interpret verbal and non-verbal communication and respond appropriately.

5.0 Problem solving and critical thinking.5.1 Identify and ask significant questions that clarify various points of view to solve problems.

Students prepare to take a working final exam. They must role play a mock session that derives from a vignette typical to a problem they might face in the Wellnest next semester. Students give appropriate feedback to the observed session. The counselor responds in a non-defensive manner giving a clear rationale for their interventions.

Spring Semester

Unit Six: Practicum (20 weeks)

CTE Standards
2.0 Communications, 2.2 Identify barriers to accurate and appropriate communication, 2.3 Interpret verbal and nonverbal communications and respond appropriately, 2.5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats, 2.6

Advocate and practice safe, legal, and responsible use of digital media information and communication technologies, 3.0 Career Planning and Management, 3.1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making, 4.0 Technology, 4.1 Use electronic reference materials to gather information and produce products and services, 5.0 Problem Solving and Critical Thinking, 5.1 Identify and ask significant questions that clarify various points of view to solve problems , 5.3 Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work (school) environment

A. This semester will function as a practicum modeled much like a student teaching model. Students will actually work in the Wellnest and then meet two to three times a week to discuss cases among their peers and the teacher who takes a supervisory role.
B. Unit assignment: Each student will be required to complete two case presentations during the semester. This activity will require students to orally present real cases where they peer counseled a student or group of students in the Wellnest.
    a. Mark comes into the Wellnest. He is breaking up with his girlfriend and struggling with the change. In the context of his time with you, he asks you to go to the basketball game with him Friday night. You have known him since middle school so it would not be like a date.
    b. Susan comes into the Wellnest. She is exhausted because she is working nights at a club where she earns $70. Per hour. She has a full load of classes. When you ask her what she does for $70. An hour, she is vague. She wants you to help her find out how many days she can be absent and still graduate.
    c. Lex is an out trans student but they hide their identity at home. He wants to talk to you about coming out to his parents. Their father is the head pastor minister at your church

The case presentation must include:

Background information: Without disclosing confidential information, they will give background information on the case. Age or grade level of the students, racial or ethnic background, and presenting problem

Theory: The student will state which main theoretical model they used to inform their interventions on the case. They will tell the class about the success level of their interventions.

Outcome: The student will present the outcome and follow up outcomes of the case.

Issues that need adult supervision: The student will talk about any red flags (legal or ethical issues) in the case, and they will explore any triggers they personally had while working the case.

Questions and suggestions: Students will field live questions from the class and listen to any suggestions for improving the counseling work. Students will share barriers to success or stuck places, difficult students, frequent flyers, and situations where they could use peer support, new ideas or guidance from the instructor. The class members and teacher will contribute to feedback.

After the weekly case presentation students will form a peer supervision circle. They will discuss cases that have come into the Wellnest and that they have counseled. Students will field live questions from the class and listen to any suggestions for improving the counseling work. Students will share barriers to success or stuck places, difficult students, frequent flyers, and situations where they could use peer support, new ideas or guidance from the instructor. The class members and teacher will contribute to feedback.

Students will be evaluated on participation in this circle.

See rubric for oral presentation and participation.

Unit 1 Legal and Ethical Quiz

T/F

____ 1. You have been helping James for about 6 weeks. You guys both have Fashion class. He wants to partner with you on making a resale clothing shop on Ebay. This would be legal but not ethical.

____2. Anthony reports his father is hitting him and you can see visible bruises, you must tell an adult who is a mandated reporter even though Anthony asks for confidentiality.

____3. You have been working with Jean and she discloses that she is cheating on her girlfriend Hayley. Hayley is your team mate on the water polo team. Since you are not a licensed person, friendship trumps confidentiality.

_____4. Mark offers you ten dollars to get him some detain slips from Mrs. Eckerman's desk. This would be unethical.

_____5. The Wellnest is next to the student store. You see Kat taking some chips when the clerk Amy is not looking. Since this has nothing to do with the Wellnest, you look the other way. This would be ethical.

MULTIPLE CHOICE

_____ 6. When someone discloses they are being abused by an adult a. You must tell an adult because they are mandated reporters b. you must first find out if it is physical or sexual abuse, then report it to an adult c. you must keep confidentiality.

_____7. In cases where someone is engaging in self-harm like cutting a. it is unethical to break confidentiality b. it is illegal to break confidentiality c. it is legally and ethically allowed to break confidentiality because someone is in danger.

_____8. Stuart confides in you that he has stolen his sisters phone a. you must keep confidentiality because the phone is worth less that $200. b. you must keep confidentiality because no one is in danger c.you must break confidentiality because property is in danger

_____9. In session Everly tells you she was at a party Friday night and she drank beer. a. You must report this to an adult because they are mandated reporters. b. You can hold confidentiality because no one is in danger c. You can tell her mother because she is your girl scout leader

_____10. In session Karen says she is suicidal. She has been hiding her mom's sleep medication and plans to take it February 14 since that is the anniversary of her father's death. Your first step would be a. Find out if her father took his life by suicide b. find out if Karen has ever tried suicide before c. Get an adult to start a threat assessment

Theoretical Worksheet

Match each of the following techniques with a theoretical approach.

Humanism

Behaviorism

Psychodynamic

Narrative

Family Systems Theory

Sandy is having trouble getting blamed for all her family's problems. Her dad says he would drink less if she got her grades us. You tell her sometimes teens appear to hold all the family's dysfunction, and that is called identified patient.

When Ani says she has repeated panic attacks in Math, you ask her to tell you about a time when she went to math and did not have a panic attack. You ask for details about her successful times n math.

When Casey says he can't stand his English teacher for one more hour, you say "I hear that being in Ms. Melone's class is super difficult for you.

Armen is trying to give up vaping. To help him be successful you set up a system of rewards that are meaningful to him

Yoongee has begun to tell you about his dreams. You encourage him to keep a journal by his bed and write them down so he keeps them from receding back into his unconscious.

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

INFORMATION REPORT NO. 4

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

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. Casem, Sandy — Effective 6/09/23
   Health Assistant LVN/RN
   Wilson Middle School

2. Ghazaryan, Laura — Effective 6/12/23
   English Teacher
   Roosevelt Middle School

3. Park, Jenny — Effective 6/08/23
   5th Grade FLAG
   Monte Vista Elementary

4. Reyes, Stacey — Effective 6/30/23
   Occupational Therapist
   Special Education Department

5. Soria Calvo, Carla — Effective 6/08/23
   6th Grade Spanish Dual Immersion Teacher
   Muir Elementary

6. Sun, Valerie — Effective 6/30/23
   Coordinator I, Instructional Technology
   ETIS

Resignations (Cont.):

7.	Ulano, Mxfield Custodian I Jefferson Elementary School	Effective 6/09/23
8.	Vallejo, Teresa Cafeteria Worker I Toll Middle School	Effective 6/07/23
9.	Zimmer, Jennifer Verdugo Academy Teacher Daily High School	Effective 6/30/23

Retirements:

1.	Aldama, Danny Custodian I John Muir Elementary School	Effective 8/14/23 42 years, 11 months of service
2.	Anderle, Scott Social Science Teacher Glendale High School	Effective 6/09/23 27 years of service
3.	Augustine, Natalie Kindergarten Teacher Marshall Elementary	Effective 8/04/23 27 years of service
4.	Cruz, Rolando Custodian I John Muir Elementary School	Effective 6/17/23 22 years, 8 months of service
5.	Green, Michele Coordinator III, Health Services Student Services	Effective 7/01/23 7 years of service
6.	Kane Hank, Elizabeth J. Kindergarten Teacher Monte Vista Elementary	Effective 7/01/23 30 years of service

Retirements (Cont.):

7.	Ovanesyan, Maro Education Assistant II Wilson Middle School	Effective 6/09/23 26 years, 6 months of service
8.	Sinclair, Kimberley A. Health/AP Psychology Teacher Glendale High School	Effective 6/13/23 30 years of service

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

INFORMATION REPORT NO. 5

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED IN: Office of the Superintendent

SUBJECT: **Board of Education Annual Organization Meeting**

On Tuesday, July 11, 2023, the annual organization meeting takes place. At this meeting, the Board will select officers for the year, readopt the Board Bylaws (9000 series), and authorize signatures. The Board will also elect one of its members to serve as a representative to the Los Angeles County School Trustees Association and one to serve on the County Committee on School District Organization. Board Policies 9100, 9121, 9123, and 9140 are attached for your reference.

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 2022-2023 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 2022-2023 BOARD PRIORITY NO. 3: *Ensure the Health & Safety of GUSD 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 2022-2023 BOARD PRIORITY NO. 4: *Maintain District Financial Responsibility – Ensure the fiscal health of the District; implement a fiscal plan to preserve the District resources; plan for the District's future educational and facility needs.*

BP 9100
Organization

Each year, the Governing Board shall hold an annual organizational meeting. This meeting shall be held on the first regularly scheduled July board meeting in the Board Room of the Administration Center. At this meeting, the Board shall effect an organization of the Board for the year, readopt the Board Policies, and authorize signatures. The Board will also elect one of its members to serve as a representative to the Los Angeles County School Trustees Association and one to serve on the County Committee on School District Organization.

In election years, the Board shall seat board new members in accordance with the guidelines outlined in section A.4.a. of this policy. Seating of board members shall occur within 14 days of the certification of the election results as presented by the Los Angeles County Registrar-Recorder/County Clerk's Office.

A. Selection of Officers

1. The selection of officers may be determined by a rotation of seats.

2. The seats on the Board of Education are:
   Seat 1 - President
   Seat 2 - Vice President
   Seat 3 - Clerk
   Seat 4 - Board Member
   Seat 5 - Board Member

3. In non-election years and in years when there are no newly-elected Members, the outgoing President may rotate to Seat 5 and other Members may rotate forward.

4. When newly-elected Members join the Board:

   a. New Member(s) may assume seats 5 (4, 3). If two or more new members are seated, a random drawing for Seats 5, 4, and/or 3, will take place. Incumbent(s) is seated preceding the new Member(s).

   b. The outgoing President may rotate to the seat preceding the new Member(s).

B. Vacancy in Office

1. If a vacancy occurs, Board Members will advance to the next seat in the rotation process.

2. If the vacancy occurs in the first half of the year, the rotation will be considered one rotation. If the rotation occurs in the last half of the year, it will be considered an early rotation for the following year.

3. If the Board Member wishes to forego rotation to the next seat, that Board Member will assume Seat 5 and the other Members will rotate forward.

C. Non Rotation

1. If the Board chooses not to rotate officers, nominations for all offices and seats #4 and #5 will be taken and voted upon in accordance with Robert's Rules of Order.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

It is further acknowledged that Elections Code 10404.5 states that if a regularly scheduled board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent board members shall be extended to align with the next applicable election.

Legal Reference:	Education Code: 35010-35014, 35022; 35025; 35034; 35036; 35037; 35039; 35040; 35041.5; 35121; 35143; 35160; 35250 Government Code: 54953 Election Code 10404.5
Policy Adopted:	12/04/1956
Policy Amended:	01/18/1977; 03/19/1985; 08/23/1994; 05/18/1999; 04/25/2000; 04/02/2002; 04/01/2003; 06/24/2003; 04/03/2007; 04/20/2009; 02/19/2019; 08/09/22

Formerly BP 9130, BP 9140

Duties of Members - President

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

To ensure the Board meetings are conducted in an efficient, transparent and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law.

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas.

3. Call the meeting to order at the appointed time and preside over the meeting.

4. Announce the business to come before the Board in its proper order.

5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act.

6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused.

8. Rule on issues of parliamentary procedure.

9. Put motions to a vote, and clearly state the results of the vote.

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board.

2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information.

Duties of Members - President

3. Subject to Board approval, appointing and dissolving all committees.

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media.

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels.

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

Legal Reference: Education Code Section 35022, 35143
Government Code 54950-54963 Ralph M. Brown Act

Policy Adopted: 12/04/1956
Policy Amended: 01/18/1977; 03/19/1985; 05/17/1994; 06/24/2003; 12/14/2010; 09/05/2017

Formerly BP 9310, 9320

Clerk

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Legal Reference:	Education Code, Sections 17593; 35038; 35039; 35121; 35143; 35250; 38113 Government Code 54950-54963 Ralph M. Brown Act
Policy Adopted:	12/04/1956
Policy Amended:	01/18/1977; 03/19/1985; 06/24/2003; 11/05/2018

Formerly BP 9330

Board Representatives

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in District or community committees on matters of concern to the District and its students. As needed, the Board may appoint any of its members to serve as its representative on a District committee or on a committee of another public agency or organization of which the Board or District is a member or to which the Board is invited to participate.

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position as a representative of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school District organization. The Secretary shall notify the County Superintendent of Schools of the name of the representative selected by the Board.

Legal Reference: Education Code, Sections 4000-4014; 35020-35046; 35160
Government Code 54952.2

Policy Adopted: 03/19/1985
Policy Amended: 05/17/1994; 06/01/1999; 06/24/2003; 12/14/2010; 11/05/2018

Formerly BP 9160

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 1

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Oscar Macias, Director, Equity, Access, and Family Engagement Dr. Stepan Mekhitarian, Director, Innovation, Instruction, Assessment & Accountability
SUBJECT:	**Adoption of the Glendale Unified School District 2023-24 Local Control Accountability Plan (LCAP)**

The Superintendent recommends that the Board of Education adopt Glendale Unified School District's (GUSD) 2023-2024 Local Control Accountability Plan.

Pursuant to Education Code (EC) 52060, all local educational agencies (LEA) must adopt, and annually update, a Local Control and Accountability Plan (LCAP) and Annual Update. The LCAP is a three-year plan describing the district's (LEA's) annual goals and specific actions to address state and local priorities to support outcomes for all students and student groups. In addition, the plan must describe the actions the LEA is taking to increase or improve services for low-income students, English learners and foster youth (referred to as "unduplicated pupils"), as compared to all students, in proportion to the additional funds allocated to the LEA (District) based on the number and concentration of these students. The items included in this request for adoption are: The Budget Overview for Parents and the 2023-24 LCAP.

The LCAP must be submitted to the Los Angeles County Office of Education for approval within five days of adoption by the Board of Education and must be submitted no later than July 1, 2023. The LEA (District) must respond to a request for clarification within 15 days of receiving the request. The County Office may then approve the plan or submit a written request for amendments.

The LCAP is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for

school districts to share their stories of how, what, and why programs and services are selected to meet their local needs. The components of the LCAP must be posted as one document assembled in the following order:

- Local Control Funding Formula (LCFF) Budget Overview for Parents
- 2023-24 LCAP
    - Plan Summary
    - Educational Partner Engagement
    - Goals and Actions
    - Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students
- Action Tables
    - 2023-24 Total Planned Expenditures Tables
    - 2022-24 Contributing Actions Table
    - 2022-23 Annual Update Table
    - 2022-23 Contributing Actions Annual Update Table
    - 2022-23 LCFF Carryover Table
- Instructions

GUSD LCAP for 2023-2024

The Board is mandated to hold at least one Public Hearing to solicit the recommendations and comments from members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The Public Hearing was held at the same meeting as the Budget Hearing required pursuant to EC 42127 and Administrative Regulation 3100 – Budget on June 6, 2023. After the Public Hearing, feedback was solicited using Thought Exchange until Friday, June 16, 2023. The Board is being asked to take action on the new LCAP for 2023-24 at the regularly scheduled meeting of Tuesday, June 20, 2023. The LCAP draft is available for public review on the GUSD website.

Process to Gather Input

Gathering input from educational partners for the Glendale Unified LCAP continues to be of paramount importance. The process of gathering this feedback included the following six formats to solicit parent, student, and family voices:

- Superintendent's Parent Advisory Committee (SPAC) and Glendale Council PTA Meetings
- Student Voice Panels
- Student Advisory Council and Student Board of Education Member
- LCAP Town Hall Educational Partner Meetings
- District English Language Advisory Committee (DELAC) Meetings
- Board of Education Meetings

- Client Surveys (Students, Annual School Plan for Parents, Classified and Certificated Staff)

1. **Superintendent's Parent Advisory Committee (SPAC) and Glendale Council PTA Meetings**
   The Superintendent's Parent Advisory Committee was formed in Fall 2019 and continues to be used to elicit parent input, communicate district goals, progress, and information. In 2022-2023, Superintendent's Parent Advisory Committee (SPAC) meetings were held monthly with most of the meetings scheduled on the first Friday of every month and were conducted virtually. Additionally, District PTA leaders from each school met monthly with the Superintendent and instructional leaders to provide their feedback on District and school programs and services.

   2022-2023 Monthly Check-in Meetings with School PTA Leaders
   September 9, 2022
   October 7, 2022
   February 3, 2023
   April 7, 2023
   May 12, 2023

   Glendale Council PTA 2022-2023 Meeting Dates
   September 20, 2022
   October 4, 2022
   November 8, 2022
   December 9, 2022
   January 10, 2023
   February 7, 2023
   March 7, 2023
   April 11, 2023

   On May 12, 2023, staff presented to the SPAC/PTA Council the draft LCAP. All in attendance had the opportunity to ask questions, and a feedback form was shared and posted on the District website to solicit questions and input on the draft. All questions were answered in writing by the Superintendent and posted on the GUSD website, in accordance with LCAP regulations.

2. **Student Voice Panels and Student Advisory Council (SAC)**
   Student Voice Panels promote leadership, advocacy, civic engagement, and provide students a voice in creating positive change throughout the District. Input was provided by students on academic, safety, and social emotional needs.

2022 - 2023 Student Voice Panel Dates
October 18, 2022
March 28, 2023

Each Glendale Unified high school was represented by three student panelists selected by the District's Student Advisory Council (SAC) leaders. The diverse group of students shared their perspectives on issues that were important to them. Board Members asked clarifying questions and got feedback directly from students. Topics and questions for the Student Voice Panels are crafted by the District's SAC leaders. Topics over the past two years have included themes such as: creating a sense of belonging; mental and physical health; building school spirit; fostering stronger communication; improving attendance; race and equity; and school safety.

2022 - 2023 SAC Meeting Dates
August 24, 2022
September 7, 2022
September 20, 2022
October 18, 2022 (Student Voice Panel at Clark Magnet HS)
October 19, 2022
November 16, 2022
December 1, 2022 (Visit to the Glendale City Council)
December 7, 2022
January 11, 2023
February 10, 2023
(Walkthrough for Middle School Leadership Conference at Clark Magnet HS)
February 17, 2023 (Middle School Leadership Conference at Clark Magnet HS)
March 8, 2023
March 28, 2023 (Student Voice Panel at Hoover HS)
April 5, 2023
May 23, 2023 (Board Recognition)

Student Voice Panels promoted leadership, advocacy, civic engagement, and provided students a voice in creating positive change throughout the District.

3. LCAP Town Hall Educational Partner Meetings

LCAP educational partner meetings included members from the bargaining units and SELPA, and addressed each LCAP priority. 2022-2023 meetings were held virtually and were live streamed to capture a wider home audience. District

interpreters were in attendance to provide translation in Armenian, Korean, and Spanish, as needed.

2022-23 Meeting Dates:

December 6, 2022	Student Achievement Data
January 31, 2023	Safety, Health, and Wellness
March 21, 2023	Budget
May 30, 2023	Present Draft 2023-24 LCAP. Update and Budget Overview, Solicit Input

4. DELAC Meetings

The purpose of DELAC is to solicit input from parents/guardians and advise the Board of Education on programs and services for English learners. DELAC also provided input on the development of the annual English learner parent survey. District interpreters were in attendance to provide translation in Armenian, Korean, and Spanish, as needed.

In 2022 - 2023, DELAC meetings were held virtually:
October 3, 2022
December 12, 2022
February 6, 2023
March 6, 2023
May 8, 2023

On May 8, 2023, staff presented the dashboard indicators/metrics and the draft of the new LCAP. All in attendance had the opportunity to ask questions, and a feedback form was shared and posted on the District website to solicit questions and input on the draft. All questions were answered in writing by the Superintendent and posted on the GUSD website, in accordance with LCAP regulations.

5. Board of Education Meetings

Details for speaking virtually or in person at Board meetings are posted on the GUSD website, disseminated through the GUSD App, and through social media providing opportunities for all educational partners to speak or comment. Board meetings are televised on local Channel 15 and livestreamed and archived on the GUSD website.

On June 6, 2023, the LCAP public hearing was held to share a draft of 2023 - 2024 LCAP.

On June 20, 2023, the final LCAP, Budget Overview and local indicators will be adopted by the Board of Education.

6. Educational Partner Surveys

- The development of the 2023-24 LCAP was informed through parent, student, and teacher surveys conducted during the 2022-2023 school years. The results of student, staff and parent surveys were carefully analyzed and used to assist in the development of the LCAP.
- During the 2022-23 school year, the SPAC reviewed the parents/guardians survey to update questions to meet current needs and interests. In all, 1,993 parents/guardians completed the survey from April 25 - May 5, 2023, from the 17,782 households in Glendale Unified, for a completion percentage of 11%. All grades and schools were represented in the survey results and 19% of respondents were parents/guardians of students in the dual immersion programs. The survey was available in four languages. The breakdown of respondents in each language survey is as follows: English: 1,552; Armenian: 193; Korean: 48; Spanish 41; and Other: 100. The responses were broken down by levels: Elementary: 660; Middle: 303; and High: 432.
- The following are the percentages of favorable responses received on the parent/guardian survey:
  - 63% stated that their child is academically challenged at school
  - 77% stated that their school provides them with the tools the students need to succeed
  - 83% stated that their school's staff at the school cares about students
  - 76% stated that their school treats students fairly
  - 78% stated that their school strives to meet the needs of all students regardless of their race, ethnicity, language, physical or mental disability, sexual orientation, gender, gender identity, or gender expression
  - 79% stated that their school promoted inclusion regardless of their race, ethnicity, language, physical or mental disability, sexual orientation, gender, gender identity, or gender expression
  - 65% stated that their child receives the social and emotional support they need when they are at school
  - 61% stated that they knew how to access mental health supports offered at the school
  - 69% stated that there is at least one adult that their child trusts to talk to when they are at in need at school,
  - 82% stated that their child feels safe at school
  - 86% stated that the staff at the school treat them with respect

  - 74% stated that the school takes their concerns seriously
  - 82% stated that the school responds to requests in a timely manner
  - 73% stated that their child's school has clean facilities
  - 54% stated that the school seeks input before making important decisions
  - 79% stated that the school encourages parents to participate in school or District events
  - 84% stated that the school encourages parents to participate in groups like PTA, school foundations, site councils
- Staff surveys provided the opportunity for bargaining units to give input and feedback on the District's progress and needs. The surveys included responses from 642 certificated and 263 classified staff members and solicited input on site and District culture, connectedness to District goals, and shared decision making. Results indicated a high level of understanding of how employees impact student learning and what is expected of their roles. Continued focus on shared decision-making opportunities and professional training and coaching emerged as an area of need. After analysis of the survey results, it was concluded that the current LCAP goals continue to be areas of need and we are making progress towards the desired outcomes for 2023-2024.
- The following are the percentages of favorable responses received on the employee survey:
  - I understand how my work impacts student success (Classified: 87%, Certificated: 90%)
  - I have an opportunity to share my ideas, suggestions, and/or concerns with leadership at my school/work location (Classified: 62%, Certificated: 79%)
  - I have an opportunity to influence the decisions made at my school/work location (Classified: 47%, Certificated: 60%)
  - My supervisor promotes trust and teamwork among staff (Classified: 65%, Certificated: 60%)
  - I feel safe at work (Classified: 68%, Certificated: 78%)
  - I understand what is expected of me in my role (Classified: 89%, Certificated: 90%)
  - A high priority is placed on professional training, coaching, and learning (Classified: 47%, Certificated: 58%)
  - Information is widely shared so that I can get the information I need when it's needed (Classified: 58%, Certificated: 64%)
  - I feel proud to work here (Classified: 66%, Certificated: 73%)

In addition to the previously mentioned formats to solicit input, the Superintendent and District leadership met weekly with principal in level-alike meetings and monthly with the group as a whole. On February 23, 2023, District leadership and site principals discussed

top priorities for the 2023-2024 LCAP. The annual LCAP self-reflection tool was administered to principals in April 2023. At the May 25, 2023, Principals' Meeting, the draft LCAP goals were presented to solicit input from District administrators and site principals. Some of the priorities from the input from principals included: targeting early literacy and the essential standards, differentiated small group instruction, continued block scheduling (secondary), blended learning, social-emotional support, and using data to drive instruction.

Staff presented an outline of the local control funding formula, State priorities, GUSD Board priorities, dashboard indicators/metrics, and the draft of the new LCAP to the DELAC on May 8, 2023, the SPAC on May 12, 2023, and at the LCAP Town Hall meeting, which includes the members of the bargaining units, on May 30, 2023. Input and questions were solicited from participants during all meetings and surveys.

A meeting with the SELPA Director was held on May 29, 2023, to review GUSD's LCAP, to review all Students With Disabilities data, and to review current goals, needs, challenges.

Recommendations of Priorities, Goals, Outcomes, and Actions/Services for the 2021-2024 LCAP

The Local Control Accountability Plan has been collaboratively created and revised with input and participation from the Board of Education, District leadership, LCAP Town Halls, Superintendent's Parent Advisory Committee, Glendale Council PTA, District English Language Advisory Committee members, principals, counselors, teacher specialists, students and staff.

The Superintendent has determined that the 2021-2024 LCAP will serve as the GUSD Strategic Plan *"Roadmap to Success for Educating the Whole Child"* and is reflected and supported by the GUSD Board Priorities. It is recommended that the 2023-24 GUSD LCAP include and expand provisions for the following:

- expanding the support for mental health and social emotional learning
- culturally relevant and responsive education
- targeted academic interventions
- targeted focus on early literacy
- enrichment opportunities
- increased professional development
- maintaining block schedules at the secondary
- extended day kindergarten
- blended learning
- increased teacher collaboration time

- reduction to combination classes
- smaller class sizes/decreasing adult to student ratios
- summer and Saturday school opportunities
- increased family engagement opportunities

In conclusion, the LCAP is an internal document. An annual update will be completed by the end of each school year. The LCAP will be posted on the GUSD website for public review.

Budget Overview for Parents

In addition to the LCAP, the California Department of Education requires school districts to publish a Budget Overview for Parents. The budget overview provides a brief overview and summary of a district's LCAP budget expenditures at a quick glance and is included as an integral part of the total LCAP.

TO SUPPORT 2022-23 BOARD PRIORITY NO. 1: *Maximize Student Achievement - Close the digital and equity gap; offer robust distance, hybrid, and in-person learning programs; and address learning loss and improve attendance.*

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 parent and family engagement opportunities.*

TO SUPPORT 2022-23 BOARD PRIORITY NO. 3: *Ensure the Health and Safety of GUSD Students and Employees – Strengthen mental health support and programs; develop proactive health and safety procedures; 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; and plan for the district's future educational and facility needs.*

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 2

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
PREPARED BY:	Karineh Savarani, Director, Financial Services Craig Larimer, Financial Analyst
SUBJECT:	**Adoption of District Budget for 2023-24**

The Superintendent recommends that the Board of Education adopt the District's 2023-24 Budget as presented.

The 2023-24 Budget provides an initial expenditure plan for the District's instructional and operational programs. The Budget will be revised, as needed, to address changes in priorities. It will also be adjusted to reflect the final State Budget and any additional funding or expenditure changes imposed by the State or Federal governments. Until then, the 2023-24 Adopted Budget is based on the Governor's May Revised Budget Proposal.

2023-24 Primary Budget Components and Multi-Year Budget Assumptions

- The net impact of COLA, UPP and ADA changes, results in projected net revenue increase of $20.5 million in 2023-24 and an increase of $12.2 million in 2024-25.
- Net impact of CalPERS is a $0.7 million increase in ongoing cost.
- The District's net increase of LCFF from 2022-23 to 2023-24 is $946 per Average Daily Attendance (ADA).
- Based on the Governor's proposals the District has Statutory COLA of 8.22% for 2023-24, projected 3.94% for 2024-25 and 3.29% for 2025-26 for LCFF.
- The workers compensation rate is budgeted at 1.639% for 2023-24 and 2024-25.
- Health and Welfare for 2023-24 is budgeted with 0% increase, and the future years are budgeted at an 8% increase per year.

- Based on the Governor's proposals and LACOE's recommendation, the LCFF is budgeted based on the average of the most recent three years' Average Daily Attendance (ADA).

Adjustments to the 2023-24 budgets that will be utilizing new assumptions are listed in Attachment F.

As noted earlier, the Governor's budget will need to be approved by the legislature by June 15, 2023, so there could very well be changes to the budget. Also, there will be some additional changes as the District moves through the implementation of LCAP and the budget.

2023-24 General Fund Revenue Components

The District receives funding for its general operations from various sources. A breakdown of the major funding sources is illustrated below:

Description	Unrestricted	Restricted	Combined
Local Control Funding Formula	$ 297,873,178	$ -	$ 297,873,178
Federal Revenues	200,000	18,397,594	18,597,594
Other State Revenues	7,718,538	33,285,924	41,004,462
Other Local Revenues	5,519,383	10,111,833	15,631,216
Other Sources	-	-	-
Contributions to Restricted Programs	(58,326,499)	58,326,499	-
TOTAL	**$ 252,984,600**	**$ 120,121,850**	**$ 373,106,450**

2023-24 Operating Expenditure Components

The General Fund is used for the majority of the functions within the District. As illustrated below, the largest part of the expenditures are salaries and benefits that comprise approximately 88.95% of the District's unrestricted budget, and approximately 81.88% of the total General Fund budget.

Description	Unrestricted	Restricted	Combined
Certificated Salaries	$ 114,562,122	$ 33,723,435	$ 148,285,557
Classified Salaries	32,273,912	20,472,923	52,746,835
Benefits	73,863,496	27,033,695	100,897,191
Books and Supplies	4,676,087	4,655,275	9,331,362
Other Operating Expenditures	23,751,394	29,325,069	53,076,463
Capital Outlay	197,395	54,102	251,497
Other Outgo/Indirect Cost	(1,201,597)	1,510,597	309,000
Transfers Out	-	3,842,773	3,842,773
TOTAL	**$ 248,122,809**	**$ 120,617,869**	**$ 368,740,678**

Unrestricted General Fund 2023-24 Adopted Budget Projected Fund Balance

Projected Beginning Balance 07/01/23		$18,219,491
2023-24 Revenues	$311,311,099	
2023-24 Other Financing Sources/Uses	($58,326,499)	
2023-24 Expenditures	($248,122,809)	
Surplus/(Deficit)		$4,861,791
2023-24 Adopted Ending Fund Balance		$23,081,282
Components of Fund Balance:		
Revolving Cash Reserve	$70,000	
Stores	$283,211	
Economic Uncertainties 3% Reserve	$11,062,220	
All other Non-Spendables	$827,218	
Reserve for Projected End of Year Carryover	$5,573,494	
Committed	$5,265,139	
Subtotal of Components		$23,081,282
Projected Unassigned Balance 6/30/24		$0

In addition to the Budget Adoption Financial Report, districts are required to furnish a narrative for each fund, a cash flow analysis, criteria and standards review, and a report of Average Daily Attendance (ADA). The financial information and certification form included with this report indicates that **the District will be able to meet its financial obligations for 2023-24, 2024-25 and 2025-26**.

In 2023-24, the Proposition 98 Reserve level triggers the 10% cap requirements for K-12 funding. To address the reserve cap compliance, the District must commit fund balance amounts above the threshold to address specific obligations such as technology needs, textbook adoption, future pension costs and more. The 2023-24 committed amount is $23,081,282. A Board Resolution No. 29 was approved at the June 6, 2023 Board meeting.

It is important to note that the 2022-23 ending fund balance will shift again at year end closing. The ending fund balance will increase to reflect carry over funds from categorical programs and school site budgets. Supplemental carry over funds will be provided to the school sites to be used.

Risks and Challenges

- Spending deadlines and restriction
- Expiring one-time funds
- Compensation cost pressure

OTHER FUNDS NARRATIVE

Student Activity Special Revenue Fund (08.0)

The California Department of Education (CDE) has required a special revenue fund to use to account for all the revenue and expenses for all the Associate Student Body (ASB) funds. The Governmental Accounting Standard Board Statement No. 84 (GASB84) was established to improve identification of fiduciary activity reporting by state and local governments. CDE has concluded that ASB activities are not fiduciary and, therefore, need to be included in the District's financials. As of 2020-21, the District has 16 elementary, 4 middle and 5 high school ASBs. The Student Activity Special Revenue Fund began the fiscal year with a balance of $2,423,966.

Student Activity Special Revenue - Fund 8 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	2,423,966
Revenues	$	1,945,141
TOTAL FUNDS AVAILABLE	$	4,369,107
Expenditures	$	1.778,483
ENDING FUND BALANCE 6/30/2024	$	2,590,624

Special Education Pass-Through Fund (10.0)

The CDE has required a special revenue fund for use by the Administrative Unit (AU) of a Special Education Local Area Plan (SELPA) to account for Special Education inter-district pass-through revenues outside the General Fund.

Special Education Pass Through - Fund 10 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	-
Revenues		7,339,967
TOTAL FUNDS AVAILABLE	$	7,339,967
Expenditures		7,339,967
ENDING FUND BALANCE 6/30/2024	$	-

Child Development Fund (12.0)

This fund is used to account separately for federal, state, and local revenues to operate child development programs. The Child Development Fund generates its revenues from State Preschool apportionments and Child Development parent fees.

All moneys received by the school district for, or from the operation of, child development services covered under the Child Care and Development Services Act (*Education Code* Section 8200 et seq.) shall be deposited into this fund. The moneys may only be used for expenditures for the operation of child development programs. The costs incurred in the maintenance and operation of child development services shall be paid from this fund, with accounting to reflect specific funding sources (*Education Code* Section 8328).

Child Development - Fund 12 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	569,374
Revenues		4,110,118
Other Financing Sources		858,773
TOTAL FUNDS AVAILABLE	$	5,538,265
Expenditures		5,013,669
ENDING FUND BALANCE 6/30/2024	$	524,596

Nutrition Service Fund (13.0)

The Cafeteria Fund (*Education Code* sections 38090–38093) is used to separately account for federal, state, and local resources to operate the food service program. The Cafeteria Fund generates its revenue from Federal and State Child Nutrition Programs. The District operates the National School Lunch Program and the Breakfast Program. In addition to government funding, revenue is derived from sales of lunches and interest on deposits.

The Cafeteria Special Revenue Fund (Fund 13) shall be used only for those expenditures authorized by the governing board as necessary for the operation of the school district's food service program (*Education Code* sections 38091 and 38100).

Nutrition Services - Fund 13 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	6,836,044
Revenues		12,715,949
TOTAL FUNDS AVAILABLE	$	19,551,993
Expenditures		12,988,183
ENDING FUND BALANCE 6/30/2024	$	6,563,810

Deferred Maintenance Fund (14.0)

This fund is used to account separately for revenues that are restricted or committed for deferred maintenance purposes in accordance with Education Code Section 17582.

Principal revenues and other sources in this fund include LCFF transfers, interest earnings and interfund transfers.

Authorized expenditures may be used for:

- Major repair or replacement of plumbing, heating, air-conditioning, electrical, roofing and floor systems.
- Exterior and interior painting of school buildings.
- The inspection, sampling and analysis of building materials to determine the presence of lead or asbestos-containing materials.
- The encapsulation or removal of materials containing asbestos.

Deferred Maintenance Fund Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	5,559,838
Revenues		100,000
TOTAL FUNDS AVAILABLE	$	5,659,838
Expenditures		0
ENDING FUND BALANCE 6/30/2024	$	5,659,838

All projects previously listed as Deferred Maintenance will be charged to the Capital Projects Fund (40.1), and the Measure S Bond Fund (21.2). The fund balance has been earmarked for future year textbook purchases.

Building Fund (21.1)

The Building Fund is used to account separately for proceeds from the sale of bonds (*Education Code* Section 15146) and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund (Fund 21) are proceeds from the sale or lease-with option-to-purchase of real property (*Education Code* Section 17462) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code* Section 41003). Expenditures in the Building Fund are primarily for capital outlay.

Principal revenues and other sources in this fund include rents and leases, interest earnings, proceeds for the sale of bonds and proceeds from the sale or lease-purchase of land and buildings.

Clean Renewable Energy Bonds (CREBs) Fund (21.2)

Clean Renewable Energy Bonds (CREBs) are federal bonds used to finance photovoltaic and water heating installations at rates lower than most tax-exempt municipal bonds. The federal government subsidized the financing by lowering the borrowed interest rate also referred to as *Net Effective Rate* (NER) in the form of federal tax credits.

- In October 2012, $5.38 million in the second series of CREBs was issued. Due to the nature of tax-exempt bonds, the proceeds are held with a banking entity serving as the "Custodian" and the funds are disbursed to the "District" upon a reimbursement request. Deutsche Bank National Trust Company serves as the "Custodian" for Glendale Unified School District. These bonds will mature in 11 years and are expected to be repaid using redevelopment agency proceeds. The annual payment is estimated at $320,000 with a NER of 1.24%. This payment will be made from the Capital Projects Fund (40.1).

- In October 2016, $10.7 million of Clean Renewable Energy Bonds were issued. These bonds will mature in 17 years and are expected to be repaid using redevelopment agency proceeds. The annual payment is estimated at $872,703, with a NER of 3.43%. This payment will be made from the Capital Projects Fund (40.1).

Building Fund (Measure S & Clean Renewable Energy Bonds) - Fund 21
Adopted Budget
Fiscal Year 2023-24

	21.1	21.2	Total
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$ 66,567,097	$ 76,372	$ 66,643,469
Revenues	800,000	0	800,000
TOTAL FUNDS AVAILABLE	$ 67,367,097	$ 76,372	$ 67,443,469
Expenditures	36,428,689	0	36,428,689
ENDING FUND BALANCE 6/30/2023	$ 30,938,408	$ 76,372	$ 31,014,780

Developer Fee Fund (25.0)

The Capital Facilities Fund is primarily used to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (*Education Code* sections 17620–17626). The authority for these levies may be county/city ordinances (*Government Code* sections 65970–65981) or private agreements between the District and the developer. Interest earned in the Capital Facilities Fund is restricted to that fund (*Government Code* Section 66006). Expenditures in the Capital Facilities Fund are restricted to the purposes specified in *Government Code* sections 65970–65981 or to the items specified in agreements with the developer (*Government Code* Section 66006).

- In December 2009, the District utilized this fund to purchase three properties that were contiguous with the District administration building.

Developer Fee - Fund 25
Adopted Budget
Fiscal Year 2023-24

ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	11,056,229
Revenues		1,750,000
TOTAL FUNDS AVAILABLE	$	12,806,229
Expenditures		537,288
ENDING FUND BALANCE 6/30/2024	$	12,268,941

State Building Fund (35.0)

This fund is established pursuant to *Education Code* Section 17070.43 to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State

School Facilities Fund (Proposition 47), the 2004 State School Facilities Fund (Proposition 55), or the 2006 State School Facilities Fund (Proposition 1D) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (*Education Code* Section 17070.10 et seq.). Funding provided by the State Allocation Board for reconstruction of facilities after disasters such as flooding may be deposited to County Schools Facilities Fund.

Typical expenditures in this fund are payments for the costs of site improvements, buildings, building improvements, and furniture and fixtures capitalized as a part of the construction project.

State Building - Fund 35 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	5,037,977
Revenues		0
TOTAL FUNDS AVAILABLE	$	5,037,977
Expenditures		0
ENDING FUND BALANCE 6/30/2024	$	5,037,977

Capital Projects Fund (40.1)

This fund provides for the accumulation of General Fund moneys for capital outlay purposes in accordance with Education Code Section 42840 and may also be used to account for any other revenues specifically for capital projects that are not restricted to Fund 21, 25, 30, 35 or 49.

Other authorized resources that may be deposited in this fund include proceeds from the sale or lease with option to purchase of real estate and rentals and leases of real property specifically authorized for deposit to the fund by the governing board.

Principal revenues and other sources in the fund include federal, state and local revenues; rentals and leases; interest earnings; other authorized interfund transfers; proceeds for sales and/or lease- purchase of land and buildings; and Federal Emergency Management Act (FEMA.)

Transfers of moneys from the General Fund to Fund 40 authorized by the governing board must be expended for capital outlay purposes. Salaries of school district employees whose

work is directly related to projects financed by Fund 40 revenues are capitalized as a part of the capital facilities project.

Nutrition Service Capital Outlay Fund (40.2)

In prior years, the Nutrition Service Program has transferred monies into this fund for capital projects exclusively for child nutrition. Since 2013-14, the revenue source for this fund is interest income.

Capital Projects Fund - Fund 40
Adopted Budget
Fiscal Year 2023-24

	40.1	40.2	Total
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$ 20,747,268	$ 772,179	$ 21,519,447
Revenues	781,000	15,000	796,000
Other Financing Sources	2,984,000	0	2,984,000
TOTAL FUNDS AVAILABLE	$ 24,512,268	$ 787,179	$ 25,299,447
Expenditures	6,976,963	466,236	7,443,199
ENDING FUND BALANCE 6/30/2024	$ 17,535,305	$ 320,943	$ 17,856,248

Debt Service Fund (56.0)

The only revenue source in this fund is interest income. This fund was to be utilized to repay the Certificates of Participation (COPs), the annual payment was approximately $1.3 million. Given that Measure S paid off this loan, this reserve can now be utilized by the District for major "one-time" expenditures, for example new textbook adoptions. In 2019-20 and 2020-21, a solvency transfer of $4.5 million was utilized for textbook adoption. In 2021-22, a solvency transfer of $1.1 million was utilized for textbook adoption. The balance in this fund will continue to be used for textbook purchases.

Debt Service - Fund 56
Adopted Budget
Fiscal Year 2023-24

ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	1,400,266
Revenues		20,000
TOTAL FUNDS AVAILABLE	$	1,420,266
Expenditures		0
ENDING FUND BALANCE 6/30/2024	$	1,420,266

Self Insured Health Insurance (67.0)

This fund is used to account separately for moneys received for self-insurance activities from other operating funds of the District. Workers' Compensation; health and welfare; property and liability insurance activities must be established separately.

District premiums are the major source of revenues for Fund 67.

Expenditures are restricted for insurance purposes and are authorized to be used for claims and estimates of incurred yet unreported claims, administrative costs, deductibles, excess insurance coverages and other related expenditures are accounted for within the separate insurance activity accounts.

Workers Compensation Fund (67.1)

This fund was established solely for the purpose of accounting for expenditures related to the workers compensation program. The ASCIP rate for "dollar one" coverage in 2023-24 is 1.639% of salaries.

The expenditures will include the payment to ASCIP for 2023-24 coverage, expenditures related to claims that occurred prior to 2005-06, consultant expenses for claims management, and other related expenses.

Early Retirement Benefits Fund (67.2)

This fund was established to set aside funds for the GASB 45 liability. In 2016-17, the rate was 1.298% with no decrease. The rate has remained the same for 2017-18 and 2018-19, 1.298%, and increased to 1.357% for 2019-20, 2020-21, 2021-22 and on.

Self Insurance - Fund 67
Adopted Budget
Fiscal Year 2023-24

	67.0	67.1	67.2	Total
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$ 11,771,018	$ 4,307,220	$ 1,212,685	$ 17,290,923
Revenues	12,337,000	4,042,294	3,010,000	19,389,294
TOTAL FUNDS AVAILABLE	$ 24,108,018	$ 8,349,514	$ 4,222,685	$ 36,680,217
Expenditures	12,217,000	3,967,294	3,000,000	19,184,294
ENDING FUND BALANCE 6/30/2024	$ 11,891,018	$ 4,382,220	$ 1,222,685	$ 17,495,923

McLennan Trust and Other Scholarships (73.0)

This fund's primary source of funding is interest earnings and an occasional donation for a scholarship. Typically, the scholarship donations are managed through the ASB accounts at the high schools. However, if there is a donation that is not directly linked to a school site, it may be deposited into this fund. The only expenditures out of this fund are for student scholarships.

McLennan Trust and Other Scholarship - Fund 73 Adopted Budget Fiscal Year 2023-24		
ESTIMATED BEGINNING FUND BALANCE 7/1/2023	$	336,198
Revenues		10,100
TOTAL FUNDS AVAILABLE	$	346,298
Expenditures		9,600
ENDING FUND BALANCE 6/30/2024	$	336,698

2022-23 Estimated Actuals Revenue/2023-24 Adopted Budget Comparison

Funds	2022-23 Estimated Actuals	2023-24 Adopted Budget	Variance
Restricted and Unrestricted General Fund - 01.0	$ 432,015,597.00	$ 373,106,450.00	$ (58,909,147.00)
Student Activity Special Revenue - Fund - 08.0	$ 1,945,141.00	$ 1,945,141.00	0.00
Special Education Pass-Through Fund - 10.0	7,339,967.00	7,339,967.00	0.00
Child Development Fund - 12.0	4,192,324.00	4,110,118.00	(82,206.00)
Nutrition Services Fund - 13.0	13,402,093.00	12,715,949.00	(686,144.00)
Deferred Maintenance Fund - 14.0	90,000.00	100,000.00	10,000.00
Measure S Building Fund - 21.1	900,000.00	800,000.00	(100,000.00)
Clean Renewable Energy Bond Fund - 21.2	1,500.00	0.00	(1,500.00)
Developer Fee Fund - 25.0	1,750,000.00	1,750,000.00	0.00
Capital Projects Funds - County Schools Facilities Fund - 35.0	5,031,609.00	0.00	(5,031,609.00)
Capital Projects Fund - 40.1	540,648.00	781,000.00	240,352.00
Capital Projects Nutrition Services Fund - 40.2	10,000.00	15,000.00	5,000.00
Bond Interest and Redemption Fund (County Administered) - 51.0	19,575,783.00	19,575,783.00	0.00
Debt Service Fund - 56.0	30,000.00	20,000.00	(10,000.00)
Health and Welfare Fund - 67.0	13,387,801.00	12,337,000.00	(1,050,801.00)
Workers Compensation Fund - 67.1	4,352,607.00	4,042,294.00	(310,313.00)
Early Retirement Benefits Fund - 67.2	2,647,420.00	3,010,000.00	362,580.00
Mc Lennan and Other Scholarships Trust Fund - 73.0	10,100.00	10,100.00	0.00
Total	**$ 507,222,590.00**	**$ 441,658,802.00**	**$ (65,563,788.00)**

Conclusion

Certainly, Governor Newsom delivered the May Revise for the 2023-24 school year with an attempt to reach a balance of protecting existing investments with anticipating continual economic uncertainties. Governor Newsom intends to fully fund the historically large cost-of-living adjustment (COLA) of 8.22% for K14 education; however, doing so comes at the expense of one-time funds reduced in the current year.

The projection supports that the District **will be able to meet its financial obligations for the current and two subsequent years.**

Reference Materials

The following supplemental materials are provided for reference:

- Multi-Year Budget Assumptions – Attachment A
- Board of Education Priorities for 2022-23 – Attachment B
- Tentative Principles for Guiding Budgetary Decisions – Attachment C
- Staffing Ratios – Attachment D
- CBEDS/CALPADS Based Enrollment History – Attachment E
- Proposed Budget Adjustment Impact on Unrestricted General Fund Balance – Attachment F
- Long-Range Financial Projection – Attachment G
- Committed Reserve exceeding minimum Reserve for Economic Uncertainties – Attachment H
- Fund Fiscal Projections – Attachment I (Provided under separate cover)
- District Budget and Certification – Attachment J (Provided under separate cover)

ATTACHMENT A

2022-23 Estimated Actuals and 2023-24 Proposed Budget
Multi-Year Budget Assumptions

Category	2021-22	2022-23	2023-24	2024-25	2025-26
Local Control Funding Formula					
- Projected Net District LCFF Revenue Increase	$11,317,462				
Adopted Budget (June 2022)		$16,736,752	$7,083,478	$2,673,428	$9,788,041
State Budget Adoption (June 2022)		$27,261,737	$7,498,188	$2,879,681	$7,115,651
First Interim		$28,035,193	$9,474,724	$5,072,585	$11,408,529
Second Interim		$28,632,840	$17,498,023	$4,319,733	$11,457,843
Proposed Budget (June 2023)		$28,623,255	$20,525,915	$12,235,698	$5,817,281
- Revenue Net Percentage Increase	4.79%	13.34%	8.29%	4.11%	3.32%
- Projected Increase In Funding Per ADA	$461	$1,343	$945	$508	$427
- Total LCFF Funding Per ADA	$10,068	$11,411	$12,357	$12,865	$13,292
- Factors Utilized In Revenue Calculations					
Unduplicated Percentage (3 year average)	52.19%				
Adopted Budget (June 2022)		51.18%	51.11%	51.71%	51.88%
State Budget Adoption (June 2022)		51.18%	51.11%	51.71%	51.88%
First Interim		50.60%	49.96%	50.13%	50.58%
Second Interim		51.80%	52.19%	53.23%	53.23%
Proposed Budget (June 2023)		51.78%	52.19%	53.22%	53.22%
Statutory Cost of Living Adjustment (COLA)	5.07%				
Adopted Budget (June 2022)		6.56%	5.38%	4.02%	3.72%
State Budget Adoption (June 2022)		6.56%	5.38%	4.02%	3.72%
First Interim		6.56%	5.38%	4.02%	3.72%
Second Interim		6.56%	8.13%	3.54%	3.31%
Proposed Budget (June 2023)		6.56%	8.22%	3.94%	3.29%
Additional Cost of Living Adjustment (COLA)	0.00%	6.70%	0.00%	0.00%	0.00%
Revenue ADA (Funded, includes cnty ada)	24,703				
Adopted Budget (June 2022)		24,062	23,454	22,747	22,700
State Budget Adoption (June 2022)		24,303	23,695	22,988	22,700
First Interim		24,305	23,885	23,363	23,384
Second Interim		24,305	23,885	23,363	23,384
Proposed Budget (June 2023)		24,305	24,106	24,105	23,769
Enrollment	24,213				
Adopted Budget (June 2022)		23,628	23,392	23,392	23,392
State Budget Adoption (June 2022)		23,628	23,392	23,392	23,392
First Interim		24,455	24,210	23,968	23,728
Second Interim		24,454	24,210	23,968	23,728
Proposed Budget (June 2023)		24,455	25,000	24,875	24,750
Unduplicated Count - Enrollment	12,136				
Adopted Budget (June 2022)		12,136	12,136	12,136	12,136
State Budget Adoption (June 2022)		12,136	12,136	12,136	12,136
First Interim		12,136	12,136	12,136	12,136
Second Interim		13,016	12,886	12,757	12,629
Proposed Budget (June 2023)		13,016	13,305	13,238	13,172
EMPLOYEE BENEFITS					
- STRS Rates	16.920%	19.100%	19.100%	19.100%	19.100%
- PERS Rates	22.910%	25.370%	26.680%	27.700%	28.300%
- State Unemployment Insurance	0.500%	0.500%	0.050%	0.050%	0.050%
- Workers Compensation	1.675%	1.591%	1.639%	1.639%	1.639%
- Retiree Benefits	1.357%	1.357%	1.357%	1.357%	1.357%
Utilizing Fund #67.1 Balance	---	---	---	---	---
- Health & Welfare Insurance Increase (District-wide)	$400,000	$3,200,000	$0	$3,200,000	$3,200,000

Attachment B

Board of Education Priorities

- The Glendale Unified Board of Education has affirmed its commitment to the essential priorities of improving student achievement and maintaining a safe learning environment. The Board recognizes that improving student achievement is a comprehensive TK-12 effort, which encompasses all student groups and subject areas, and that maintaining a safe, orderly learning environment is critical to student success.

Priority 1: Maximize Student Achievement

- Close the digital and equity gap.
- Offer robust in-person and independent study learning programs.
- Accelerate learning and improve attendance and engagement.

Priority 2: Foster a Positive Culture of Learning

- Ensure equitable teaching and learning opportunities led by excellence.
- Support culturally relevant curriculum that emphasizes inclusion.
- Increase school connectedness for students, parents, and families.

Priority 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.
- Support physical, social, and emotional wellbeing.

Priority 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.

Attachment C

Principles for Guiding Future Budgetary Decisions

- Maintain competitive salaries and benefits that will enable the District to attract and retain an excellent teaching and support service staff.
- Maintain a balance between current and future-year income and expenditures so as to ensure the long-term financial integrity of the District.
- Recognize that the highest financial priority is directly related to improving student achievement.
- Instructional and support service programs shall be aligned with the Glendale Schools 2015 Strategic Plan and Board of Education identified priorities.
- Recognize that some programs and services may need to be reduced or eliminated. Regularly evaluate all programs and services for cost effectiveness.
- Align resource distribution with accountability for student achievement; the greater the degree of accountability the more direct control the school site should have over the distribution of funding.
- Work to reduce/eliminate the financial impact (encroachment) that various categorical and incentive programs have on the General Fund.
- Recognize that an adequate infrastructure is needed in order to provide a high level of programs and services.
- Ensure that the District is in compliance with state and federal mandates.

2023-24 BUDGET ALLOCATIONS AND STAFFING FORMULAS

ATTACHMENT D

Description	Elementary Schools	Middle Schools	High Schools
Teacher Staffing Ratios (students to teachers)			
Grades TK - K	24.0 : 1 *	n/a	n/a
Grades 1 - 3	24.0 : 1 *	n/a	n/a
Grades 4 - 6	31.9 : 1	n/a	n/a
Grades 7-8 = Ratio and 1 FTE cut per 1000 pupils	n/a	33.3 : 1	n/a
Grades 9-12 = Ratio and 1 FTE cut per 1000 pupils	n/a	n/a	34.3 : 1
**** Ratios may be reduced further with categorical funding if available.***			
Counselor Staffing Ratio (students to counselors)	n/a	500:1	500:1
Elementary Music Teachers	5.2	n/a	n/a
Library Technicians (resource 00000.0, excludes supplemental program	n/a	0.75 FTE per school	n/a
School Site Administrative Support			
School Site Principals, Elementary, MS & HS	1 Per School	1 Per School	1 Per School
Asst. Principals, Elementary	700 : 0.5, 800:1	n/a	n/a
Assistant Principals - MS	n/a	750 : 1	n/a
Associate & Assistant Principals -HS	n/a	n/a	700 : 1
School Site Clerical Support (students to clerical support)			
Administrative Secretary (1 per principal)	1	1	1
Elementary Clerks (1 FTE Minimum)	600:1	n/a	n/a
Secondary Clerks = Ratio and 1 FTE cut per school	n/a	300:1	300:1
Plus ASB Support	n/a	1 FTE per school	1 FTE per school
Plus Counseling Support	n/a	1 FTE per school	1 to 2 FTE per school
Clerical Substitutes	HR Administered Central Account	$795 per Unrest. Clerk FTE	$795 per Unrest. Clerk FTE
Custodial Staff (students to custodial support)			
Custodial Supervisor	n/a	n/a	1
Lead Custodian	n/a	1	1
Custodian II	1	1	n/a
Custodian I	520:1	390:1	390:1
	+0.5 FTE per campus	+0.5 FTE per campus	+1 for large campus
		+1.5 for gym and locker rooms	+2.5 for gyms, locker rooms
			and swimming pool
Additional Custodians Due To COVID (may need 20 FTE)	TBD	TBD	TBD
Custodial Overtime	$ 1 per student	$ 1 per student	$ 1 per student
Custodial Supplies	$11 per student	$11 per student	$11 per student
Pool Supplies (Central FASO Account)	n/a	n/a	$27,000 per year
Instructional Material Support	$32.50 per student	$48.50 per student	$50.50 per student
Summer School Supplies	n/a	$3 per summer student	$3 per summer student
Secondary Security Allocations	n/a	$31.00 per student (base)	$31.00 per student (base)
		$2,000 for summer school	$8,300 for summer school
		$300 for graduation	$300 for graduation
		$10,800 Supplemental	$21,600 Supplemental

Nurses - Allocate 10.25 FTE under Health Services Department (no formu**la)**

Elementary Yard Duty Leaders/Aids - One yard duty leader per school, plus yard duty aids according to need.

Elementary Intervention - $100,000 proportionally split among ES sites based on ELA/Math FBB, BBASIC, BASIC counts

Teacher Substitutes - $2.5 million allocation, Administered by Human Resources Department for personal necessity or illness. (no formula)

Psychologists - No Formula

GLENDALE UNIFIED SCHOOL DISTRICT
CALPADS BASED ENROLLMENT HISTORY
Source: 2023-24 Budget 06/14/2023

ATTACHMENT E

TOTAL ENROLLMENT BY GRADE LEVEL

GRADE	2010-11 Actual Enrollment	2011-12 Actual Enrollment	2012-13 Actual Enrollment	2015-16 Actual Enrollment	2016-17 Actual Enrollment	2017-18 Actual Enrollment	2018-19 Actual Enrollment	2019-20 Actual Enrollment	2020-21 Actual Enrollment	2021-22 Actual Enrollment	2022-23 Actual Enrollment	2023-24 Standard Progression	2023-24 Hist. Trend Projections	2024-25 Hist. Trend Projections	2025-26 Hist. Trend Projections	2026-27 Hist. Trend Projections
TK	---	---	90	317	305	330	307	300	246	220	363	360	375	377	379	381
K	1,749	1,764	1,798	1,916	1,922	1,882	1,866	1,815	1,629	1,597	1,460	1,460	1,508	1,515	1,527	1,535
1	1,774	1,869	1,837	1,874	1,944	1,980	1,970	1,922	1,832	1,669	1,800	1,460	1,508	1,515	1,527	1,535
2	1,671	1,811	1,899	1,891	1,884	1,975	1,962	1,961	1,871	1,679	1,795	1,800	1,859	1,515	1,527	1,535
3	1,754	1,723	1,830	1,937	1,898	1,917	1,970	1,934	1,933	1,765	1,840	1,795	1,854	1,868	1,527	1,535
Gr TK-3 Total	*6,948*	*7,167*	*7,454*	*7,935*	*7,953*	*8,084*	*8,075*	*7,932*	*7,511*	*6,930*	*7,258*	*6,875*	*7,104*	*6,790*	*6,487*	*6,521*
4	1,682	1,782	1,752	1,870	1,977	1,910	1,906	1,955	1,901	1,795	1,804	1,840	1,900	1,863	1,885	1,535
5	1,850	1,720	1,813	1,969	1,877	1,988	1,891	1,901	1,916	1,780	1,931	1,804	1,863	1,910	1,880	1,894
6	1,877	1,943	1,762	1,941	1,976	1,876	1,944	1,849	1,876	1,790	1,994	1,931	1,994	1,872	1,923	1,889
Gr 4-6 Total	*5,409*	*5,445*	*5,327*	*5,780*	*5,830*	*5,774*	*5,741*	*5,705*	*5,693*	*5,365*	*5,729*	*5,575*	*5,757*	*5,645*	*5,688*	*5,318*
TOTAL ELEMENTARY	12,357	12,612	12,781	13,715	13,783	13,858	13,816	13,637	13,204	12,295	12,987	12,450	12,861	12,435	12,175	11,839
7	2,022	1,896	1,920	1,820	1,921	1,929	1,820	1,827	1,751	1,717	1,778	1,994	2,062	2,007	1,893	1,937
8	2,136	2,063	1,922	1,869	1,855	1,929	1,928	1,799	1,825	1,655	1,790	1,778	1,839	2,076	2,028	1,908
Gr 7-8 Total	*4,158*	*3,959*	*3,842*	*3,689*	*3,776*	*3,858*	*3,748*	*3,626*	*3,576*	*3,372*	*3,568*	*3,772*	*3,901*	*4,083*	*3,921*	*3,845*
TOTAL K-8	*16,515*	*16,571*	*16,623*	*17,404*	*17,559*	*17,716*	*17,564*	*17,263*	*16,780*	*15,667*	*16,555*	*16,222*	*16,762*	*16,518*	*16,096*	*15,684*
9	2,167	2,168	2,090	1,886	1,933	1,878	1,894	1,898	1,772	1,712	1,717	1,790	1,852	1,852	2,097	2,044
10	2,317	2,180	2,187	1,984	1,876	1,930	1,879	1,865	1,855	1,699	1,790	1,717	1,775	1,864	1,870	2,113
11	2,168	2,202	2,096	1,883	1,892	1,822	1,843	1,820	1,796	1,760	1,716	1,790	1,850	1,786	1,883	1,885
12	2,123	2,082	2,117	1,897	1,842	1,830	1,715	1,746	1,759	1,699	1,720	1,716	1,774	1,862	1,805	1,897
Gr 9-12 Total	*8,775*	*8,632*	*8,490*	*7,650*	*7,543*	*7,460*	*7,331*	*7,329*	*7,182*	*6,870*	*6,943*	*7,013*	*7,251*	*7,364*	*7,655*	*7,939*
DHS/VA/G.IS/Jwl/OnlineC&C	401	358	355	305	301	273	273	296	286	1,003	335	335	345	347	350	351
TOTAL SECONDARY	13,334	12,949	12,687	11,644	11,620	11,591	11,352	11,251	11,044	11,245	10,846	11,120	11,497	11,794	11,926	12,135
Elem and Sec. Subtotal	25,691	25,561	25,468	25,359	25,403	25,449	25,168	24,888	24,248	23,540	23,833	23,570	24,358	24,229	24,101	23,974
Special Education	702	689	726	760	672	622	620	640	676	673	622	622	642	646	649	652
DISTRICT TOTAL	26,393	26,250	26,194	26,119	26,075	26,071	25,788	25,528	24,924	24,213	24,455	24,192	25,000	24,875	24,750	24,626
Increase/Decrease	-266	-143	-56	-63	-44	-4	-283	-260	-604	-711	242	-263	545	-125	-125	-124
Percent	*-1.00%*	*-0.54%*	*-0.21%*	*-0.24%*	*-0.17%*	*-0.02%*	*-1.09%*	*-1.01%*	*-2.37%*	*-2.85%*	*1.00%*	*-1.08%*	*2.23%*	*-0.50%*	*-0.50%*	*-0.50%*

ATTACHMENT F

Budget Adjustment Impact on Unrestricted General Fund Ending Balance
2022-23 Estimated Actuals & 2023-24 Proposed Budget
Revised As of 06/02/2023

Major Changes	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Adopted Budget 2022-23 Ending Balance	$ 40,151,476	$ 49,103,714	$ 71,207,066	$ 91,530,694	$ 118,654,446	$ 141,108,542
Adjustment For Unaudited Actual 2021-22 Ending Balance	$ 677,484	$ 677,484	$ 677,484	$ 677,484	$ 677,484	$ 677,484
Revised 2022-23 Ending Balance Reflecting Above Adjustment	$ 40,828,960	$ 49,781,198	$ 71,884,550	$ 92,208,178	$ 119,331,930	$ 141,786,026
Major State 45-Day Adjustments (Part Of 2022-23 First Interim Adjustments)						
LCFF Ongoing & One Time COLA Increase With ADA Relief Averaging	$ -	$ 10,492,321	$ 10,907,031	$ 11,113,284	$ 8,440,894	$ 8,717,435
Arts, Music & Instructional Materials Discretionary Block Grant - Incor	$ -	$ 15,154,599	$ -	$ -	$ -	$ -
Expanded Learning Opportunities Program - Income Budget	$ -	$ 12,760,944	$ 12,760,944	$ 12,760,944	$ 12,760,944	$ 12,760,944
Learning Recovery Emergency Block Grant - Income Budget	$ -	$ 28,437,833	$ -	$ -	$ -	$ -
Block Grants Offset - Expenditure Budget	$ -	$ (56,353,376)	$ (12,760,944)	$ (12,760,944)	$ (12,760,944)	$ (12,760,944)
District Level 45-Day Adjustments (Part Of 2022-23 First Interim Adjustments)						
2023-24 PROJECTED FISCAL STABILIZATION PLAN						
"Reversal" 2023-24 PROJECTED FISCAL STABILIZATION PLAN (in 2nd Interim)	$ -	$ -	$ (16,500,000)	$ (16,500,000)	$ (16,500,000)	$ (16,500,000)
Administrative and School Site Program Adjustments	**$ -**	**$ (1,067,652)**	**$ (495,152)**	**$ (495,152)**	**$ (495,152)**	**$ (495,152)**
GSMA Settlement	**$ -**	**$ (1,950,352)**	**$ (1,950,352)**	**$ (1,950,352)**	**$ (1,950,352)**	**$ (1,950,352)**
CSEA Settlement	**$ -**	**$ (3,758,258)**	**$ (3,758,258)**	**$ (3,758,258)**	**$ (3,758,258)**	**$ (3,758,258)**
Other First Interim Adjustments						
Carry-Over From Prior Year		$ (8,494,511)	$ -	$ -	$ -	$ -
Informed K12		$ (125,000)	$ (125,000)	$ (125,000)	$ (125,000)	$ (125,000)
Juneteenth Cost for Two Days (2020-21 & 2021-22)		$ (267,151)	$ -	$ -	$ -	$ -
FRONLINE		$ (120,055)	$ (124,858)	$ (129,852)	$ (129,852)	$ (129,852)
Clark Transportation Costs		$ (417,200)	$ (700,640)	$ (785,672)	$ (785,672)	$ (785,672)
Additional Textbook Costs (Net cost after revenues & carry-overs)		$ -	$ -	$ (2,904,033)	$ -	$ -
Swept Textbook Budget		$ 530,000	$ 530,000	$ -	$ -	$ -
Rejected FEMA Costs From Prior Year		$ -	$ -	$ -	$ -	$ -
BEST HCM Charge		$ (290,000)	$ (290,000)	$ (290,000)	$ -	$ -
Estimated Classified Extra 3 Hours - Covid Funding Extended to 2023-24 (ESSER 32140.0		$ -	$ 1,650,000	$ -	$ -	$ -
Block Schedule - Covid Funding Extended to 2023-24 (ELOP Other Resources) 31.2 FTE approx.			$ 3,170,000	$ -	$ -	$ -
Unrestricted GF Projected Actuals Savings (GTA, CSEA, GSMA)		$ 2,000,000	$ -	$ -	$ -	$ -
Discretionary Block Grant Savings (GF Cost Transfers of STRS/PERS/H&W)		TBD	$ -	$ -	$ -	$ -
SPED Projected Actuals Savings (CSEA)		$ 3,300,000	$ -	$ -	$ -	$ -
NPA / NPS Costs		$ (17,000,000)	$ (14,000,000)	$ (14,000,000)	$ (14,000,000)	$ (14,000,000)
NPA Costs From 2021-22 but paid in 2022-23		$ (1,500,000)	$ -	$ -	$ -	$ -
SPED Para's Move To 32140.0 ESSER III		TBD	$ -	$ -	$ -	$ -
SPED Transportation Costs (expense budget currently in excess of estimated 20% increase)		$ 660,000	$ -	$ (273,011)	$ (273,011)	$ (273,011)
Estimated Additional SPED Disproportionality		$ -	$ (250,000)	$ (250,000)	$ (250,000)	$ (250,000)
SPED ARP Expense Transfers		TBD	TBD	TBD	TBD	TBD
Estimated New Increase in Special Ed. State Funding (reduced encroach	$ -	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000
LCFF Projected ADA Increase & Augmented COLA Increase		$ 773,456	$ 2,749,992	$ 4,942,896	$ 9,235,774	$ 17,279,396
Estimated LCFF Transportation Revenue Increase		$ 2,450,000	$ 2,450,000	$ 2,450,000	$ 2,450,000	$ 2,450,000
Other Board Approved Adjustments		$ (12,801)	$ -	$ -	$ -	$ -
Second Interim Adjustments						
COLA Adjustments (23/24 = 2.75% cost increase)		$ 597,647	$ 8,620,946	$ 7,868,094	$ 7,917,408	$ 7,818,748
PERS Increase (23/24 = 1.80% cost increase)		$ -	$ (698,358)	$ (1,357,917)	$ (1,978,680)	$ (2,133,870)
Liability Insurance Estimated Increase (23/24 = 17% cost increase)		$ (400,000)	$ (950,000)	$ (950,000)	$ (950,000)	$ (950,000)
Four new teachers		$ (400,000)	$ (400,000)	$ (400,000)	$ (400,000)	$ (400,000)
2022-23 One-Time Projected Actuals vs. Budget Savings Carry-Over (assigned)		**$ 2,853,494**	**$ -**	**$ -**	**$ -**	**$ -**
2022-23 One-Time Projected Actuals vs. Budget Savings (committed)		**$ 2,757,057**	**$ -**	**$ -**	**$ -**	**$ -**
Custodial Supply Budget Augmentation (to cover 22/23 one time cost inflation)		$ (350,000)	$ (350,000)	$ (350,000)	$ (350,000)	$ (350,000)
Water Estimated Increase (22/23 one time cost increase)		$ (105,000)	$ (105,000)	$ (105,000)	$ (105,000)	$ (105,000)
Electrical Estimated Increase (22/23 one time cost increase)		$ (375,000)	$ (375,000)	$ (375,000)	$ (375,000)	$ (375,000)
Natural Gas Estimated Increase (22/23 one time cost increase)		$ (330,000)	$ (330,000)	$ (330,000)	$ (330,000)	$ (330,000)
Other Board Approved Adjustments		$ 60,609				
End-Of-Year Adjustments						
2024-25 PROJECTED FISCAL STABILIZATION PLAN		$ -	$ -	$ -	$ -	$ -
GTA Settlement						
Stipends, Hourly, Benefits		**$ (586,000)**	**$ (586,000)**	**$ (586,000)**	**$ (586,000)**	**$ (586,000)**
4.5% One-Time 2020-21 GTA ONLY - Potential Settlement		**$ (5,953,680)**	$ -	$ -	$ -	$ -
3.5% Ongoing 2021-22 GTA Potential Settlement		**$ (9,261,280)**	**$ (4,630,640)**	**$ (4,630,640)**	**$ (4,630,640)**	**$ (4,630,640)**
5.0 % Ongoing 2022-23 GTA Potential Settlement (compounded)		**$ (6,846,732)**	**$ (6,846,732)**	**$ (6,846,732)**	**$ (6,846,732)**	**$ (6,846,732)**
1.5% GSMA "Me Too"	$ -	**$ (418,347)**	**$ (418,347)**	**$ (418,347)**	**$ (418,347)**	**$ (418,347)**
0.68% CSEA "Me Too"	$ -	**$ (355,095)**	**$ (355,095)**	**$ (355,095)**	**$ (355,095)**	**$ (355,095)**
Misc. Adjustments		$ (152,176)	$ (48)	$ 424,592	$ (313,787)	$ (397,674)
2023-24 $500k one-tiime for new TK classrooms; ongoing $250k for Student Engagement Coordinator; Utilities adjust. ; Misc. State & Local revenue adjust. ; Teacher reserve per enroll. Projection; other misc. adjust.			$ (1,318,357)	$ (818,357)	$ (818,357)	$ (818,357)
2023-24 Health and Welfare Savings			$ 2,720,000	$ 2,720,000	$ 2,720,000	$ 2,720,000
LCFF Funding Variables			$ 3,018,307	$ 10,934,272	$ 5,293,710	$ 8,880,309
Current Year Impact	$ -	$ (31,561,707)	$ (17,241,561)	$ (16,031,281)	$ (18,167,149)	$ (6,598,125)
Cumulative Impact to Ending Balance	$ -	$ (31,561,707)	$ (48,803,268)	$ (64,834,549)	$ (83,001,698)	$ (89,599,823)
Adjusted Ending Balance Projection	**$ 40,828,960**	**$ 18,219,491**	**$ 23,081,282**	**$ 27,373,629**	**$ 36,330,232**	**$ 52,186,203**
Assigned and Restricted Balances:				$ -		
Revolving Cash	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
Stores	$ 283,211	$ 283,211	$ 283,211	$ 283,211	$ 283,211	$ 283,211
All Other Non-Spendable (Glenfield Lease GASB-87)	$ 827,218	$ 827,218	$ 827,218	$ 827,218	$ 827,218	$ 827,218
3% Mandated Reserve for Economic Uncertainties (Estimated)	$ 12,497,035	$ 13,159,350	$ 11,062,220	$ 11,432,711	$ 11,468,452	$ 11,595,214
Reserve For Future LACOE System Charges	$ -	$ -	$ -	$ -	$ -	$ -
Reserve for 2020-21 Carry-Overs Remaining	$ 2,584,923	$ -	$ -	$ -	$ -	$ -
Assigned MAA	$ 4,295,713	$ -	$ -	$ -	$ -	$ -
Assigned Title I Hold Harmless (extracted from Assigned MAA)	$ 300,000	$ -	$ -	$ -	$ -	$ -
Reserve For Projected End of Year Carry-over	$ 7,564,010	$ 2,853,494	$ 5,573,494	$ 5,573,494	$ 5,573,494	$ 5,573,494
Reserve for One-Time 2017-18 Discretionary Funding Carry-Over	$ 892,353	$ -	$ -	$ -	$ -	$ -
Committed (to cover GTA Settlement & Textbook Adoptions)		**$ 1,026,217**	**$ 5,265,139**	**$ 9,186,995**	**$ 18,107,857**	**$ 33,837,066**
Unassigned Balance	**$ 11,514,497**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Percent of Balance (must stay above 3%)		**3.26%**	**4.43%**	**5.41%**	**7.74%**	**11.75%**

Glendale Unified School District

ATTACHMENT G Date: 5/26/23
Time: 8:10PM
Rev 4.31

GENERAL FUND
Unrestricted Program Only

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
A. REVENUES							
1) Revenue Limit Sources	8010-8099	297,873,178	310,108,876	315,926,157	326,716,713	334,261,552	0
2) Federal Revenues	8100-8299	200,000	200,000	200,000	200,000	200,000	0
3) Other State Revenues	8300-8599	7,718,538	7,505,335	7,294,775	7,092,966	6,900,102	0
4) Other Local Revenues	8600-8799	5,519,383	5,588,440	5,650,631	5,720,509	5,795,143	0
5) TOTAL REVENUES		311,311,099	323,402,651	329,071,563	339,730,188	347,156,797	0
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	114,562,122	116,642,063	114,243,255	112,807,328	111,297,849	0
2) Classified Salaries	2000-2999	32,273,912	33,923,912	33,923,912	33,923,912	33,923,912	0
3) Employee Benefits	3000-3999	73,863,496	78,091,493	79,214,176	80,642,115	82,488,729	0
4) Books and Supplies	4000-4999	4,676,087	5,176,632	5,062,493	4,962,120	4,868,293	0
5) Services, Other Operatin Expense	5000-5999	23,751,394	25,933,469	26,315,887	28,174,173	28,685,507	0
6) Capital Outlay	6000-6999	197,395	203,356	208,725	214,757	221,200	0
7) Other Outgo	7100-7299	220,000	220,000	220,000	220,000	220,000	0
8) Direct Support/Indirect Cost	7300-7399	(1,421,597)	(1,407,120)	(1,399,987)	(1,396,687)	(1,395,160)	0
9) TOTAL EXPENDITURES		248,122,809	258,783,805	257,788,461	259,547,718	260,310,330	0
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		63,188,290	64,618,846	71,283,102	80,182,470	86,846,467	0
D. OTHER FINANCING SOURCES\USES							
1) Interfund Transfers							
a) Transfers In	8910-8929	0	0	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0	0	0
2) Other Sources	8930-8979	0	0	0	0	0	0
Other Uses	7630-7699	0	0	0	0	0	0
3) Contributions to Restric Programs	8980-8999	(58,326,499)	(60,326,499)	(62,326,499)	(64,326,499)	(66,326,499)	0
4) TOTAL, OTHER SOURCES/USES		(58,326,499)	(60,326,499)	(62,326,499)	(64,326,499)	(66,326,499)	0

GENERAL FUND
Unrestricted Program Only

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
E. NET INCREASE (DECREASE) IN FUND BALANCE							
What If? Sources		0	0	0	0	0	0
What If? Uses		0	0	0	0	0	0
Total (What If + C + D4)		4,861,791	4,292,347	8,956,603	15,855,971	20,519,968	0
F. FUND BALANCE, RESERVES							
1) Beginning Balance		18,219,491	23,081,282	27,373,629	36,330,232	52,186,203	0
a) Adjustments		0	0	0	0	0	0
b) Net Beginning Balance		18,219,491	23,081,282	27,373,629	36,330,232	52,186,203	0
2) Ending Balance (E + F1b)		23,081,282	27,373,629	36,330,232	52,186,203	72,706,171	0
COMPONENTS OF ENDING FUND BALANCE							
a) Reserved Amounts							
Revolving Cash	9711	70,000	70,000	70,000	70,000	70,000	0
Stores	9712	283,211	283,211	283,211	283,211	283,211	0
Other, Prepay, Etc.	9719	827,218	827,218	827,218	827,218	827,218	0
General Reserve	9730	0	0	0	0	0	0
Legally Restricted Balances	9740	0	0	0	0	0	0
b) Designated Amounts For Economic Uncertainties	9770	11,062,220	11,432,711	11,468,452	11,595,214	11,696,411	0
Other Designated	9780	5,573,494	5,573,494	5,573,494	5,573,494	5,573,494	0
	97yy	5,265,139	9,186,995	18,107,857	33,837,066	54,255,837	0
c) FREE Balance	9790	0	0	0	0	0	0
d) (DEFICIT) Balance	9790	0	0	0	0	0	0

GENERAL FUND

Restricted Program Only

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
A. REVENUES							
1) Revenue Limit Sources	8010-8099	0	0	0	0	0	0
2) Federal Revenues	8100-8299	18,397,594	16,570,739	16,570,739	16,570,739	16,570,739	0
3) Other State Revenues	8300-8599	33,285,924	34,097,903	34,802,641	35,508,439	36,229,903	0
4) Other Local Revenues	8600-8799	10,111,833	10,111,833	10,111,833	10,111,833	10,111,833	0
5) TOTAL REVENUES		61,795,351	60,780,475	61,485,213	62,191,011	62,912,475	0
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	33,723,435	33,928,963	34,290,102	34,736,217	35,226,350	0
2) Classified Salaries	2000-2999	20,472,923	20,452,544	20,537,467	20,677,485	20,844,867	0
3) Employee Benefits	3000-3999	27,033,695	27,726,731	28,545,997	29,435,007	30,359,480	0
4) Books and Supplies	4000-4999	4,655,275	4,551,489	4,504,964	4,485,070	4,477,562	0
5) Services, Other Operatin Expense	5000-5999	29,325,069	30,367,956	31,394,761	32,430,115	33,474,636	0
6) Capital Outlay	6000-6999	54,102	54,309	54,488	54,668	54,851	0
7) Other Outgo	7100-7299	530,000	535,784	540,804	545,831	550,971	0
8) Direct Support/Indirect Cost	7300-7399	980,597	966,120	958,987	955,687	954,160	0
9) TOTAL EXPENDITURES		116,775,096	118,583,896	120,827,570	123,320,080	125,942,877	0
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		(54,979,745)	(57,803,421)	(59,342,357)	(61,129,069)	(63,030,402)	0
D. OTHER FINANCING SOURCES\USES							
1) Interfund Transfers							
a) Transfers In	8910-8929	0	0	0	0	0	0
b) Transfers Out	7610-7629	3,842,773	3,722,662	3,665,692	3,639,338	3,627,146	0
2) Other Sources	8930-8979	0	0	0	0	0	0
Other Uses	7630-7699	0	0	0	0	0	0
3) Contributions to Restric Programs	8980-8999	58,326,499	60,326,499	62,326,499	64,326,499	66,326,499	0
4) TOTAL, OTHER SOURCES/USES		54,483,726	56,603,837	58,660,807	60,687,161	62,699,353	0

GENERAL FUND
Restricted Program Only

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
E. NET INCREASE (DECREASE) IN FUND BALANCE							
What If? Sources		0	0	0	0	0	0
What If? Uses		0	0	0	0	0	0
Total (What If + C + D4)		(496,019)	(1,199,584)	(681,550)	(441,908)	(331,049)	0
F. FUND BALANCE, RESERVES							
1) Beginning Balance		33,363,168	32,867,149	31,667,565	30,986,015	30,544,107	0
a) Adjustments		0	0	0	0	0	0
b) Net Beginning Balance		33,363,168	32,867,149	31,667,565	30,986,015	30,544,107	0
2) Ending Balance (E + F1b)		32,867,149	31,667,565	30,986,015	30,544,107	30,213,058	0
COMPONENTS OF ENDING FUND BALANCE							
a) Reserved Amounts							
Revolving Cash	9711	0	0	0	0	0	0
Stores	9712	0	0	0	0	0	0
Other, Prepay, Etc.	9719	0	0	0	0	0	0
General Reserve	9730	0	0	0	0	0	0
Legally Restricted Balances	9740	32,867,149	31,667,565	30,986,015	30,544,107	30,213,058	0
b) Designated Amounts For Economic Uncertainties	9770	0	0	0	0	0	0
Other Designated	9780	0	0	0	0	0	0
	97yy	0	0	0	0	0	0
c) FREE Balance	9790	0	0	0	0	0	0
d) (DEFICIT) Balance	9790	0	0	0	0	0	0

Glendale Unified School District

Date: 5/26/23
Time: 8:09PM
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GENERAL FUND
Unrestricted And Restricted

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
A. REVENUES							
1) Revenue Limit Sources	8010-8099	297,873,178	310,108,876	315,926,157	326,716,713	334,261,552	0
2) Federal Revenues	8100-8299	18,597,594	16,770,739	16,770,739	16,770,739	16,770,739	0
3) Other State Revenues	8300-8599	41,004,462	41,603,238	42,097,416	42,601,405	43,130,005	0
4) Other Local Revenues	8600-8799	15,631,216	15,700,273	15,762,464	15,832,342	15,906,976	0
5) TOTAL REVENUES		373,106,450	384,183,126	390,556,776	401,921,199	410,069,272	0
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	148,285,557	150,571,026	148,533,357	147,543,545	146,524,199	0
2) Classified Salaries	2000-2999	52,746,835	54,376,456	54,461,379	54,601,397	54,768,779	0
3) Employee Benefits	3000-3999	100,897,191	105,818,224	107,760,173	110,077,122	112,848,209	0
4) Books and Supplies	4000-4999	9,331,362	9,728,121	9,567,457	9,447,190	9,345,855	0
5) Services, Other Operatin Expense	5000-5999	53,076,463	56,301,425	57,710,648	60,604,288	62,160,143	0
6) Capital Outlay	6000-6999	251,497	257,665	263,213	269,425	276,051	0
7) Other Outgo	7100-7299	750,000	755,784	760,804	765,831	770,971	0
8) Direct Support/Indirect Cost	7300-7399	(441,000)	(441,000)	(441,000)	(441,000)	(441,000)	0
9) TOTAL EXPENDITURES		364,897,905	377,367,701	378,616,031	382,867,798	386,253,207	0
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		8,208,545	6,815,425	11,940,745	19,053,401	23,816,065	0
D. OTHER FINANCING SOURCES\USES							
1) Interfund Transfers							
a) Transfers In	8910-8929	0	0	0	0	0	0
b) Transfers Out	7610-7629	3,842,773	3,722,662	3,665,692	3,639,338	3,627,146	0
2) Other Sources	8930-8979	0	0	0	0	0	0
Other Uses	7630-7699	0	0	0	0	0	0
3) Contributions to Restric Programs	8980-8999	0	0	0	0	0	0
4) TOTAL, OTHER SOURCES/USES		(3,842,773)	(3,722,662)	(3,665,692)	(3,639,338)	(3,627,146)	0

GENERAL FUND
Unrestricted And Restricted

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Long Range Financial Projection (V1)

Description	Account Codes	Base Year 2023/24	Proj. 1 2024/25	Proj. 2 2025/26	Proj. 3 2026/27	Proj. 4 2027/28	Proj. 5
E. NET INCREASE (DECREASE) IN FUND BALANCE							
What If? Sources		0	0	0	0	0	0
What If? Uses		0	0	0	0	0	0
Total (What If + C + D4)		4,365,772	3,092,763	8,275,053	15,414,063	20,188,919	0
F. FUND BALANCE, RESERVES							
1) Beginning Balance		51,582,659	55,948,431	59,041,194	67,316,247	82,730,310	0
a) Adjustments		0	0	0	0	0	0
b) Net Beginning Balance		51,582,659	55,948,431	59,041,194	67,316,247	82,730,310	0
2) Ending Balance (E + F1b)		55,948,431	59,041,194	67,316,247	82,730,310	102,919,229	0
COMPONENTS OF ENDING FUND BALANCE							
a) Reserved Amounts							
Revolving Cash	9711	70,000	70,000	70,000	70,000	70,000	0
Stores	9712	283,211	283,211	283,211	283,211	283,211	0
Other, Prepay, Etc.	9719	827,218	827,218	827,218	827,218	827,218	0
General Reserve	9730	0	0	0	0	0	0
Legally Restricted Balances	9740	32,867,149	31,667,565	30,986,015	30,544,107	30,213,058	0
b) Designated Amounts For Economic Uncertainties	9770	11,062,220	11,432,711	11,468,452	11,595,214	11,696,411	0
Other Designated	9780	5,573,494	5,573,494	5,573,494	5,573,494	5,573,494	0
	97yy	5,265,139	9,186,995	18,107,857	33,837,066	54,255,837	0
c) FREE Balance	9790	0	0	0	0	0	0
d) (DEFICIT) Balance	9790	0	0	0	0	0	0

GLENDALE UNIFIED SCHOOL DISTRIC **ATTACHMENT H**

2023-24 Proposed Budge

Committed Reserve Calculation - Reserve Exceeding Minimum REI

Per Education Code Section 42127(a)(2)(B), the following reserve exceeding minimum Reserve for Economic Uncertainties was presented at a public hearing on June 6, 2023 and to be Adopted on June 20, 2023.

Committed Calculation	2023-24	2024-25	2025-26	2026-27	2027-28
Unrestricted + Restricted General Fund (Part B + Other Uses Expenses)	$368,740,678	$381,090,363	$382,281,723	$386,507,136	$389,880,353
(a) Unrestricted General Fund Ending Balance	$23,081,282	$27,373,629	$36,330,232	$52,186,203	$72,706,171
(b) Minus 10% Reserve Cap (10% x Total Gen.Fund Expense)	($36,874,068)	($38,109,036)	($38,228,172)	($38,650,714)	($38,988,035)
(c) Net = (a minus b) = Minimum Amount to Commit. If negative or zero, no commitment is requred	($13,792,786) No Commit Req.	($10,735,407) No Commit Req.	($1,897,940) No Commit Req.	$13,535,489 Min. Commit Req.	$33,718,136 Min. Commit Req.
Revolving Cash	$70,000	$70,000	$70,000	$70,000	$70,000
Warehouse Stores	$283,211	$283,211	$283,211	$283,211	$283,211
All Other Non-Spendable (Glenfield Lease GASB-87)	$827,218	$827,218	$827,218	$827,218	$827,218
Committed Amt (line c above [0 if negative] and zero out Unapprop. Amt)	**$5,265,139**	**$9,186,995**	**$18,107,857**	**$33,837,066**	**$54,255,837**
Assignments	$5,573,494	$5,573,494	$5,573,494	$5,573,494	$5,573,494
Reserve for Economic Uncertainties	$11,062,220	$11,432,711	$11,468,452	$11,595,214	$11,696,411
Unapproriated Amount	$0	$0	$0	$0	$0
Total Components of Ending Balance	$23,081,282	$27,373,629	$36,330,232	$52,186,203	$72,706,171

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 3

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
PREPARED BY:	Karineh Savarani, Director, Financial Services
SUBJECT:	**Resolution No. 30 - Temporary Inter-Fund Cash Borrowing – Child Development Fund**

The Superintendent recommends that the Board of Education adopt Resolution No. 30 to allow Temporary Inter-fund Cash Borrowing.

In anticipation of the delay of the Child Development Fund revenue from the State which could result in insufficient funds being available for payroll, a temporary Inter-Fund cash borrowing may be necessary. It is anticipated that the cash flow for this fund will be restored. If a loan is made, it will be repaid at that time.

To accommodate an inter-fund loan, a resolution is required, per Bulletin 6544 from Los Angeles County Office of Education (LACOE), to allow for temporary borrowing of cash between District funds in 2023-24. When cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, a temporary transfer of cash between District funds is permitted by Education Code Section 42603.

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.*

CASH BORROWING RESOLUTION

Temporary Interfund Cash Borrowing

Glendale Unified School District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $1,000,000.
2. For fiscal year: 2023-24.
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
6. The amounts borrowed shall be **repaid** either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Glendale Unified School District hereby authorizes the borrowing of cash between all of the district funds.

Certification of the Clerk of the Governing Board

The agenda listing this item for action was posted as required by law.

The resolution was adopted by the Governing Board on June 20, 2023
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 2
Info Bul. No. 6700
SFS-A51-2022-2023

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT 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:	**Resolution No. 31 - Temporary Inter-Fund Borrowing Between Funds**

The Superintendent recommends that the Board of Education adopt Resolution No. 31 to allow Temporary Inter-fund Borrowing Between Funds.

Education Code Section 42603 allows for funds held in any fund or account to be temporarily transferred to another fund or account of the district for payment obligations. With the uncertainty of the State Budget condition and credit market restrictions, it is necessary to obtain an authorization on an annual basis for the ability for temporary inter-fund transfers.

The amounts transferred are accounted for as temporary borrowing between funds or accounts and shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. In addition, no more than 75% of the maximum of monies in any fund or account during a current fiscal year may be transferred.

Resolution No. 31 is required to have the flexibility to borrow between funds for short-term cash flow issues in order to meet current payment obligations.

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.*

RESOLUTION NO. 31

A RESOLUTION OF THE BOARD OF THE GLENDALE UNIFIED SCHOOL DISTRICT REGARDING TEMPORARY BORROWING BETWEEN FUNDS

WHEREAS, the governing board of Glendale Unified School District may direct that funds held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

WHEREAS, no more than 75% of the maximum of monies in any fund or account during a current fiscal year may be transferred,

NOW, THEREFORE, BE IT RESOLVED that the governing board of the Glendale Unified School District, in accordance with the provisions of Education Code Section 42603 adopts the following authorization for fiscal year 2023-24 to temporarily transfer funds between the following funds provided that all transfers are approved by the Chief Business and Financial Officer, Business Services or his designee.

General Fund (01)	Cafeteria Fund (13)
Deferred Maintenance Fund (14)	Capital Facilities Fund (25)
Special Reserve Capital Projects Fund (40.1)	Debt Service Fund (56)
Special Reserve Food Capital Projects Fund (40.2)	

BE IT FURTHER RESOLVED that the above Resolution was approved and adopted by the Board of Education of the Glendale Unified School District at a regular meeting held on the twentieth day of June, 2023.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAINED: _____

Attest:

_____ _____

Secretary of the Board of Education President of the Board of Education

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 5

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
PREPARED BY:	Frank Schlueter, Director, Educational Technology & Information Services
SUBJECT:	**Approval to Renew Q Related Services Subscription with Aequitas**

The Superintendent recommends that the Board of Education approve the annual maintenance and support renewal for the District's Q Student Information System and Q Communication with Aequitas for the 2023-2024 school year for a total amount of $273,574.54. This will be funded by the Educational Technology and Information Services budget.

The Glendale Unified School District (GUSD) subscribes to multiple services offered by Aequitas that are combined in a single coterminous contract.

GUSD subscribes to Aequitas for the maintenance, upgrades and support for the District's Q Student Information System. The agreement provides full support for Q, including CALPADS support, rights to all source code and discounts on extended services. Aequitas is the only company that provides support for Q Student Information Systems.

ParentSquare Q Communication is the communication tool currently used by the District. ParentSquare has partnered with Aequitas, the provider of the District's Q Student Information System, to have both systems integrated with each other. As a result, the ParentSquare system is accessible directly from within Q and named "Q Communication."

Q Pulse is a dynamic dashboard integrated within the Q Student Information System to serve three purposes:

- To provide schools with formative, timely, and actionable data throughout the year and foster data-driven decision-making and support.
- To tightly align school goals and District office efforts to both the California (CA)

State Dashboard and the Local Control and Accountability Plan (LCAP).

- To provide greater access to commonly requested data points.

Aequitas also offers Professional Development (PD), which is a series of short online training sessions that cover a variety of modules and tasks within the Q Student Information System. This is a useful resource to help train teachers, staff and substitutes in the proper usage of Q.

Q continues to be one of the most cost-effective Student Information Systems and meets GUSD's needs with updated features and custom configurations. Aequitas originally announced a 16% cost increase per ADA for 2023/24. GUSD negotiated a per ADA rate increase of 11% spread over two years. The first year represents a 5% increase and the second year represents a 6% increase.

It is recommended to renew the subscription with Aequitas for Q Annual Maintenance and Support, Q District Pulse, Q Communications, and Q Professional Development. The costs to renew all subscriptions for the 2023-2024 school year is $273,574.54.

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.*

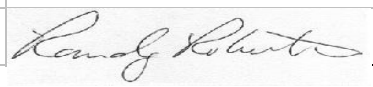
Aequitas Solutions	Work Order	www.myaequitas.com

Work Order #	GUSD-23.06.13-1627
Date Created	Tuesday, June 13, 2023
Created By	Randy Robertson
Client Code	GUSD
Client Name	Glendale Unified School District
Contact	Frank Schleuter
E-Mail Address	fschlueter@gusd.net
Department	ETIS
Phone Number	(818) 241-3111 x 1577
Project Start Date	7/1/2023
Project Due Date	Saturday, July 1, 2023
Project Manager	Randy Robertson

aequitas SOLUTIONS

7365 Carnelian
Suite 208
Rancho Cucamonga, CA 91730

Work Summary	Annual Maintenance & Support 2023-24 based on 22/23 ADA 24,456 * Discounted the Q SIS from $4.01 per ADA to $3.7275 which is 5% increase for 23/24 (Year 2 - 24/25 will be 6% increase) ** District Pulse discounted from $2.12 per ADA to $2.05 *** Removed fee for API savings $1575.00, including in Base Q Subscription along with Advisory Schedules **** Professional Development Annual Subscription discounted from $10,815 to $10,000 **NOTE**: Q Communications powered by Parent Square is included in this quote, however we don't have the ability to discount as that has to come from Parent Square.
Terms & Conditions	Payment is due NET 30 from date of invoice. Travel and expenses are not included and will be billed as incurred. Regarding Q Communications: ParentSquare Agreement The communication services offered through ParentSquare are subject to the terms contained in this Work Order and the ParentSquare School Agreement located collectively at https://www.parentsquare.com/agreement/, https://www.parentsquare.com/terms/, and https://www.parentsquare.com/privacy/. These are incorporated by reference into this Work Order ("ParentSquare School Agreement"), including any exceptions listed in the Exceptions section.
Project Total	**$273,574.54**
Aequitas Solutions Approved By (Name)	Randy Robertson

Signature		**Date Approved**	06/13/23

Client Approved By (Name)		**PO Number**	
Signature		**Date Approved**	

Payment Schedule

Date	Description	Amount	QTY	Totals
07/01/23	Q Annual Maintenance & Support, 2023-24, Includes Q Web API & Advisory Schedules	$3.73	24,456	$91,159.74
07/01/23	Q Communications Annual Subscription, 2023-24	$5.00	24,456	$122,280.00
07/01/23	Q District Pulse Annual Subscription, 2023-24	$2.05	24,456	$50,134.80
07/01/23	Q Professional Development Annual Subscription, 2023-24	$10,000.00	1	$10,000.00
				$0.00
				$0.00
				$0.00
	Grand Total			$273,574.54

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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

SUBJECT: **Approval of Amendment No. 1 to Independent Consultant Agreement No. 406 with NAC Architectural Services at the Verdugo Woodlands Elementary School Bridge Project's Specialty Services**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 406 with NAC Architectural Services for the Verdugo Woodlands Elementary School Bridge Project's architectural, structural, civil, engineering and design services in the amount of $22,200, funded by Measure S funds.

On April 11, 2017, the Board approved the award of agreement with NAC Architectural Services for the Verdugo Woodlands Elementary School Bridge Project's Specialty Inspection Services in the amount of $155,185. This cost was based on the estimated construction cost of $3,250,000.

Amendment No. 1 in the amount of $22,200 accounts for the cost of additional redesigning the ramp, and the structure to accommodate golf cart access over the bridge. This Amendment increases the total agreement to $177,385 and is included in the original project budget.

The total cost for specialty inspections is 5.5% of the total project costs. This project is funded by Measure S – Verdugo Woodlands Elementary School Bridge Project 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.*

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
Measure S – Architectural Design Services

Professional Service Number: **406 – New Bridge at Verdugo Woodlands E.S.**
Amendment No. 1 – June 21, 2023

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **12th** day of **April, 2017** by and between the Glendale Unified School District, ("District") and NAC Architecture ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide Architectural Design Services and DSA Approval as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on April 12, 2017 and will diligently perform as required and complete performance by **July 1, 2023** ~~June 30, 2018~~.

3. **Submittal of Documents**. The Consultant shall not commence the Services under this Agreement until the Consultant 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	Designation of Subcontrators List
X	Workers' Compensation Certification
X	Fingerprinting/Criminal Background/Tuberculosis Clearance Certifications
X	Insurance Certificates and Endorsements
	W-9 Form
X	Governor Executive Order Certification
X	Debarment and Suspension Certification form
X	Proof of Covid Vaccination

4. **Compensation**. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **One Hundred Seventy Seven, Three Hundred Eighty-Five Dollars** ~~One Hundred Fifty-Five Thousand, One Hundred Eighty-Five Dollars~~ (**$177,385.00** ~~155,185.00~~) which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

   4.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees referenced in Exhibit "A".

5. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

   5.1. Not Applicable

6. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant 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 employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant 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. **Materials**. Consultant 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, except as follows:

   7.1. Not applicable.

8. **Performance of Services.**

   8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

   Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

   8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

   8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

   8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's

name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Termination**.

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

12.2. **Without Cause by Consultant**. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant 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.

13. **Indemnification**. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, 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 consultants' 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 Consultant, its officials, officers, employees, subcontractors, consultants, 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 Consultant 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 Consultant proposes to defend the indemnified parties.

14. **Insurance**.

14.1. The Consultant 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

14.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance**. 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 Consultant 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.

14.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to the Consultant's profession.

14.2. **Proof of Carriage of Insurance**. The Consultant 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:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, 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 Consultant'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.

14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers**. 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. **Assignment**. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. **Certificates/Permits/Licenses**. Consultant and all Consultant'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.

18. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant 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 Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.

21. **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.

22. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

    22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

    22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

23. **Limitation of District Liability**. Other than as provided in this Agreement, 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 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.

24. **Confidentiality**. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant 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.

25. **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:	**Consultant**:
Glendale Unified School District 349 West Magnolia Avenue Glendale, California 91204 [FAX] (818) 507-4911 ATTN: Hagop Kassabian	**NAC Architecture** Address: [FAX] _____ ATTN: _____

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.

26. 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.

27. 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. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. Attorney Fees/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 attorney's fees.

33. Captions and Interpretations. 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.

34. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

35. 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.

36. 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.

37. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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

Dated: _____, 2023

Glendale Unified School District

By: _____

Print Name: David Greco

Print Title: Chief Counsel and Business Operations Officer

Dated: _____, 2023

NAC Architure

By: _____

Print Name:

Print Title: _____

Information regarding Consultant:

License No.: _____

DIR No.: _____
(Department of Industrial Relations Reg. #)

Address: _____
_____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or
Social Security Number

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.

DESIGNATED SUBCONSULTANT LIST

1. Contractor must list the name, location and Contractor License Number/Department of Industrial Relations (DIR) Registration Number of each subcontractor who will be employed, and the scope of Work that each will perform. Contractor must clearly identify the name and location of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work in an amount in excess of one-half of one percent (1/2 of 1%) of Contractor's Contract Price.

2. Contractor need not list entities that are only vendors or suppliers of materials. **If no Subcontractor**, please enter "None" in the first section below, then complete and sign the certification portion below.

3. If further space is required for the list of proposed subcontractors, additional sheets showing the required information, as indicated below, shall be attached hereto and made a part of this Contract.

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

I certify and declare under penalty of perjury under the laws of the State of California that all the foregoing information is complete, true, and correct.

Date: _____

Proper Name of Bidder/Contractor: _____

Signature: _____

Print Name: _____

Title: _____

WORKERS' COMPENSATION CERTIFICATION

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 Consultant: _____

Signature: _____

Print Name and Title: _____

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

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

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

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

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant'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 Consultant, 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.

☐ Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

☐ Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant's responsibility for background clearance extends to all of its 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 Consultant.

The undersigned does hereby certify that I am a representative of the Consultant 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 Consultant.

Date: _____

Name of Consultant/Company: _____

Representative's Name and Title: _____

Signature: _____

TUBERCULOSIS CLEARANCE CERTIFICATION

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 49406.1 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 California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' 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 Consultant/Company: _____

Signature: _____

Print Name and Title: _____

EXHIBIT "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant may provide the following general Services:

Verdugo Woodlands Elementary School – New Bridge

Scope shall include the development and approval by Los Angeles County Flood Control District (LACFCD) AND DSA. The project consists of providing a new pedestrian bridge to span the flood control channel that separates the two halves of the Verdugo Woodlands campus. The existing pedestrian bridge is to be abandoned in place. The new bridge will be approximately 15'-20' wide and will span approximately 100' above the flood channel. The bridge will be used by students/staff and small maintenance vehicles (golf carts). The bridge will be an open bridge with no roof cover. Elevated ramps will provide access to the bridge from the adjacent lower grades. Lighting will be provide for the new bridge as it is an egress path to the safe dispersal area located in the playground

The Design Team scope shall include:

Civil

1. Preliminary design drawings to confirm applicable jurisdictional requirements.
2. Demolition plans for placement of new bridge.
3. Site dimension plans for locating the project scope.
4. Finish grading plans for ADA access and drainage.
5. Project will require LACFCD Overbuild Easement Bridge Permit which will include a compilation of drawings from the design team that will be submitted by the Civil Engineer.

Architectural

1. Code analysis plans including ADA access and Fire Department access.
2. Ramp and bridge design including transition of new materials into existing (ie. Bridge/ramp fencing into existing channel fencing)
3. Review of project design with GUSD and User Groups as required.
4. Coordination of scope for review and approval by DSA.
5. Coordination of scope for review and approval by LACFCD.

Structural

1. Preliminary design drawings for coordination with LACFCD.

2. Structural engineering for the pedestrian bridge, ramps and foundations. It is assumed that the foundation design recommended by the Geotech Engineer will consist of deep piles or caissons to avoid surcharging the existing flood control retaining walls.

3. Assist with structural input on details by other design team members for review and approval by DSA.

4. Construction administration services including structural observations at appropriate stages of construction.

Electrical

1. Design of lighting and lighting controls for the new bridge and surrounding areas. New lighting will be powered from an emergency circuit as required since the bridge will provide egress to the safe dispersal area.

2. Analysis of the existing electrical systems for the campus as associated with this project scope of work. A report will be issued including findings and observations with recommendations.

3. Correspondence with Glendale Water and Power informing them of the additional loads being added to the existing service.

Phase 1

• Preliminary design coordination	$ 2,800.00

Phase 2

• Schematic Design (10%)	$15,239.00
• Design Development (15%)	$22,858.00
• Construction Documents (42%)	$64,002.00
• Agency approval (5%)	$ 7,619.00
• Bidding (3%)	$ 4,571.00
• Construction Admin (20%)	$30,477.00
• Close Out (5%)	$ 7,619.00

Additional A/E services: **$22,200.00**
Re-design ramp to accommodate District golf cars access.
DSA change document, structural, civil and engineering services

Total Not-To-Exceed Fee ~~**$155,185.00**~~ **$177,385.00**

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 statues; 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

CERTIFICATION REGARDING
GOVENOR 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: _____

EXHIBIT "B"

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: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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 and Maintenance

SUBJECT: **Approval of Independent Consultant Agreement No. 671 with Converse Consultants for the Hoover High School Pool Project's Specialty Inspection Services**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 671 with Converse Consultants for the Hoover High School Pool Project's specialty inspection and testing services in the amount of $191,830, funded by Measure S funds.

On March 6, 2018, the Board approved a new project and budget allocation of $5,000,000 for the Hoover High School Pool Renovation project. On June 1, 2021, the Board approved a budget adjustment for the Hoover High School Pool Renovation project in the amount of $3,225,000. This resulted in a total budget of $8,225,000.

In support of the construction of this project at Hoover High School, Planning staff obtained a proposal from Converse Consultants to provide specialty inspection services as required for the project. Converse Consultants' proposal to provide these services is for a not-to-exceed amount of $191,830. This agreement represents 2.3% of the total project costs, and is included in the approved project budget.

Staff is recommending the approval of Independent Consultant Agreement No. 671 with Converse Consultants in the amount of $191,830. This project is funded by Measure S 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.*

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
Geotechnical and Testing services at Hoover H.S. Pool Project

Professional Service Number: **671**

This Independent Consultant Agreement for Acoustical Consulting Profile Services ("Agreement") is made and entered into as of the **21st day of June, 2023** by and between the Glendale Unified School District, ("District") and **Converse Consultants** ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide Acoustical Consulting services as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **June 30th, 2023** and will diligently perform as required and complete performance by **June 30th, 2025**.

3. **Submittal of Documents**. The Consultant shall not commence the Services under this Agreement until the Consultant 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 Designation of Subconsultants List
   X Workers' Compensation Certification
   X Fingerprinting/Criminal Background/Tuberculosis Clearance Certifications
   X Insurance Certificates and Endorsements
   X W-9 Form
   X Governor Executive Order Certification
   X Debarment and Suspension Certification form
   X Proof of Covid Vaccination

4. **Compensation**. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **One Hundred Ninety-One Thousand, Eight Hundred Thirty Dollars ($191,830.00**) which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

   4.1. Payment for the Work shall be made for all undisputed amounts based upon lump sum fees referenced in Exhibit "A".

5. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

   5.1. Travel and instrumentation use charges estimated to be no more than $250.00.

6. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant 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 employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant 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. Materials. Consultant 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, except as follows:

7.1. Not applicable.

8. Performance of Services.

8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.2. **Meetings.** Consultant and District agree to participate in one meeting to review findings and recommendations.

8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. Originality of Services. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. Copyright/Trademark/Patent. Consultant understands and agrees that final documents produced under this Agreement shall become the property of District following final payment and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. Audit. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. Termination.

12.1. **Without Cause By District**. District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner. The District shall not use documents produced under this Agreement following any termination that was not caused by the Consultant default.

12.2. **Without Cause by Consultant**. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant 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.

13. Indemnification. To the extent permitted by California law, Consultant shall indemnify, and hold harmless but shall have no obligation to defend the District, its Board of Education, representatives, officers, and employees, trustees, and volunteers ("the indemnified parties") from liability from damages or injury, to property or persons including, but not limited to, personal injury, bodily injury, death, property damage, to the extent actually caused by the negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants, or agents, directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, unless the claims are caused by the negligence or willful misconduct of the District or any third party.

14. Insurance.

14.1. The Consultant 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Automobile Liability Insurance - Hired and Non-Owned	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

14.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Hired and Non-Owned Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance**. 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 Consultant 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.

14.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to the Consultant's profession.

14.2. **Proof of Carriage of Insurance**. The Consultant 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:

14.2.1. A clause stating: "This policy shall not be canceled until notice has been mailed to the District, stating date of cancellation. Date of cancellation shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, 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 Consultant'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.

14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers**. 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. Assignment. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant. Mutual written consent tis required for assignment by either party.

16. Compliance with Laws. Consultant shall exercise due professional care to observe and comply with applicable rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. Certificates/Permits/Licenses. Consultant and all Consultant'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.

18. Employment with Public Agency. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant 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 Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.

21. **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.

22. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

    22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

    22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

23. **Limitation of District Liability**. Other than as provided in this Agreement, 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 either party 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.

24. **Confidentiality**. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services except for disclosures that are required for Consultant to provide services or are required by law. Consultant 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.

25. **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:	**Consultant:**
Glendale Unified School District	**Converse Consultants**
349 West Magnolia Avenue	Address:
Glendale, California 91204	[FAX] _____
[FAX] (818) 507-4911	ATTN: _____
ATTN: Hagop Kassabian	

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.

26. 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.

27. 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. Mediation shall be pursued precedent to filing of ligation in the county where the project is located. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. Attorney Fees/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 attorney's fees.

33. Captions and Interpretations. 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.

34. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

35. 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.

36. 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.

37. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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

Dated: _____, 2023	Dated: _____, 2023
Glendale Unified School District	**Consultant: Converse Consultants**
By: _____	By: _____
Print Name: David Greco	Print Name:
Print Title: Chief Counsel & Business Operations Officer	Print Title: _____

Information regarding Consultant:

License No.: _____

DIR No.: _____
(Department of Industrial Relations Reg. #)

Address: _____
_____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or
Social Security Number

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.

DESIGNATED SUBCONSULTANT LIST

1. Contractor must list the name, location and Contractor License Number/Department of Industrial Relations (DIR) Registration Number of each subcontractor who will be employed, and the scope of Work that each will perform. Contractor must clearly identify the name and location of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work in an amount in excess of one-half of one percent (1/2 of 1%) of Contractor's Contract Price.

2. Contractor need not list entities that are only vendors or suppliers of materials. **If no Subcontractor**, please enter "None" in the first section below, then complete and sign the certification portion below.

3. If further space is required for the list of proposed subcontractors, additional sheets showing the required information, as indicated below, shall be attached hereto and made a part of this Contract.

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

Subcontractor Name: _____ Location: _____

Scope of Work: _____ License/DIR #s: _____

I certify and declare under penalty of perjury under the laws of the State of California that all the foregoing information is complete, true, and correct.

Date: _____

Proper Name of Bidder/Contractor: _____

Signature: _____

Print Name: _____

Title: _____

WORKERS' COMPENSATION CERTIFICATION

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 Consultant: _____

Signature: _____

Print Name and Title: _____

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

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

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

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

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant'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 Consultant, 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.

☐ Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

☐ Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant's responsibility for background clearance extends to all of its 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 Consultant.

The undersigned does hereby certify that I am a representative of the Consultant 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 Consultant.

Date: _____

Name of Consultant/Company: _____

Representative's Name and Title: _____

Signature: _____

TUBERCULOSIS CLEARANCE CERTIFICATION

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 49406.1 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 California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' 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 Consultant/Company: _____

Signature: _____

Print Name and Title: _____

EXHIBIT "A"

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant may provide the following general Services:

HOOVER HIGH SCHOOL – POOL PROJECT

Provide geotechnical observation, testing and material testing & special inspection services

Total Not-To-Exceed Amount **$191,830.00**

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 statues; 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

CERTIFICATION REGARDING
GOVENOR 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: _____

EXHIBIT "B"

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: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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

SUBJECT: **Approval of Amendment No. 1 to Independent Consultant Agreement No. 601 with S. Torres Group, Inc. for the Clark Magnet High School CTE Project's DSA Inspection Services**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Independent Consultant Agreement No. 601 with S. Torres Group, Inc. for the Clark Magnet High School CTE Project's DSA inspection services in the amount of $43,200 funded by Measure S funds.

On February 2, 2021, the Board approved the award of agreement with S. Torres Group, Inc. for the Clark Magnet High School CTE Project's DSA inspection services in the amount of $187,200. This cost was based on the total project budget of $6,500,000.

Amendment No. 1 in the amount of $43,200 accounts for the cost for the duration of the extended time due to COVID. This Amendment increases the total agreement to $230,400 and is included in the original project budget.

The total cost for specialty inspections is 3.5% of the total project budget. This project is funded by Measure S – Clark Magnet High School CTE Project 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.*

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
DSA Project Inspection Services @ Clark Magnet H.S. CTE Project

Professional Service Number: **601**
Amendment No. 1 – June 21, 2023

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **3rd** day of **February, 2021** by and between the Glendale Unified School District, ("District") and **S. Torres Group Inc.**. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide **Class 1 DSA Project Inspection services** to the **Clark Magnet High School CTE Project,** as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **April 19, 2021** and will diligently perform as required and complete performance by **June 5, 2024** ~~**June 30, 2022**~~.

3. **Submittal of Documents**. The Consultant shall not commence the Services under this Agreement until the Consultant 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
X	Fingerprinting/Criminal Background Investigation Certification
X	Tuberculosis Clearance Certification
X	Insurance Certificates and Endorsements
X	W-9 Form
X	Governor Executive Order Certification
X	Debarment and Suspension Certification form
X	Proof of Covid Vaccination

4. **Compensation**. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **Two Hundred Thirty Thousand, Four Hundred Dollars** ~~One Hundred Eighty Seven Thousand Two Hundred Dollars~~ **($230,400.00** ~~$187,200.00~~**)** which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

   4.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees referenced in Exhibit "A".

5. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

   5.1. Not Applicable

6. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant 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 employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant 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. **Materials**. Consultant 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, except as follows:

   7.1. Not applicable.

8. **Performance of Services.**

   8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

   Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

   8.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

   8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

   8.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

9. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

11. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Termination**.

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

12.2. **Without Cause by Consultant**. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

12.3. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

12.3.1. material violation of this Agreement by the Consultant; or

12.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

12.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant 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.

13. **Indemnification**. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, 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 consultants' 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 Consultant, its officials, officers, employees, subcontractors, consultants, 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 Consultant 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 Consultant proposes to defend the indemnified parties.

14. **Insurance**.

14.1. The Consultant 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

14.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

14.1.2. **Workers' Compensation and Employers' Liability Insurance**. 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 Consultant 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.

14.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to the Consultant's profession.

14.2. **Proof of Carriage of Insurance**. The Consultant 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:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, 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 Consultant'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.

14.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers**. 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. **Assignment**. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

16. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

17. **Certificates/Permits/Licenses**. Consultant and all Consultant'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.

18. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

19. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the

work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant 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 Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.

21. **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.

22. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

    22.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

    22.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

23. **Limitation of District Liability**. Other than as provided in this Agreement, 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 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.

24. **Confidentiality**. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant 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.

25. **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, acknowledged email, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	**Consultant**:
Glendale Unified School District	**S. Torres Group Inc.**
349 West Magnolia Avenue	2209 Westminster Avenue
Glendale, California 91204	Alhambra, CA 91803
Phone: 818-507-0201	Phone: 626-625-3778
ATTN: Hagop Kassabian	ATTN: Salvador Torres, Jr.

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.

26. **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.

27. **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. 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.

28. **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.

29. **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.

30. **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.

31. **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.

32. **Attorney Fees/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 attorney's fees.

33. **Captions and Interpretations.** 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.

34. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

35. **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.

36. **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.

37. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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

Dated: _____, 2023	Dated: _____, 2023
Glendale Unified School District	**S. Torres Group Inc.**
By: _____	By: _____
Print Name: David Greco	Print Name: Salvador Torres, Jr.
Print Title: Chief Counsel and Business Operations Officer	Print Title: President

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Information regarding Consultant:

License No.: _____

DIR Registration: 1000709511

Address:

Telephone:

Facsimile:

E-Mail:

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or
Social Security Number

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.

WORKERS' COMPENSATION CERTIFICATION

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 Consultant: _____

Signature: _____

Print Name and Title: _____

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

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

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

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

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant'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 Consultant, 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.

☐ Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

☐ Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant's responsibility for background clearance extends to all of its 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 Consultant.

The undersigned does hereby certify that I am a representative of the Consultant 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 Consultant.

Date: _____

Name of Consultant or Company: _____

Representative's Name and Title: _____

Signature: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

TUBERCULOSIS CLEARANCE CERTIFICATION

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 49406.1 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 California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' 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 "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant may provide the following general Services:

ARTICLE 1

CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees to further the interests of the **OWNER** by furnishing the Consultant's and its Associates' skill and judgment in cooperation with, and in reliance upon, the services of the **OWNER**'s Staff. The Consultant agrees to provide the **OWNER** with Certified **Project Inspector** Consulting Services in connection with **OWNER**'s construction, modernization and/or rehabilitation projects, District-wide for whatever Projects designated by the District.

1.1 **SCOPE OF CONSULTANT**'s **SERVICES**
Basic--Services. The Consultant will act as an independent contractor performing the following tasks on a continuous basis as required by the **OWNER** and as defined in the ICA.

1.2 **FEE STRUCTURE:** Refer to Article 3.

1.3 **Consultant Responsibilities** Consultant and its Associates shall provide and perform, per DSA Regulations and California Title 24, **PROJECT INSPECTOR** services for Construction Projects under this agreement.

1.4 **COMMUNICATIONS:** All communications shall be copied to the **OWNER** and/or its authorized representative**.** Only the **OWNER** and/or its authorized representative, as designated, will have the authority to establish priorities and request the Consultant's additional services.

ARTICLE 2

TERMS AND CONDITIONS OF WORK

2.1 **RESPONSIBILITIES / QUALIFICATIONS / STATUS OF CONSULTANT**

2.1.1 **The Consultant and its Associates** shall be subject to the approval of the ***OWNER***, and **Design Professional**, and to meet the requirements of and obtain the approval of the **Regulatory Agency**.

2.1.2 **Consultant and its Associates** must meet the qualifications for on-site **Project Inspector** as provided in the State Building Code Part 1, Title 24 Section 4 Article 5.

2.1.3 **The Consultant represents** and maintains that the Consultant and its Associates are skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The Consultant and its Associates shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Consultant further represents and warrants to the **OWNER** that it has all licenses, permits, qualifications, insurance policies, and approvals of whatever nature are legally required to practice its profession. The Consultant and its Associates further warrant that all such licenses and approvals will remain in effect during the term of this Agreement.

2.1.4 **Designation of Inspector**. Consultant designates _____ (or another District approved, DSA Project Inspector) as the Inspector who will provide and perform **PROJECT INSPECTOR** Services during construction of the Project(s). Consultant shall provide all necessary **Project Inspector(s)** and Assistant(s) to the **Project Inspector** as required by the **Regulatory Agency** or indicated by the condition or status of Project construction and to comply with applicable laws or regulations. Billing per Article 3.

2.1.5 **The OWNER retains the** Consultant on an Independent Contractor basis and the Consultant is not an employee of the **OWNER**. Personnel performing the Services under this Agreement on behalf of the Consultant shall at all times be reportable and responsible to **the Consultant, the Regulatory Agency, the Design Professional** and the **OWNER**.

2.1.6 **Inspector Fees.** The Consultant shall pay all amounts due such personnel in connection with their performance for services and as required by law. The Consultant, as applicable, shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers' compensation insurance

2.2 **CONSULTANT STAFF:**

a. **The Consultant** has been selected to perform the work herein because of the skills and expertise of key individuals.

b. **The designated Inspector**, _____ (or another approved Inspector)**,** and any other additional Certified Inspectors as may be subsequently approved by the **OWNER** and the **Regulatory Agency** in the required classification with the individual approved Inspectors shall remain so long as his/her performance continues to be required by and acceptable to the **OWNER**. Additionally, the Consultant must furnish the names, for approval by the **OWNER**, of all key people in Consultant's firm that will be associated with the Project.

c. **Consultant will be responsible** to provide appropriate and approved temporary Inspection Personnel in the event of a temporary vacancy by the assigned **Project Inspector**. Any such Temporary Personnel will be approved in advance, whenever possible, by the **OWNER**, the **Regulatory Agency** and the **Design Professional**.

d. **All Consultant Personnel provided** under this Agreement shall be subject to approval by the **OWNER** and the **Regulatory Agency**. Any changes in personnel from the individual(s) initially provided by Consultant shall require **OWNER**'s and **Regulatory Agency's** approval.

e. **Changes in Inspection Personnel**, directed or requested by either the **OWNER** or **Consultant** shall require 10 days written notice to the other party. Replacement Inspection Personnel shall meet all the approval requirements of this Agreement.

f. **If the assigned individual(s**) fail to perform to the satisfaction of the **OWNER** or the **Regulatory Agency**, then, upon written notice, the Consultant will have ten (10) working days to remove that person from the Project and replace with one acceptable to the same.

g. **If the assigned individual is removed for cause at the owners request the removal and replacement shall be as immediate as reasonably possible.**

2.3 **OWNER's RIGHTS**: The **OWNER** reserves the right to employ other Consultants in connection with the Project, or to perform work related to the Project with the **OWNER's** own forces. The Consultant shall notify the **OWNER** if any such independent action will in any way compromise the Consultant's responsibilities under this Agreement.

2.3.1

RESPONSIBILITIES OF OWNER: The **OWNER** shall provide the Consultant with documented project information in its possession, which is reasonably necessary for the Consultant's performance of the work described herein. The **OWNER** shall designate a representative as the Consultant's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the Consultant and shall render decisions and additional information in a prompt and effective manner as required to support the project.

2.4 **TERMINATION; SUSPENSION**

2.4.1 **Per the provisions of the ICA except that notices may be given and received through confirmed email.**

2.4.3 **Design Professional** / **Regulatory Agency** Approval. If either the **Design Professional** or the **Regulatory Agency** shall not approve the specified Associate to provide **Project Inspector** Services for Project construction, this Agreement shall be

deemed terminated without further rights or obligations of the **OWNER** or Consultant hereunder. Unless the **OWNER** shall have directed Consultant's performance prior to the Project Architect and the **Regulatory Agency** approval of the **Project Inspector**, no part of the Contract Price shall be due Consultant if Consultant is not approved to provide **Project Inspector** Services by the Project Architect or the Department of General Services.

2.4.4 **OWNER Suspension**. The **OWNER** may direct suspension of Project construction and suspension of Consultant's services hereunder, given ten (10) days notice. If the **OWNER** so suspends the work, the Consultant reserves the right to place the assigned Inspectors on other sites and does not guarantee the return of any previously assigned personnel, perhaps thereby necessitating the submittal and subsequent approval of different Project Inspection personnel.

2.8 **TIME SCHEDULE**

2.8.1 **Time is of the essence** in this Agreement.

a. **The Consultant shall begin** its services a minimum of one week in advance of project commencement or when the Notice to Proceed is issued to the Contractor from **OWNER** or its' Representative, whichever is first, and will continue until satisfactory completion and closeout of the project(s) or termination of Consultant's services or as otherwise directed by the owner.

b. **The Consultant shall diligently** complete all appropriate tasks in cooperation with the **OWNER**, all Contractors, the Architect/Engineer, and Construction Manager, if any, in a timely manner. Additional billable time required to be expended by the **Project Inspector** shall be approved in advance by the party so designated to approve any additional expenditures.

ARTICLE 3

COMPENSATION AND PAYMENT (Hourly)

3.1 **DESCRIPTION**: The Consultant shall be paid a Hourly fee as set forth below. The amount to be paid to the Consultant, as prescribed herein, shall be the total compensation for services in the performance of the work described in this agreement, except as described below. Reimbursables shall be billed as agreed to in advance.

3.2 **FEE DATA**: Total compensation due and to be paid for Basic Services under this Agreement shall not exceed the amounts set forth in Article 3. Regular Time fees are based on full time services Monday through Saturday, or as required, as prescribed by **209 BUILDING STANDARDS ADMINISTRATIVE CODE** (Part 1, Title 24, C.C.R. Section 4-211). The compensation for a project requiring a Class 1 Inspector shall be **$90.00** per hour per Project Inspector. A Class 2 Inspector shall be **N/A** per hour per Project Inspector. A Class 3 Inspector shall be **$70.00** per hour per Project Inspector.

INSPECTOR CERTIFICATION	**APPROVED**	**MONTHLY**	**HOURLY**
Project Inspector, Class 1	*DSA*	N/A	$90
Project Inspector, Class 2	*DSA*	N/A	N/A
Project Inspector, Class 3	*DSA*	N/A	$70

Fees for inspection services will be determined by the cumulative number of business work hours days in any day minus any of the following recognized holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
'Hourly Compensation' is defined as the appropriate compensation rate for the class of inspector as dictated by the DSA approved plans. Any change from the above must be by the GUSD Administrator, Facilities or Project Manager prior to performing service.

3.2.1 **OVERTIME:** Shall be deemed acceptable when the inspector works on any holidays listed in 3.2 above, works more than 10 hours in one day, or hours on a Sunday to accommodate the contractor's schedule. The compensated rate of pay will be 1½ times the hourly rate shown on the compensation schedule listed above. Alternatively, subject to the approval of the GUSD Project Manager, the inspector can schedule time off so that inspector's absence will not cause a significant detrimental impact on the project.

ARTICLE 4

SCOPE OF DSA INSPECTOR'S SERVICES:

The PROJECT INSPECTOR's services shall include, but not be limited to the following tasks as described in the DSA IR 8A:

A. **Provide inspection** services to ensure compliance with code, plans, specifications and quality assurance required of an educational facility. Issue Deviation or Correction Notices, as necessary, and notify the **Design Professional**, the **OWNER,** and/or Construction Manager as the **OWNER**'s Representative, in writing, if observed work does not conform to contract document.

B. **Inspect and verify that** Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.

C. **Maintain liaison with the Design Professional**, the Construction Manager, if any, the Testing Lab, the **OWNER** and other regulatory agencies and governing bodies as necessary to maintain project continuity.

D. **Submit or make available** on a timely basis, a semi-monthly report to the Architect, with copies to DSA, the owner and Construction Manager, if any, generally including the following information:

1. Activities performed by the Contractors, and areas where work is performed.
2. Manpower assigned to each Contractor and Subcontractor.
3. Weather conditions.
4. Observed equipment and materials delivered to the site.
5. Construction equipment and vehicles utilized.
6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
7. Verbal instruction to the Inspector.
8. Inspection by representative of regulatory agency.
9. Note observed occurrences or conditions that might affect Contract Sum or Contract Time.
10. List visitors to the site, titles, and reason for visit.
11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.
12. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

E. **PROJECT INSPECTOR shall comply** with all federal, state, county and local governmental requirements, as applicable.

F. **Review and monitor Contractor's** construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc. The Consultant or their Associates shall not issue instructions or directions regarding methods or means of

job performance to the Contractor or in any way assume responsibility for the work performed.

G. **When possible, attend meetings** as requested in contract documents and requested by **OWNER**, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.

H. **Assist the Construction Manager** and **OWNER** in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.

I. **Inspect, verify and document** Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection **must** begin within 1 working day of Contractor's written notification to the Inspector of delivery of equipment or materials to the job site. The Contractor is responsible for providing identifying paperwork and documentation for all delivered materials and equipment supplied to the job.

J. **Submit, upon request** by the Architect and/or the Construction Manager, in a timely manner, an Inspector's Report reviewing a Contractor's Request for Information (RFI), whenever any corrective change is perceived necessary in field construction that will result in a variance from the drawings or specifications as originally issued.

K. **Review the Contractor's Payment** Requests at billing meetings.

L. **When the Contractor's work** or a designated portion thereof is substantially complete, prepare for the **OWNER** a list of incomplete or unsatisfactory items via a "punch list" and submit to the Architect and the Construction Manager.

M. **Assist the OWNER in the review** of Contractor's Submittals, upon request.

N. **Upon completion of project**, deliver hard copies of all inspection records and project correspondence to the **OWNER**.

O. **Prior to commencement of work**, **PROJECT INSPECTOR** will cooperate with the **OWNER** and Construction Manager to develop an inspection plan for the construction on and of the Schools.

OTHER REQUIREMENTS:
Facilities and Equipment:

P. **The OWNER will provide**:

1. An on-site separate, secure, uniquely lockable office (Note that although the following requirements are frequently in the District's contract with the Contractor, the Inspection Team does not contract with the Contractor. We request the District to enforce its Contract provisions with the Contractor.)

Q. **The Consultant will provide:**

1. A functional computer system and printer.
2. All required code and reference data.
3. A telephone and telephone answering machine.
4. Reasonable office supplies.

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 statues; 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

CERTIFICATION REGARDING
GOVENOR 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: _____

EXHIBIT "B"

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: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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 and Maintenance

SUBJECT: **Approval of Independent Consultant Agreement No. 673 with S. Torres Group, Inc. for the Crescenta Valley High School Field Improvement Project's DSA Inspection Services**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 673 with S. Torres Group, Inc. for the Crescenta Valley High School Field Improvement Project's DSA inspection services in the amount of $187,200, funded by Measure S funds.

On September 28, 2021, the Board approved a new project and budget allocation of $8,560,000 for the Crescenta Valley High School Field Improvement project.

In support of the construction of this project at Crescenta Valley High School, Planning staff obtained a proposal from S. Torres Group, Inc. to provide DSA inspection services as required for the project. S. Torres Group, Inc.'s proposal to provide these services is for a not-to-exceed amount of $187,200. This agreement represents 2.2% of the total project costs, and is included in the approved project budget.

Staff is recommending the approval of Independent Consultant Agreement No. 673 with S. Torres Group, Inc. in the amount of $187,200. This project is funded by Measure S 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.*

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
DSA Project Inspection Services @ CVHS Field Improvement Project

Professional Service Number: **673**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **21st** day of **June 2023** by and between the Glendale Unified School District, ("District") and **S. Torres Group Inc.**. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide **Class 1 DSA Project Inspection services** to the **CVHS Field Improvement Project,** as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **July 1**, **2023** and will diligently perform as required and complete performance by **June 30, 2025**.

3. **Submittal of Documents**. The Consultant shall not commence the Services under this Agreement until the Consultant 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
X	Fingerprinting/Criminal Background Investigation Certification
X	Tuberculosis Clearance Certification
X	Insurance Certificates and Endorsements
X	W-9 Form
X	Governor Executive Order Certification
X	Debarment and Suspension Certification form
X	Proof of Covid Vaccination

Compensation. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **One Hundred Eighty-Seven Thousand Two Hundred** Dollars **($187,200.00)** which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

3.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees referenced in Exhibit "A".

4. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

4.1. Not Applicable

5. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant 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 employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant 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.

6. **Materials**. Consultant 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, except as follows:

   6.1. Not applicable.

7. **Performance of Services.**

   7.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

   Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

   7.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

   7.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

   7.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

8. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

9. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of

Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

11. **Termination**.

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

11.2. **Without Cause by Consultant**. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

11.3. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

11.3.1. material violation of this Agreement by the Consultant; or

11.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

11.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant 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.

12. **Indemnification**. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, 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 consultants' 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 Consultant, its officials, officers, employees, subcontractors, consultants, 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 Consultant 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 Consultant proposes to defend the indemnified parties.

13. **Insurance**.

13.1. The Consultant 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

13.1.2. **Workers' Compensation and Employers' Liability Insurance**. 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 Consultant 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.

13.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to the Consultant's profession.

13.2. **Proof of Carriage of Insurance**. The Consultant 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:

13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

13.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, 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 Consultant'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.

13.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

13.3. **Acceptability of Insurers**. 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.

14. **Assignment**. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

15. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

16. **Certificates/Permits/Licenses**. Consultant and all Consultant'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. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

18. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the

Consultant 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 Consultant agrees to require like compliance by all of its subcontractor(s).

19. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.

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. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

    21.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

    21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

22. **Limitation of District Liability**. Other than as provided in this Agreement, 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 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.

23. **Confidentiality**. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant 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.

24. **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, acknowledged email, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	**Consultant:**
Glendale Unified School District	**S. Torres Group Inc.**
349 West Magnolia Avenue	2209 Westminster Avenue
Glendale, California 91204	Alhambra, CA 91803
Phone: 818-507-0201	Phone: 626-625-3778
ATTN: Hagop Kassabian	ATTN: Salvador Torres, Jr.

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.

25. **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.

26. **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. 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.

27. **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.

28. **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.

29. **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.

30. **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.

31. **Attorney Fees/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 attorney's fees.

32. **Captions and Interpretations.** 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.

33. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

34. **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.

35. **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.

36. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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

Dated: _____, 2023	Dated: _____, 2023
Glendale Unified School District	**S. Torres Group Inc.**
By: _____	By: _____
Print Name: David Greco	Print Name: Salvador Torres, Jr.
Print Title: Chief Counsel & Business Operations Officer	Print Title: President

---

Information regarding Consultant:

License No.: _____

DIR Registration: 1000709511

Address:

Telephone:

Facsimile:

E-Mail:

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or Social Security Number

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.

WORKERS' COMPENSATION CERTIFICATION

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 Consultant: _____

Signature: _____

Print Name and Title: _____

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

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

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

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

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant'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 Consultant, 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.

☐ Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

☐ Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant's responsibility for background clearance extends to all of its 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 Consultant.

The undersigned does hereby certify that I am a representative of the Consultant 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 Consultant.

Date: _____

Name of Consultant or Company: _____

Representative's Name and Title: _____

Signature: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

TUBERCULOSIS CLEARANCE CERTIFICATION

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 49406.1 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 California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' 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 "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant may provide the following general Services:

ARTICLE 1

CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees to further the interests of the **OWNER** by furnishing the Consultant's and its Associates' skill and judgment in cooperation with, and in reliance upon, the services of the **OWNER**'s Staff. The Consultant agrees to provide the **OWNER** with Certified **Project Inspector** Consulting Services in connection with **OWNER**'s construction, modernization and/or rehabilitation projects, District-wide for whatever Projects designated by the District.

1.1 **SCOPE OF CONSULTANT**'s **SERVICES**
Basic--Services. The Consultant will act as an independent contractor performing the following tasks on a continuous basis as required by the **OWNER** and as defined in the ICA.

1.2 **FEE STRUCTURE:** Refer to Article 3.

1.3 **Consultant Responsibilities** Consultant and its Associates shall provide and perform, per DSA Regulations and California Title 24, **PROJECT INSPECTOR** services for Construction Projects under this agreement.

1.4 **COMMUNICATIONS:** All communications shall be copied to the **OWNER** and/or its authorized representative**.** Only the **OWNER** and/or its authorized representative, as designated, will have the authority to establish priorities and request the Consultant's additional services.

ARTICLE 2

TERMS AND CONDITIONS OF WORK

2.1 **RESPONSIBILITIES / QUALIFICATIONS / STATUS OF CONSULTANT**

2.1.1 **The Consultant and its Associates** shall be subject to the approval of the ***OWNER***, and **Design Professional**, and to meet the requirements of and obtain the approval of the **Regulatory Agency**.

2.1.2 **Consultant and its Associates** must meet the qualifications for on-site **Project Inspector** as provided in the State Building Code Part 1, Title 24 Section 4 Article 5.

2.1.3 **The Consultant represents** and maintains that the Consultant and its Associates are skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The Consultant and its Associates shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Consultant further represents and warrants to the **OWNER** that it has all licenses, permits, qualifications, insurance policies, and approvals of whatever nature are legally required to practice its profession. The Consultant and its Associates further warrant that all such licenses and approvals will remain in effect during the term of this Agreement.

2.1.4 **Designation of Inspector**. Consultant designates _____ (or another District approved, DSA Project Inspector) as the Inspector who will provide and perform **PROJECT INSPECTOR** Services during construction of the Project(s). Consultant shall provide all necessary **Project Inspector(s)** and Assistant(s) to the **Project Inspector** as required by the **Regulatory Agency** or indicated by the condition or status of Project construction and to comply with applicable laws or regulations. Billing per Article 3.

2.1.5 **The OWNER retains the** Consultant on an Independent Contractor basis and the Consultant is not an employee of the **OWNER**. Personnel performing the Services under this Agreement on behalf of the Consultant shall at all times be reportable and responsible to **the Consultant, the Regulatory Agency, the Design Professional** and the **OWNER**.

2.1.6 **Inspector Fees.** The Consultant shall pay all amounts due such personnel in connection with their performance for services and as required by law. The Consultant, as applicable, shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers' compensation insurance

2.2 **CONSULTANT STAFF:**

a. **The Consultant** has been selected to perform the work herein because of the skills and expertise of key individuals.

b. **The designated Inspector**, _____ (or another approved Inspector)**,** and any other additional Certified Inspectors as may be subsequently approved by the **OWNER** and the **Regulatory Agency** in the required classification with the individual approved Inspectors shall remain so long as his/her performance continues to be required by and acceptable to the **OWNER**. Additionally, the Consultant must furnish the names, for approval by the **OWNER**, of all key people in Consultant's firm that will be associated with the Project.

c. **Consultant will be responsible** to provide appropriate and approved temporary Inspection Personnel in the event of a temporary vacancy by the assigned **Project Inspector**. Any such Temporary Personnel will be approved in advance, whenever possible, by the **OWNER**, the **Regulatory Agency** and the **Design Professional**.

d. **All Consultant Personnel provided** under this Agreement shall be subject to approval by the **OWNER** and the **Regulatory Agency**. Any changes in personnel from the individual(s) initially provided by Consultant shall require **OWNER**'s and **Regulatory Agency's** approval.

e. **Changes in Inspection Personnel**, directed or requested by either the **OWNER** or **Consultant** shall require 10 days written notice to the other party. Replacement Inspection Personnel shall meet all the approval requirements of this Agreement.

f. **If the assigned individual(s**) fail to perform to the satisfaction of the **OWNER** or the **Regulatory Agency**, then, upon written notice, the Consultant will have ten (10) working days to remove that person from the Project and replace with one acceptable to the same.

g. **If the assigned individual is removed for cause at the owners request the removal and replacement shall be as immediate as reasonably possible.**

2.3 **OWNER's RIGHTS**: The **OWNER** reserves the right to employ other Consultants in connection with the Project, or to perform work related to the Project with the **OWNER's** own forces. The Consultant shall notify the **OWNER** if any such independent action will in any way compromise the Consultant's responsibilities under this Agreement.

2.3.1

RESPONSIBILITIES OF OWNER: The **OWNER** shall provide the Consultant with documented project information in its possession, which is reasonably necessary for the Consultant's performance of the work described herein. The **OWNER** shall designate a representative as the Consultant's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the Consultant and shall render decisions and additional information in a prompt and effective manner as required to support the project.

2.4 **TERMINATION; SUSPENSION**

2.4.1 **Per the provisions of the ICA except that notices may be given and received through confirmed email.**

2.4.3 **Design Professional** / **Regulatory Agency** Approval. If either the **Design Professional** or the **Regulatory Agency** shall not approve the specified Associate to provide **Project Inspector** Services for Project construction, this Agreement shall be

deemed terminated without further rights or obligations of the **OWNER** or Consultant hereunder. Unless the **OWNER** shall have directed Consultant's performance prior to the Project Architect and the **Regulatory Agency** approval of the **Project Inspector**, no part of the Contract Price shall be due Consultant if Consultant is not approved to provide **Project Inspector** Services by the Project Architect or the Department of General Services.

2.4.4 **OWNER Suspension**. The **OWNER** may direct suspension of Project construction and suspension of Consultant's services hereunder, given ten (10) days notice. If the **OWNER** so suspends the work, the Consultant reserves the right to place the assigned Inspectors on other sites and does not guarantee the return of any previously assigned personnel, perhaps thereby necessitating the submittal and subsequent approval of different Project Inspection personnel.

2.8 **TIME SCHEDULE**

2.8.1 **Time is of the essence** in this Agreement.

a. **The Consultant shall begin** its services a minimum of one week in advance of project commencement or when the Notice to Proceed is issued to the Contractor from **OWNER** or its' Representative, whichever is first, and will continue until satisfactory completion and closeout of the project(s) or termination of Consultant's services or as otherwise directed by the owner.

b. **The Consultant shall diligently** complete all appropriate tasks in cooperation with the **OWNER**, all Contractors, the Architect/Engineer, and Construction Manager, if any, in a timely manner. Additional billable time required to be expended by the **Project Inspector** shall be approved in advance by the party so designated to approve any additional expenditures.

ARTICLE 3

COMPENSATION AND PAYMENT (Hourly)

3.1 **DESCRIPTION**: The Consultant shall be paid a Hourly fee as set forth below. The amount to be paid to the Consultant, as prescribed herein, shall be the total compensation for services in the performance of the work described in this agreement, except as described below. Reimbursables shall be billed as agreed to in advance.

3.2 **FEE DATA**: Total compensation due and to be paid for Basic Services under this Agreement shall not exceed the amounts set forth in Article 3. Regular Time fees are based on full time services Monday through Saturday, or as required, as prescribed by **209 BUILDING STANDARDS ADMINISTRATIVE CODE** (Part 1, Title 24, C.C.R. Section 4-211). The compensation for a project requiring a Class 1 Inspector shall be **$90.00** per hour per Project Inspector. A Class 2 Inspector shall be **N/A** per hour per Project Inspector. A Class 3 Inspector shall be **N/A** per hour per Project Inspector.

INSPECTOR CERTIFICATION	**APPROVED**	**MONTHLY**	**HOURLY**
Project Inspector, Class 1	*DSA*	N/A	$90
Project Inspector, Class 2	*DSA*	N/A	N/A
Project Inspector, Class 3	*DSA*	N/A	N/A

Fees for inspection services will be determined by the cumulative number of business work hours days in any day minus any of the following recognized holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
'Hourly Compensation' is defined as the appropriate compensation rate for the class of inspector as dictated by the DSA approved plans. Any change from the above must be by the GUSD Administrator, Facilities or Project Manager prior to performing service.

3.2.1 **OVERTIME:** Shall be deemed acceptable when the inspector works on any holidays listed in 3.2 above, works more than 10 hours in one day, or hours on a Sunday to accommodate the contractor's schedule. The compensated rate of pay will be 1½ times the hourly rate shown on the compensation schedule listed above. Alternatively, subject to the approval of the GUSD Project Manager, the inspector can schedule time off so that inspector's absence will not cause a significant detrimental impact on the project.

ARTICLE 4

SCOPE OF DSA INSPECTOR'S SERVICES:

The PROJECT INSPECTOR's services shall include, but not be limited to the following tasks as described in the DSA IR 8A:

A. **Provide inspection** services to ensure compliance with code, plans, specifications and quality assurance required of an educational facility. Issue Deviation or Correction Notices, as necessary, and notify the **Design Professional**, the **OWNER,** and/or Construction Manager as the **OWNER**'s Representative, in writing, if observed work does not conform to contract document.

B. **Inspect and verify that** Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.

C. **Maintain liaison with the Design Professional**, the Construction Manager, if any, the Testing Lab, the **OWNER** and other regulatory agencies and governing bodies as necessary to maintain project continuity.

D. **Submit or make available** on a timely basis, a semi-monthly report to the Architect, with copies to DSA, the owner and Construction Manager, if any, generally including the following information:

1. Activities performed by the Contractors, and areas where work is performed.
2. Manpower assigned to each Contractor and Subcontractor.
3. Weather conditions.
4. Observed equipment and materials delivered to the site.
5. Construction equipment and vehicles utilized.
6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
7. Verbal instruction to the Inspector.
8. Inspection by representative of regulatory agency.
9. Note observed occurrences or conditions that might affect Contract Sum or Contract Time.
10. List visitors to the site, titles, and reason for visit.
11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.
12. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

E. **PROJECT INSPECTOR shall comply** with all federal, state, county and local governmental requirements, as applicable.

F. **Review and monitor Contractor's** construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc. The Consultant or their Associates shall not issue instructions or directions regarding methods or means of

job performance to the Contractor or in any way assume responsibility for the work performed.

G. **When possible, attend meetings** as requested in contract documents and requested by **OWNER**, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.

H. **Assist the Construction Manager** and **OWNER** in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.

I. **Inspect, verify and document** Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection **must** begin within 1 working day of Contractor's written notification to the Inspector of delivery of equipment or materials to the job site. The Contractor is responsible for providing identifying paperwork and documentation for all delivered materials and equipment supplied to the job.

J. **Submit, upon request** by the Architect and/or the Construction Manager, in a timely manner, an Inspector's Report reviewing a Contractor's Request for Information (RFI), whenever any corrective change is perceived necessary in field construction that will result in a variance from the drawings or specifications as originally issued.

K. **Review the Contractor's Payment** Requests at billing meetings.

L. **When the Contractor's work** or a designated portion thereof is substantially complete, prepare for the **OWNER** a list of incomplete or unsatisfactory items via a "punch list" and submit to the Architect and the Construction Manager.

M. **Assist the OWNER in the review** of Contractor's Submittals, upon request.

N. **Upon completion of project**, deliver hard copies of all inspection records and project correspondence to the **OWNER**.

O. **Prior to commencement of work**, **PROJECT INSPECTOR** will cooperate with the **OWNER** and Construction Manager to develop an inspection plan for the construction on and of the Schools.

OTHER REQUIREMENTS:
Facilities and Equipment:

P. **The OWNER will provide**:

1. An on-site separate, secure, uniquely lockable office (Note that although the following requirements are frequently in the District's contract with the Contractor, the Inspection Team does not contract with the Contractor. We request the District to enforce its Contract provisions with the Contractor.)

Q. **The Consultant will provide:**

1. A functional computer system and printer.
2. All required code and reference data.
3. A telephone and telephone answering machine.
4. Reasonable office supplies.

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 statues; 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

CERTIFICATION REGARDING
GOVENOR 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: _____

EXHIBIT "B"

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: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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 and Maintenance

SUBJECT: **Approval of Independent Consultant Agreement No. 670 with S. Torres Group, Inc. for the Hoover High School Pool Project's DSA Inspection Services**

The Superintendent recommends that the Board of Education approve Independent Consultant Agreement No. 670 with S. Torres Group, Inc. for the Hoover High School Pool Project's DSA inspection services in the amount of $259,200, funded by Measure S funds.

On March 6, 2018, the Board approved a new project and budget allocation of $5,000,000 for the Hoover High School Pool Renovation project. On June 1, 2021, the Board approved a budget adjustment for the Hoover High School Pool Renovation project in the amount of $3,225,000. This resulted in a total budget of $8,225,000.

In support of the construction of this project at Hoover High School, Planning staff obtained a proposal from S. Torres Group, Inc. to provide DSA inspection services as required for the project. S. Torres Group, Inc.'s proposal to provide these services is for a not-to-exceed amount of $259,200. This agreement represents 3.2% of the total project costs, and is included in the approved project budget.

Staff is recommending the approval of Independent Consultant Agreement No. 670 with S. Torres Group, Inc. in the amount of $259,200. This project is funded by Measure S 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.*

INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES
DSA Project Inspection Services @ Hoover H.S. Pool Project

Professional Service Number: **670**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **21st** day of **June 2023** by and between the Glendale Unified School District, ("District") and **S. Torres Group Inc.**. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. The Consultant shall provide **Class 1 DSA Project Inspection services** to the **Hoover High School Pool Project,** as further described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **July 1**, **2023** and will diligently perform as required and complete performance by **June 30, 2025**.

3. **Submittal of Documents**. The Consultant shall not commence the Services under this Agreement until the Consultant 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
X	Fingerprinting/Criminal Background Investigation Certification
X	Tuberculosis Clearance Certification
X	Insurance Certificates and Endorsements
X	W-9 Form
X	Governor Executive Order Certification
X	Debarment and Suspension Certification form
X	Proof of Covid Vaccination

Compensation. District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement (as needed, as requested) a total fee not to exceed (NTE) **Two Hundred Fifty-Nine Thousand Two Hundred** Dollars **($259,200.00)** which includes reimbursable cost listed in item 5.1. District shall pay Consultant according to the following terms and conditions:

3.1. Payment for the Work shall be made for all undisputed amounts based upon time and materials for not-to-exceed (NTE) fees referenced in Exhibit "A".

4. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

4.1. Not Applicable

5. **Independent Contractor**. Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant 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 employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the work herein contemplated, Consultant 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.

6. **Materials**. Consultant 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, except as follows:

   6.1. Not applicable.

7. **Performance of Services.**

   7.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school Districts.

   Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

   7.2. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

   7.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

   7.4. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various projects for District. Consultant shall obtain the approval of District prior to the commencement of a new project.

8. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

9. **Copyright/Trademark/Patent**. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

10. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of

Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

11. **Termination**.

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

11.2. **Without Cause by Consultant**. Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

11.3. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

11.3.1. material violation of this Agreement by the Consultant; or

11.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or

11.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant'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 Consultant. If the expense, fees, and/or costs to the District exceed the cost of providing the service pursuant to this Agreement, the Consultant 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.

12. **Indemnification**. To the furthest extent permitted by California law, Consultant shall defend, indemnify, and hold free and harmless the District, its Board of Education, agents, representatives, officers, consultants, 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 consultants' 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 Consultant, its officials, officers, employees, subcontractors, consultants, 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 Consultant 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 Consultant proposes to defend the indemnified parties.

13. **Insurance**.

13.1. The Consultant 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 1,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

13.1.2. **Workers' Compensation and Employers' Liability Insurance**. 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 Consultant 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.

13.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to the Consultant's profession.

13.2. **Proof of Carriage of Insurance**. The Consultant 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:

13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

13.2.3. An endorsement stating that the District and its Board of Education, agents, representatives, employees, trustees, officers, consultants, 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 Consultant'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.

13.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

13.3. **Acceptability of Insurers**. 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.

14. **Assignment**. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.

15. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Consultant observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.

16. **Certificates/Permits/Licenses**. Consultant and all Consultant'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. **Employment with Public Agency**. Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

18. **Anti-Discrimination**. It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the

Consultant 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 Consultant agrees to require like compliance by all of its subcontractor(s).

19. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services.

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. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. The District may evaluate the Consultant in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:

    21.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.

    21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

22. **Limitation of District Liability**. Other than as provided in this Agreement, 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 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.

23. **Confidentiality**. The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant 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.

24. **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, acknowledged email, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	**Consultant:**
Glendale Unified School District	**S. Torres Group Inc.**
349 West Magnolia Avenue	2209 Westminster Avenue
Glendale, California 91204	Alhambra, CA 91803
Phone: 818-507-0201	Phone: 626-625-3778
ATTN: Hagop Kassabian	ATTN: Salvador Torres, Jr.

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.

25. **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.

26. **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. 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.

27. **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.

28. **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.

29. **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.

30. **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.

31. **Attorney Fees/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 attorney's fees.

32. **Captions and Interpretations.** 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.

33. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

34. **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.

35. **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.

36. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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

Dated: _____, 2023	Dated: _____, 2023
Glendale Unified School District	**S. Torres Group Inc.**
By: _____	By: _____
Print Name: David Greco	Print Name: Salvador Torres, Jr.
Print Title: Chief Counsel & Business Operations Officer	Print Title: President

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Information regarding Consultant:

License No.: _____

DIR Registration: 1000709511

Address:

Telephone:

Facsimile:

E-Mail:

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
Employer Identification and/or Social Security Number

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.

WORKERS' COMPENSATION CERTIFICATION

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 Consultant: _____

Signature: _____

Print Name and Title: _____

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

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

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

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

Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant'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 Consultant, 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.

☐ Pursuant to Education Code section 45125.2, Consultant has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Consultant's employees and District pupils at all times; and/or

☐ Pursuant to Education Code section 45125.2, Consultant certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Consultant who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Consultant's employees and its subcontractors' employees is

Name: _____

Title: _____

Consultant's responsibility for background clearance extends to all of its 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 Consultant.

The undersigned does hereby certify that I am a representative of the Consultant 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 Consultant.

Date: _____

Name of Consultant or Company: _____

Representative's Name and Title: _____

Signature: _____

Services cannot be rendered until all documentation is submitted and final approval is received.

TUBERCULOSIS CLEARANCE CERTIFICATION

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 49406.1 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 California Department of Justice has determined that none of those employees has active Tuberculosis, as that term is defined in Education Code Section 451221.1. A complete and accurate list of Contractor's employees and of all of its subcontractor' 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 "A"
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement.

Consultant may provide the following general Services:

ARTICLE 1

CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant agrees to further the interests of the **OWNER** by furnishing the Consultant's and its Associates' skill and judgment in cooperation with, and in reliance upon, the services of the **OWNER**'s Staff. The Consultant agrees to provide the **OWNER** with Certified **Project Inspector** Consulting Services in connection with **OWNER**'s construction, modernization and/or rehabilitation projects, District-wide for whatever Projects designated by the District.

1.1 **SCOPE OF CONSULTANT**'s **SERVICES**
Basic--Services. The Consultant will act as an independent contractor performing the following tasks on a continuous basis as required by the **OWNER** and as defined in the ICA.

1.2 **FEE STRUCTURE:** Refer to Article 3.

1.3 **Consultant Responsibilities** Consultant and its Associates shall provide and perform, per DSA Regulations and California Title 24, **PROJECT INSPECTOR** services for Construction Projects under this agreement.

1.4 **COMMUNICATIONS:** All communications shall be copied to the **OWNER** and/or its authorized representative**.** Only the **OWNER** and/or its authorized representative, as designated, will have the authority to establish priorities and request the Consultant's additional services.

ARTICLE 2

TERMS AND CONDITIONS OF WORK

2.1 **RESPONSIBILITIES / QUALIFICATIONS / STATUS OF CONSULTANT**

2.1.1 **The Consultant and its Associates** shall be subject to the approval of the ***OWNER***, and **Design Professional**, and to meet the requirements of and obtain the approval of the **Regulatory Agency**.

2.1.2 **Consultant and its Associates** must meet the qualifications for on-site **Project Inspector** as provided in the State Building Code Part 1, Title 24 Section 4 Article 5.

2.1.3 **The Consultant represents** and maintains that the Consultant and its Associates are skilled in the professional calling necessary to perform all services, duties and obligations required by this agreement to fully and adequately complete the Project. The Consultant and its Associates shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Consultant further represents and warrants to the **OWNER** that it has all licenses, permits, qualifications, insurance policies, and approvals of whatever nature are legally required to practice its profession. The Consultant and its Associates further warrant that all such licenses and approvals will remain in effect during the term of this Agreement.

2.1.4 **Designation of Inspector**. Consultant designates _____ (or another District approved, DSA Project Inspector) as the Inspector who will provide and perform **PROJECT INSPECTOR** Services during construction of the Project(s). Consultant shall provide all necessary **Project Inspector(s)** and Assistant(s) to the **Project Inspector** as required by the **Regulatory Agency** or indicated by the condition or status of Project construction and to comply with applicable laws or regulations. Billing per Article 3.

2.1.5 **The OWNER retains the** Consultant on an Independent Contractor basis and the Consultant is not an employee of the **OWNER**. Personnel performing the Services under this Agreement on behalf of the Consultant shall at all times be reportable and responsible to **the Consultant, the Regulatory Agency, the Design Professional** and the **OWNER**.

2.1.6 **Inspector Fees.** The Consultant shall pay all amounts due such personnel in connection with their performance for services and as required by law. The Consultant, as applicable, shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers' compensation insurance

2.2 **CONSULTANT STAFF:**

a. **The Consultant** has been selected to perform the work herein because of the skills and expertise of key individuals.

b. **The designated Inspector**, _____ (or another approved Inspector)**,** and any other additional Certified Inspectors as may be subsequently approved by the **OWNER** and the **Regulatory Agency** in the required classification with the individual approved Inspectors shall remain so long as his/her performance continues to be required by and acceptable to the **OWNER**. Additionally, the Consultant must furnish the names, for approval by the **OWNER**, of all key people in Consultant's firm that will be associated with the Project.

c. **Consultant will be responsible** to provide appropriate and approved temporary Inspection Personnel in the event of a temporary vacancy by the assigned **Project Inspector**. Any such Temporary Personnel will be approved in advance, whenever possible, by the **OWNER**, the **Regulatory Agency** and the **Design Professional**.

d. **All Consultant Personnel provided** under this Agreement shall be subject to approval by the **OWNER** and the **Regulatory Agency**. Any changes in personnel from the individual(s) initially provided by Consultant shall require **OWNER**'s and **Regulatory Agency's** approval.

e. **Changes in Inspection Personnel**, directed or requested by either the **OWNER** or **Consultant** shall require 10 days written notice to the other party. Replacement Inspection Personnel shall meet all the approval requirements of this Agreement.

f. **If the assigned individual(s**) fail to perform to the satisfaction of the **OWNER** or the **Regulatory Agency**, then, upon written notice, the Consultant will have ten (10) working days to remove that person from the Project and replace with one acceptable to the same.

g. **If the assigned individual is removed for cause at the owners request the removal and replacement shall be as immediate as reasonably possible.**

2.3 **OWNER's RIGHTS**: The **OWNER** reserves the right to employ other Consultants in connection with the Project, or to perform work related to the Project with the **OWNER's** own forces. The Consultant shall notify the **OWNER** if any such independent action will in any way compromise the Consultant's responsibilities under this Agreement.

2.3.1

RESPONSIBILITIES OF OWNER: The **OWNER** shall provide the Consultant with documented project information in its possession, which is reasonably necessary for the Consultant's performance of the work described herein. The **OWNER** shall designate a representative as the Consultant's primary contact for all project information; the representative shall be responsible for examining all documents submitted by the Consultant and shall render decisions and additional information in a prompt and effective manner as required to support the project.

2.4 **TERMINATION; SUSPENSION**

2.4.1 **Per the provisions of the ICA except that notices may be given and received through confirmed email.**

2.4.3 **Design Professional** / **Regulatory Agency** Approval. If either the **Design Professional** or the **Regulatory Agency** shall not approve the specified Associate to provide **Project Inspector** Services for Project construction, this Agreement shall be

deemed terminated without further rights or obligations of the **OWNER** or Consultant hereunder. Unless the **OWNER** shall have directed Consultant's performance prior to the Project Architect and the **Regulatory Agency** approval of the **Project Inspector**, no part of the Contract Price shall be due Consultant if Consultant is not approved to provide **Project Inspector** Services by the Project Architect or the Department of General Services.

2.4.4 **OWNER Suspension**. The **OWNER** may direct suspension of Project construction and suspension of Consultant's services hereunder, given ten (10) days notice. If the **OWNER** so suspends the work, the Consultant reserves the right to place the assigned Inspectors on other sites and does not guarantee the return of any previously assigned personnel, perhaps thereby necessitating the submittal and subsequent approval of different Project Inspection personnel.

2.8 **TIME SCHEDULE**

2.8.1 **Time is of the essence** in this Agreement.

a. **The Consultant shall begin** its services a minimum of one week in advance of project commencement or when the Notice to Proceed is issued to the Contractor from **OWNER** or its' Representative, whichever is first, and will continue until satisfactory completion and closeout of the project(s) or termination of Consultant's services or as otherwise directed by the owner.

b. **The Consultant shall diligently** complete all appropriate tasks in cooperation with the **OWNER**, all Contractors, the Architect/Engineer, and Construction Manager, if any, in a timely manner. Additional billable time required to be expended by the **Project Inspector** shall be approved in advance by the party so designated to approve any additional expenditures.

ARTICLE 3

COMPENSATION AND PAYMENT (Hourly)

3.1 **DESCRIPTION**: The Consultant shall be paid a Hourly fee as set forth below. The amount to be paid to the Consultant, as prescribed herein, shall be the total compensation for services in the performance of the work described in this agreement, except as described below. Reimbursables shall be billed as agreed to in advance.

3.2 **FEE DATA**: Total compensation due and to be paid for Basic Services under this Agreement shall not exceed the amounts set forth in Article 3. Regular Time fees are based on full time services Monday through Saturday, or as required, as prescribed by **209 BUILDING STANDARDS ADMINISTRATIVE CODE** (Part 1, Title 24, C.C.R. Section 4-211). The compensation for a project requiring a Class 1 Inspector shall be **$90.00** per hour per Project Inspector. A Class 2 Inspector shall be **N/A** per hour per Project Inspector. A Class 3 Inspector shall be **N/A** per hour per Project Inspector.

INSPECTOR CERTIFICATION	**APPROVED**	**MONTHLY**	**HOURLY**
Project Inspector, Class 1	*DSA*	N/A	$90
Project Inspector, Class 2	*DSA*	N/A	N/A
Project Inspector, Class 3	*DSA*	N/A	N/A

Fees for inspection services will be determined by the cumulative number of business work hours days in any day minus any of the following recognized holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
'Hourly Compensation' is defined as the appropriate compensation rate for the class of inspector as dictated by the DSA approved plans. Any change from the above must be by the GUSD Administrator, Facilities or Project Manager prior to performing service.

3.2.1 **OVERTIME:** Shall be deemed acceptable when the inspector works on any holidays listed in 3.2 above, works more than 10 hours in one day, or hours on a Sunday to accommodate the contractor's schedule. The compensated rate of pay will be 1½ times the hourly rate shown on the compensation schedule listed above. Alternatively, subject to the approval of the GUSD Project Manager, the inspector can schedule time off so that inspector's absence will not cause a significant detrimental impact on the project.

ARTICLE 4

SCOPE OF DSA INSPECTOR'S SERVICES:

The PROJECT INSPECTOR's services shall include, but not be limited to the following tasks as described in the DSA IR 8A:

A. **Provide inspection** services to ensure compliance with code, plans, specifications and quality assurance required of an educational facility. Issue Deviation or Correction Notices, as necessary, and notify the **Design Professional**, the **OWNER,** and/or Construction Manager as the **OWNER**'s Representative, in writing, if observed work does not conform to contract document.

B. **Inspect and verify that** Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.

C. **Maintain liaison with the Design Professional**, the Construction Manager, if any, the Testing Lab, the **OWNER** and other regulatory agencies and governing bodies as necessary to maintain project continuity.

D. **Submit or make available** on a timely basis, a semi-monthly report to the Architect, with copies to DSA, the owner and Construction Manager, if any, generally including the following information:

1. Activities performed by the Contractors, and areas where work is performed.
2. Manpower assigned to each Contractor and Subcontractor.
3. Weather conditions.
4. Observed equipment and materials delivered to the site.
5. Construction equipment and vehicles utilized.
6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
7. Verbal instruction to the Inspector.
8. Inspection by representative of regulatory agency.
9. Note observed occurrences or conditions that might affect Contract Sum or Contract Time.
10. List visitors to the site, titles, and reason for visit.
11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken.
12. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

E. **PROJECT INSPECTOR shall comply** with all federal, state, county and local governmental requirements, as applicable.

F. **Review and monitor Contractor's** construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc. The Consultant or their Associates shall not issue instructions or directions regarding methods or means of

job performance to the Contractor or in any way assume responsibility for the work performed.

G. **When possible, attend meetings** as requested in contract documents and requested by **OWNER**, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.

H. **Assist the Construction Manager** and **OWNER** in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.

I. **Inspect, verify and document** Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection **must** begin within 1 working day of Contractor's written notification to the Inspector of delivery of equipment or materials to the job site. The Contractor is responsible for providing identifying paperwork and documentation for all delivered materials and equipment supplied to the job.

J. **Submit, upon request** by the Architect and/or the Construction Manager, in a timely manner, an Inspector's Report reviewing a Contractor's Request for Information (RFI), whenever any corrective change is perceived necessary in field construction that will result in a variance from the drawings or specifications as originally issued.

K. **Review the Contractor's Payment** Requests at billing meetings.

L. **When the Contractor's work** or a designated portion thereof is substantially complete, prepare for the **OWNER** a list of incomplete or unsatisfactory items via a "punch list" and submit to the Architect and the Construction Manager.

M. **Assist the OWNER in the review** of Contractor's Submittals, upon request.

N. **Upon completion of project**, deliver hard copies of all inspection records and project correspondence to the **OWNER**.

O. **Prior to commencement of work**, **PROJECT INSPECTOR** will cooperate with the **OWNER** and Construction Manager to develop an inspection plan for the construction on and of the Schools.

OTHER REQUIREMENTS:
Facilities and Equipment:

P. **The OWNER will provide**:

1. An on-site separate, secure, uniquely lockable office (Note that although the following requirements are frequently in the District's contract with the Contractor, the Inspection Team does not contract with the Contractor. We request the District to enforce its Contract provisions with the Contractor.)

Q. **The Consultant will provide:**

1. A functional computer system and printer.
2. All required code and reference data.
3. A telephone and telephone answering machine.
4. Reasonable office supplies.

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 statues; 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

CERTIFICATION REGARDING
GOVENOR 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: _____

EXHIBIT "B"

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: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 11

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Oscar Macias, Director, Equity, Access, and Family Engagement
SUBJECT:	**Approval of the Services Agreement between Glendale Unified School District and STC Interpreting & Translation**

The Superintendent recommends that the Board of Education approve the Services Agreement between Glendale Unified School District and STC Interpreting & Translation in the amount of $50,000.00 to provide oral and written translation services in the 2023-24 school year.

Glendale Unified School District has contracted with STC Interpreting & Translation to provide oral and written translation for IEP meetings and documents in various languages as needed for District and sites not available by District translators/interpreters. Such languages include, but are not limited to, Japanese, Arabic w/Egyptian dialect, Farsi, Tagalog, Sign Language and rare languages like Hindi, Vietnamese, and Urdu.

The contract period is from July 1, 2023, through June 30, 2024, for a total cost of $50,000. Services will be covered by Administration Supplemental funds.

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
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 __STC Interpreting & Translation____, 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 07/01/2023 and will diligently perform as required and complete performance by 06/30/2024

2. **Scope of Services**

   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: Fifty Thousand Dollars ($50,000.00)_____. 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

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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

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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

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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, it 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.

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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
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 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.

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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.

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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:	**Contractor:**
Glendale Unified School District	STC Interpreting & Translation
223 N. Jackson Street	9854 National Blvd., #359
Glendale, California 91206	Los Angeles, CA 90034
ATTN: Dr. Kelly King,	ATTN: Silene Concelcao, Owner
Assistant Superintendent	

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

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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.

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SIGNATURE PAGE

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

Company Name: STC INTERPRETING INC

By: _____ CO-OWNER
Signature Title

SILENE CONCEICAO Dated: MAY 26, 2023
Print Name

By: _____ CO-OWNER
Signature Title

MEHRDAD FOROUGHIPOUR Dated: MAY 26, 2023
Print Name

*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.: _____

Address: 9854 National Blvd., #359
Los Angeles, CA 90034

Type of Business Entity:

____Individual
____Sole Proprietorship
____Partnership
____Limited Partnership
✓ Corporation, State: CALIFORNIA
____Limited Liability Company

Other: _____

Employer Identification Number:
85-2285033

~~Telephone~~ FAX: 310-943-2747 TEL: 310-287-0405

Email: info@stcinterpreting.com

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

Assistant Superintendent
Title

Dr. Kelly King
Print Name

Dated: _____, 20__

ADDENDUM A

SCOPE OF WORK

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor may provide the following General Services:

STC Interpreting & Translation will provide oral and written translation and interpreting services at Glendale Unified School District as needed in various languages for parent meetings, conferences and documents that the District cannot provide by current personnel.

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ADDENDUM B

"Cost Proposal"

The contract period is from July 1, 2023 through June 30, 2024 for a total of, not to exceed, $50,000. Services will be covered by Administration Supplemental funds.

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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: MAY 26, 2023

Name of Contractor: STC Interpreting & Translation

Signature: [signature]

Print Name and Title: Silene Conceicao, Owner

(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*).**

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☐ 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: MAY 26, 2023

Name of Contractor or Company: STC Interpreting & Translation

Representative's Name and Title: Silene Conceicao, Owner

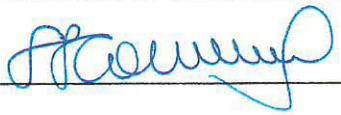
Signature: 

EXHIBIT "C"

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

(Public Contract Code section 7106)

The undersigned declares:

I am the owner of STC Interpreting & Translation, 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 05/26/23 [date], at LOS ANGELES [city], CALIFORNIA [state].

Signature

Silene Conceicao

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 STC INTERPRETING, INC ("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: MAY 26, 2023

Name of Contractor: STC Interpreting & Translation

Signature:

Print Name and Title: Silene Conceicao, Owner

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 STC Interpreting & Translation ("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: STC Interpreting & Translation

Signature:

Print Name and Title: Silene Conceicao, Owner

Date: MAY 26, 2023

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").

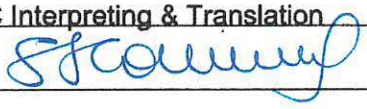
Your Firm, if it enters into a contract with the District, must comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-r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

Signature: 

Print Name and Title: Silene Conceicao, Owner

Date: MAY 26, 2023

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 statues; 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 26 day of MAY, 20 23

By _____
Authorized Signature for Contractor

STC INTERPRETING INC

Silene Conceicao, Owner
Printed Name and Title

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 12

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Memorandum of Understanding Between Foothill SELPA and Hathaway- Sycamores**

The Superintendent recommends that the Board of Education (Administrative Unit for the Foothill SELPA) approve the attached Memorandum of Understanding between Foothill SELPA and Hathaway-Sycamores Child and Family Services for the 2023-2024 school year in the amount of $361,544 for educational services and an amount up to $134,711 for therapeutic services.

The Foothill SELPA and Sycamores operates the Glendale West regionalized program at Glendale High School for students classified as emotionally disturbed (ED). The attached Memorandum and Understanding defines the roles and responsibilities of each party.

The Foothill SELPA Glendale West program is utilized by all three SELPA districts and the cost to utilize these services are to be paid for through District-level funds according to use of services.

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.*

MEMORANDUM OF UNDERSTANDING

Between Foothill SELPA and
Hathaway-Sycamore Child and Family Services

This Memorandum of Understanding (the "MOU") is entered into this 1st day of July, 2023 by and between the Foothill SELPA ("SELPA") and Hathaway-Sycamore Child and Family Services for the delivery of special education services and related services for students that are eligible as students with exceptional needs through an IEP.

RECITALS

WHEREAS, the SELPA is a multi-district special education local plan area, located in Los Angeles County, California, duly organized and existing under and by virtue of the laws of the State of California, including the California Education Code; and

WHEREAS, Hathaway-Sycamore Child and Family Services is an agency and mental health provider located in Los Angeles County, California; and

WHEREAS, the SELPA and Hathaway-Sycamore Child and Family Services desire to operate a SELPA regionalized special education program at Glendale High School for high school students that are eligible as students with exceptional needs under the category of Emotional Disturbance (ED), Specific Learning Disability (SLD), or Other Health Impairment (OHI).

NOW, THEREFORE, in the consideration of the mutual covenants, conditions and obligations set forth herein, the Parties do hereby agree as follows:

A. Hathaway-Sycamore agrees to maintain and coordinate the operation of a SELPA regionalized program class at Glendale High School for high school students whose primary eligibility as students with exceptional needs under California and federal special education laws are ED, SLD, or OHI and who are entitled to special education and related services.

B. Eligible Students: For the purpose of the MOU, an eligible student is one who meets the California eligibility criteria of laws under Emotional Disturbance ("ED") 5 CCR 3030 (i), SLD, or OHI, and for whom the appropriate and least restrictive educational environment for his or her unique educational needs is the specially designed program provided by Hathaway-Sycamore pursuant to the MOU.

C. Services Provided by Hathaway-Sycamore for the ED Classroom at Glendale High School.

    1. One (1) full-time fully California credentialed and trained teacher will be provided for serving up to twelve (12) students. Upon joint approval of the SELPA Director/designee and the Executive Vice President of Programs from Hathaway-Sycamore, class size may be increased by a ratio of 1 teacher to fourteen (14) students when necessary, for limited periods of time, during the regular or extended school year to provide services to students with disabilities.

2. Two (2) full-time trained behavioral specialists trained and experienced in behavior intervention strategies will be provided.

3. One (1) full-time California therapist trained and experienced with Educationally Related Mental Health Services, and in accordance with the student's IEP goals and objectives, will be provided.

4. Behavior data will be collected and analyzed by the teachers and/or aides assigned by Hathaway-Sycamore to the classroom.

5. Instruction provided to students enrolled in the classroom will be based on California Standards.

6. Staff will implement only Non-Crisis Intervention (NCI) techniques, or other district approved intervention, and use those techniques to de-escalate students in the classroom. NCI training, or other district intervention, for Hathaway-Sycamore staff will be provided by School District.

7. Case-management meetings will be held on an as –needed basis between the Hathaway-Sycamore's staff and Foothill SELPA staff.

8. Provide support and collaborate with general education staff and administrators.

9. Pay for a substitute teacher assigned to the classroom when they are absent from work.

10. Track and coordinate Individual Education Plan's (IEP's) for students enrolled in the classroom.

11. The Teachers/designees assigned to the classroom will administer academic achievement assessments to the students enrolled in the classroom as needed and in accordance with California and federal special education laws.

12. Staff, including the therapist assigned to the classroom, will be responsible for drafting proposed therapeutic goals and objectives for the students enrolled in the classroom for review and consideration at the student's annual IEP meetings.

13. Staff will deal with emergency behaviors exhibited by students enrolled in the classroom in accordance with the California law, and the policies and procedures of the SELPA member school district.

14. Ongoing communication will exist between the SELPA Director, Special Education Directors of the SELPA member school districts and designees of Hathaway-Sycamore.

15. Collaborative meetings on as needed basis will be attended by the teacher, behavioral specialists, and therapist assigned to the classroom and SELPA and/or Special Education designees.

D. Responsibility of FOOTHILL SELPA

1. Provide adequate space at District high school campus for a Classroom.

2. Provide furniture, textbooks, supplies, internet, resources, and computers for students enrolled in classroom.

3. Provide a substitute for the teacher when he/she is absent from work, as needed.

4. Collaborate with the Hathaway-Sycamore's staff to place eligible students in the classroom.

5. On site school counselors will assist with the transcripts for the students enrolled in the classroom.

6. Foothill SELPA will provide California credentialed school psychologists, speech and language pathologists, occupational therapists, and other service providers to conduct triennial assessments for student assigned to the classroom as required by the California and federal special education laws.

7. District of Residence will arrange transportation for students enrolled in the classroom whose IEP's include transportation as a related service.

8. District of Residence will coordinate dual enrollment of students enrolled in the classroom, when determined appropriate by an IEP team.

9. Site Administrator or designee will provide administrative and behavioral support in case of a behavioral emergency related to students enrolled in the classroom.

10. GUSD will provide staff for dispensing medication to students enrolled in the classroom.

11. Foothill SELPA will provide opportunities for training in NCI techniques or other identified intervention by certified NCI trainers, to be used in behavioral emergencies, as well as access to other district trainings.

E. SERVICE PROVIDERS AND ASSIGNMENT

Hathaway-Sycamore assures the SELPA that criminal background including fingerprint checks have been conducted and completed on any person, assigned to teach and provide services to any student enrolled in the classroom under this Agreement in accordance with applicable state and federal law before or any person is allowed to have contact with or assigned to work with any student enrolled in the classroom under this Agreement. Hathaway-Sycamore will submit a photocopy of the criminal background or fingerprint check reports for each such teacher, provider or person to the SELPA prior to allowing him or her to have contact with or assigning him or her to work with any student enrolled in the classroom. Staff must submit verification of tuberculosis (TB) test.

Any decision concerning the hiring and firing of teachers and aides assigned to the classroom will be a collaborative decision made by the SELPA and Hathaway-Sycamore with Hathaway-Sycamore retaining final authority. Teacher, aide, behavioral specialist and therapist assigned to the program will be supervised and evaluated by Hathaway-Sycamore.

F. INDEPENDENT CONTRACTOR STATUS

This Agreement is by and between two independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

G. FUNDING

The term “district of residence” as used in this Agreement means the school district in which an eligible student lives for purposes of school attendance. Glendale Unified School District for an eligible student enrolled in the ED classroom will be allocated ADA and Revenue Limit for the ED classroom for that student.

The Foothill SELPA agrees to pay the sum of $361,543.93 to Hathaway-Sycamore for the teacher, and the two (2) behavioral specialists services provided for 180 school days and 24 extended school year days. Payment is not contingent on actual student attendance.

The Foothill SELPA agrees to pay the sum of $1,020.54 per month per seat (12) for the educationally related mental health services provided by the therapist. The therapist will bill Medi-Cal for any services provided to a Medi-Cal funded (who meets Specialty Mental criteria) student and will not bill the school district.

Glendale Unified School District will pay invoices within forty-five (45) business days of its receipt from Hathaway-Sycamore.

H. INDEMNIFICATION:
Hathaway-Sycamore shall indemnify, defend and hold harmless the SELPA, and the SELPA's officers, agents, contractors, employees, and the SELPA member school districts and their officers, agents, contractors and employees, from any and all liability, loss, expense (including reasonable attorneys' fees and other defense costs), or claims imposed for damages of any nature whatsoever. Including, but not limited to, bodily injury, death, personal injury, or property damage occurring by reason of any acts or omissions on the part of Hathaway-Sycamore's own officers, agents, contractors, or employees under or in connection with any obligation delegated to the Hathaway-Sycamore under this Agreement.

I. Hathaway-Sycamore shall provide SELPA with an original Certificate(s) of Insurance evidencing insurance coverage for General Liability, Professional Liability, and Worker's Compensation. Evidence of insurance covering vehicles will also be required if Hathaway-Sycamore services include use of vehicle(s) on SELPA site(s) or providing transportation to SELPA students. Hathaway-Sycamore general liability and professional liability and vehicle coverage shall, at a minimum, provide for limits of $1,000,000/$3,000,000 per claim/occurrence. SELPA shall be named as an additional insured by endorsement, and maintain the coverage in effect at all times during the life of the MOU.

J. For the purpose of the Agreement, "days" refer to school calendar days unless otherwise specified.

K. Hathaway-Sycamore assures the SELPA that all teachers, behavioral specialists, therapists or other provider, including volunteers and any other person assigned by Hathaway-

Sycamore to work with students enrolled in the classroom under this Agreement, are familiar with child abuse reporting obligations and procedures as specified in the California Penal Code.

L. Hathaway-Sycamore assures the SELPA that it does not discriminate on the basis 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 employment or operation of the program.

M. Hathaway-Sycamore and SELPA recognize that records maintained by them respectively related to pupils are confidential pursuant to related provision of federal and state law, including California Education Code Section 49062 et seq.

N. Duration of this Agreement:
The MOU is effective and shall remain in full force and effect from July 1, 2023 through June 30, 2024.

IT WITNESS WHEREOF, the parties have executed and entered into this MOU as of the date set next to the signature of the SELPA ("Effective Date")

FOOTHILL SELPA:

Dated: _____ By: _____
Dr. Kelly King,
Assistant Superintendent, Educational Services
Glendale Unified School District
(Administrative Unit for the Foothill SELPA)

HATHAWAY-SYCAMORE CHILD AND FAMILY SERVICES:

Dated: _____ By: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 13

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Memorandum of Understanding Between Glendale Unified School District and Hathaway-Sycamores for Providing Educational Support Services (ESS)**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Hathaway-Sycamores Child and Family Services for the 2023-2024 school year for the delivery of Educational Support Services in the amount of $4,300 per month per case.

Educational Support Services (ESS) are provided to students for whom the IEP team has determined to require specialized services to meet their social/emotional needs. The trained behavior staff collects, analyzes and shares data and effective intervention techniques specific to each eligible student with both their families and the District support team.

ESS is billed at $4,300 per student (per month) for the 2023-2024 school year and this Memorandum of Understanding defines the roles and responsibilities of each party. Special Education Mental Health resources will be used to pay for these services.

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.*

MEMORANDUM OF UNDERSTANDING

Between Glendale Unified School District and
Hathaway-Sycamore Child and Family Services
For Providing Educational Support Services (ESS) to their Students

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This Memorandum of Understanding (the "MOU") is entered into this 1st day of July, 2023 by and between the Glendale Unified School District (District) and Hathaway-Sycamore Child and Family Services for the delivery of Educational Support Services (ESS).

RECITALS

WHEREAS, Glendale Unified School District, is located in Los Angeles County, California, duly organized and existing under and by virtue of the laws of the State of California, including the California Education Code; and

WHEREAS, Hathaway-Sycamore Child and Family Services is an educationally related mental health services provider located in Los Angeles County, California; and

WHEREAS, GUSD and Hathaway-Sycamore Child and Family Services desire to create a partnership where the District refers students who qualify for ESS to Hathaway-Sycamore and they will provide ESS to these referred students and families;

NOW, THEREFORE, in the consideration of the mutual covenants, conditions and obligations set forth herein, the Parties do hereby agree as follows:

A. Hathaway-Sycamore Child and Family Services agrees to provide ESS services to referred students.

B. Eligible Students: For the purpose of the MOU, an eligible student is one who meets the California eligibility criteria as a student with special needs under 5 CCR 3030 and for whom the Individual Education Program (IEP) team has determined requires a specialized service to meet his/her social/emotional needs.

C. Services Provided by Hathaway-Sycamore Child and Family Services for ESS.

    1. Educational Support Services Specialists trained and experienced in behavior intervention strategies will be provided.

    2. Educational Support Services Specialist staff that will provide Educational Support Services in accordance with the student's IEP goals and objectives.

3. Behavior data will be collected and analyzed by the Educational Support Services Specialists and shared with the District Designee and other District staff as required.

4. Staff will implement only Non-Violent Crisis Intervention (NCI) techniques, or other district approved technique, and use those techniques to de-escalate students. Training for Hathaway-Sycamore Child and Family Services staff will be provided by School District, if required.

5. Case-coordination meetings will be held on a regular scheduled basis between the Hathaway-Sycamore' staff and Glendale Unified School District (District) staff.

6. Provide support and collaborate with District education staff and administrators.

7. Staff, including the Educational Support Specialist staff assigned to the ESS case, will be responsible for drafting proposed goals and objectives for the students enrolled in ESS for review and consideration at the student's annual IEP meetings.

8. Staff will deal with emergency behaviors exhibited by students enrolled in the ESS in accordance with the California law, and the policies and procedures of the District.

9. Ongoing communication will exist between the District Director/Specialist, School Psychologist, other identified members of the school district and designees of Hathaway-Sycamore.

10. Collaborative meetings on as needed basis will be attended by the Educational Support Services staff and District and/or School District designees.

D. Responsibility of Glendale Unified School District (GUSD)

1. Collaborate with the Hathaway-Sycamore's staff to refer eligible students to ESS.

2. District will provide opportunities for training in Non-Violent Crisis Intervention techniques, or other identified technique, by certified trainers, to be used in behavioral emergencies, as the district requires.

E. SERVICE PROVIDERS AND ASSIGNMENT

Hathaway-Sycamore assures the District that criminal background, including fingerprint checks, have been conducted and completed on any person assigned to provide services to any student enrolled in ESS under this Agreement in accordance with applicable state and federal law before any person is allowed to have contact with, or assigned to work with, any student enrolled in ESS under this Agreement. Hathaway-Sycamore will submit a photocopy of the criminal background or fingerprint check reports for each such provider or person to the GUSD prior to allowing him or her to have contact with or assigning him or her to work with any student enrolled in ESS as the District requires. Staff must submit verification of tuberculosis (TB) test.

Any decision concerning the hiring and firing of staff assigned to ESS will be a collaborative decision made by the District and Hathaway-Sycamore, with Hathaway-Sycamore retaining final authority. Staff assigned to the ESS program will be supervised and evaluated by Hathaway-Sycamore.

F. INDEPENDENT CONTRACTOR STATUS

This Agreement is by and between two independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

G. FUNDING

The term “district of residence” as used in this Agreement means the school district in which an eligible student lives for purposes of school attendance.

The District agrees to pay up to $4,300 per month per case to Hathaway-Sycamore for the staff and services provided.

The District will pay invoices within forty-five (45) business days of its receipt from Hathaway-Sycamore.

H. INDEMNIFICATION:

I. Hathaway-Sycamore shall indemnify, defend and hold harmless the District, and the District ’s officers, agents, contractors, employees, and the District member schools, and

their officers, agents, contractors and employees, from any and all liability, loss, expense (including reasonable attorneys' fees and other defense costs), or claims imposed for damages of any nature whatsoever, including, but not limited to , bodily injury, death, personal injury, or property damage occurring by reason of any acts or omissions on the part of Hathaway-Sycamore's own officers, agents, contractors, or employees under or in connection with any obligation delegated to the Hathaway-Sycamore under this Agreement. Hathaway-Sycamore shall provide the District with an original Certificate(s) of Insurance evidencing insurance coverage for General Liability, Professional Liability, and Worker's Compensation. Evidence of insurance covering vehicles will also be required if Hathaway-Sycamore services include use of vehicle(s) on District site(s) or providing transportation to District students. Hathaway-Sycamore general liability and professional liability and vehicle coverage shall, at a minimum, provide for limits of $1,000,000/$3,000,000 per claim/occurrence. Glendale Unified School District shall be named as an additional insured by endorsement, and maintain the coverage in effect at all times during the life of the MOU.

J. For the purpose of the Agreement, "days" refer to school calendar days unless otherwise specified.

K. Hathaway-Sycamore assures the District that the staff, including volunteers and any other person assigned by Sycamores to work with students enrolled in ESS under this Agreement, are familiar with child abuse reporting obligations and procedures as specified in the California Penal Code.

L. Hathaway-Sycamore assures the District that it does not discriminate on the basis 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 employment or operation of the program.

M. Hathaway-Sycamore and SELPA recognize that records maintained by them respectively related to pupils are confidential pursuant to related provision of federal and state law, including California Education Code Section 49062 et seq.

N. Duration of this Agreement:

MEMORANDUM OF UNDERSTANDING

Between Glendale Unified School District and
Hathaway-Sycamore Child and Family Services
For Providing Educational Support Services (ESS) to their Students

---

The MOU is effective and shall remain in full force and effect from July 1, 2023 through June 30, 2024.

IT WITNESS WHEREOF, the parties have executed and entered into this MOU as of the date set next to the signature of the District ("Effective Date")

GLENDALE UNIFIED SCHOOL DISTRICT:

Dated: _____ By: _____
Dr. Kelly King,
Assistant Superintendent, Educational Services

HATHAWAY-SYCAMORE CHILD AND FAMILY SERVICES:

Dated: _____ By: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 14

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Agreement Between Glendale Unified School District and Goalbook for Special Education Web-based Student Goal Support**

The Superintendent recommends that the Board of Education approve a three-year agreement between Glendale Unified School District and Goalbook in the amount of $78,540 per year for a District license for the use of Goalbook Premium toolkit web-based student support software for 2023-2024, 2024-2025, and 2025-2026 school years.

The Goalbook Premium Toolkit program continues to assist special education teachers with the development of IEP goals and objectives aligned with the common core state standards. Since the 2019 contract renewal, District Special Education teachers have almost doubled the number of resources they have accessed in the Goalbook Toolkit program. This license agreement will allow the teachers in Glendale Unified School District to utilize the Goalbook Premium Toolkit for three years commencing on July 1, 2023, and concluding on June 30, 2026.

The total (three-year) amount of the agreement of $235,620 ($78,540 per year) provides access for up to 150 District special education teachers. Special Education funds will be used to pay for this contract.

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.*

Enome, Inc. (Goalbook)
PO Box 1289
San Mateo, CA 94401
goalbookapp.com

QUOTE FORM

	Goalbook	Client
Name and Mailing Address	Enome, Inc. (Goalbook) PO Box 1289 San Mateo, CA 94401	Glendale Unified School District 223 North Jackson St. Glendale, CA 91206
Individual Contact	Erin Almario	Deb Rinder
Title	Success	Executive Director
Phone	(626) 665-0437	(818) 241-3111 ext. 1202
Email	erins@goalbookapp.com	drinder@gusd.net

Access Information	
Effective Date	July 1, 2023
Service End Date	June 30, 2026

Fee Type	Amount	Due Date
District Special Education Partial Department Membership – Goalbook Toolkit Access for up to 150 users, including all Goalbook Services – 2023/2024	$78,540	June 30, 2023
District Special Education Partial Department Membership – Goalbook Toolkit Access for up to 150 users, including all Goalbook Services – 2024/2025	$78,540	June 30, 2024
District Special Education Partial Department Membership – Goalbook Toolkit Access for up to 150 users, including all Goalbook Services – 2025/2026	$78,540	June 30, 2025

Fees for continued use after the Initial Term will be due 30 days after invoice delivered upon conclusion of the Initial Term or Renewal Term. Licenses are provisioned one year at a time and are extended upon receipt of purchase order or payment for the upcoming year.

This Order Form is entered into and effective as of the Effective Date set forth above by and between Enome, Inc. and the Client identified above. This Order Form incorporates the Goalbook Client Terms and Conditions (*goalbookapp.com/c-terms*) (collectively the "Agreement"). By signing below or paying the fees above, you signify that you have read, understood, and agree to be bound by the Agreement, and that you have the authority to bind your organization to the Agreement.

FOR GOALBOOK

Name: _____

Title: _____

FOR CLIENT

Name: Dr. Kelly King

Title: Assistant Superintendent

Enome, Inc. (Goalbook)
PO Box 1289
San Mateo, CA 94401
goalbookapp.com

Signature:	Signature:
Date:	Date: June 21, 2023

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 15

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Memorandum of Understanding Between Glendale Unified School District and Hillsides**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Hillsides for the 2023-2024 school year for the delivery of Educational Support Services (ESS).

Educational Support Services (ESS) is provided to students for whom the IEP team has determined to require specialized services to meet their social/emotional needs. The trained behavior staff collects, analyzes and shares data and effective intervention techniques specific to each eligible student with both their families and the District support team.

ESS is billed at $5,200 per student (per month) for the 2023-2024 school year and this Memorandum of Understanding defines the roles and responsibilities of each party. Special Education Mental Health resources will be used to pay for these services.

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.*

MEMORANDUM OF UNDERSTANDING

Between Glendale Unified School District and
Hillsides
For Providing Educational Support Services (ESS) to their Students

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This Memorandum of Understanding (the "MOU") is entered into this 1st day of July, 2023 by and between the Glendale Unified School District (District) and Hillsides for the delivery of Educational Support Services (ESS).

RECITALS

WHEREAS, Glendale Unified School District, is located in Los Angeles County, California, duly organized and existing under and by virtue of the laws of the State of California, including the California Education Code; and

WHEREAS, Hillsides is an educationally related mental health services provider located in Los Angeles County, California; and

WHEREAS, GUSD and Hillsides desire to create a partnership where the District refers students who qualify for ESS to Hillsides and Hillsides will provide ESS to these referred students and families;

NOW, THEREFORE, in the consideration of the mutual covenants, conditions and obligations set forth herein, the Parties do hereby agree as follows:

A. Hillsides agrees to provide ESS services to referred students.

B. Eligible Students: For the purpose of the MOU, an eligible student is one who meets the California eligibility criteria as a student with special needs under 5 CCR 3030 and for whom the Individual Education Program (IEP) team has determined requires a specialized service to meet his/her social/emotional needs.

C. Services Provided by Hillsides for ESS.

    1. Educational Support Services Specialists trained and experienced in behavior intervention strategies will be provided.

    2. Educational Support Services Specialist staff that will provide Educational Support Services in accordance with the student's IEP goals and objectives.

    3. Behavior data will be collected and analyzed by the Educational Support Services Specialists and shared with the District Designee and other District staff as required.

4. Staff will implement only Non-Violent Crisis Intervention (NCI) techniques, or other district approved technique, and use those techniques to de-escalate students. Training for Hillsides staff will be provided by School District, if required.

5. Case-coordination meetings will be held on a regular scheduled basis between the Hillsides' staff and Glendale Unified School District (District) staff.

6. Provide support and collaborate with District education staff and administrators.

7. Staff, including the Educational Support Specialist staff assigned to the ESS case, will be responsible for drafting proposed goals and objectives for the students enrolled in ESS for review and consideration at the student's annual IEP meetings.

8. Staff will deal with emergency behaviors exhibited by students enrolled in the ESS in accordance with the California law, and the policies and procedures of the District.

9. Ongoing communication will exist between the District Director/Specialist, School Psychologist, other identified members of the school district and designees of Hillsides.

10. Collaborative meetings on as needed basis will be attended by the Educational Support Services staff and District and/or School District designees.

D. Responsibility of Glendale Unified School District (GUSD)

1. Collaborate with the Hillsides' staff to refer eligible students to ESS.

2. District will provide opportunities for training in Non-Violent Crisis Intervention techniques, or other identified technique, by certified trainers, to be used in behavioral emergencies, as the district requires.

E. SERVICE PROVIDERS AND ASSIGNMENT

Hillsides assures the District that criminal background, including fingerprint checks, have been conducted and completed on any person assigned to provide services to any student enrolled in ESS under this Agreement in accordance with applicable state and

federal law before any person is allowed to have contact with, or assigned to work with, any student enrolled in ESS under this Agreement. Hillsides will submit a photocopy of the criminal background or fingerprint check reports for each such provider or person to the GUSD prior to allowing him or her to have contact with or assigning him or her to work with any student enrolled in ESS as the District requires. Staff must submit verification of tuberculosis (TB) test.

Any decision concerning the hiring and firing of staff assigned to ESS will be a collaborative decision made by the District and Hillsides, with Hillsides retaining final authority. Staff assigned to the ESS program will be supervised and evaluated by Hillsides.

F. INDEPENDENT CONTRACTOR STATUS
This Agreement is by and between two independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

G. FUNDING
The term "district of residence" as used in this Agreement means the school district in which an eligible student lives for purposes of school attendance.

The District agrees to pay up to $5,200 per month per case to Hillsides for the staff and services provided.

The District will pay invoices within forty-five (45) business days of its receipt from Hillsides.

H. INDEMNIFICATION:

I. Hillsides shall indemnify, defend and hold harmless the District, and the District 's officers, agents, contractors, employees, and the District member schools, and their officers, agents, contractors and employees, from any and all liability, loss, expense (including reasonable attorneys' fees and other defense costs), or claims imposed for damages of any nature whatsoever, including, but not limited to , bodily injury, death, personal injury, or property damage occurring by reason of any acts or omissions on the

part of Hillsides' own officers, agents, contractors, or employees under or in connection with any obligation delegated to the Hillsides under this Agreement. Hillsides shall provide the District with an original Certificate(s) of Insurance evidencing insurance coverage for General Liability, Professional Liability, and Worker's Compensation. Evidence of insurance covering vehicles will also be required if Hillsides services include use of vehicle(s) on District site(s) or providing transportation to District students. Hillsides general liability and professional liability and vehicle coverage shall, at a minimum, provide for limits of $1,000,000/$3,000,000 per claim/occurrence. Glendale Unified School District shall be named as an additional insured by endorsement, and maintain the coverage in effect at all times during the life of the MOU.

J. For the purpose of the Agreement, "days" refer to school calendar days unless otherwise specified.

K. Hillsides assures the District that the staff, including volunteers and any other person assigned by Hillsides to work with students enrolled in ESS under this Agreement, are familiar with child abuse reporting obligations and procedures as specified in the California Penal Code.

L. Hillsides assures the District that it does not discriminate on the basis 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 employment or operation of the program.

M. Hillsides and SELPA recognize that records maintained by them respectively related to pupils are confidential pursuant to related provision of federal and state law, including California Education Code Section 49062 et seq.

N. Duration of this Agreement:
The MOU is effective and shall remain in full force and effect from July 1, 2023 through June 30, 2024.

IT WITNESS WHEREOF, the parties have executed and entered into this MOU as of the date set next to the signature of the District ("Effective Date")

MEMORANDUM OF UNDERSTANDING

Between Glendale Unified School District and
Hillsides
For Providing Educational Support Services (ESS) to their Students

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GLENDALE UNIFIED SCHOOL DISTRICT:

Dated: _____ By: _____
Dr. Kelly King,
Assistant Superintendent, Educational Services

HILLSIDES:

Dated: _____ By: _____

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 16

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Lena Kortoshian, Director, Teaching and Learning
PREPARED BY:	Rebecca Mieliwocki, Coordinator III, Teaching and Learning
SUBJECT:	**Approval of Technology Tool Licenses Renewal to Support Student Engagement, Blended Learning, and Assessments to Support High Quality Instruction**

The Superintendent recommends that the Board of Education approve the renewal of widely used technology tools (Nearpod, NewsELA, SeeSaw, Listenwise, Book Creator, and Byrdseed) to support a blended learning model that fosters high levels of student engagement and higher order thinking skills.

Many of the technology tools purchased during the COVID-19 pandemic to support distance and hybrid instruction have proven to be time-tested, effective tools for in-person learning. The benefits of these tools include:

- Differentiated instruction and for equitable access
- Actionable feedback for students
- Effective questioning to facilitate higher order thinking
- Student engagement and collaboration
- Rigorous learning opportunities
- Authentic audiences for student work

The Teaching and Learning; Innovation, Instruction, Assessment, and Accountability; and Education Technology and Information Services departments collaborated to identify the technology tools that are consistently used and will continue to support student learning in a blended learning model.

The Superintendent recommends renewal of the tool licenses detailed on the next page of this report for the 2023-2024 school year.

Tool and Description	Cost
Nearpod – Tool that allows teachers to easily create presentations with engaging quizzes, polls, videos, images, drawing-boards, web content, etc. It creates opportunities for authentic checking for understanding and includes pre-built lessons in many subject areas as well as social-emotional learning and digital citizenship.	$99,300
NewsELA – High quality non-fiction texts for students with personalized reading levels in a variety of genres. Used widely by teachers and students in Grades 2-12.	$185,100
Seesaw – Digital portfolio and learning management system that allows students to publish and curate their work and communicate with the teacher, parents, and peers in Grades TK - 2.	$24,750
Listenwise – Digital, authentic podcast lessons and videos from across the curriculum aligned to content-based instruction and ELD standards. Easily addresses listening and speaking standards with built in scaffolding for multilingual learners.	$67,600
Book Creator – Book Creator is a tool designed to enable students to engage with class material in a direct and active way by creating multimedia ebooks with a variety of functions. Available as a web app on Chromebooks, laptops, and tablets, and also as a standalone iPad app, Book Creator is a digital resource that helps students explore their creative sides while learning. The tool lends itself well to active learning and collaborative projects of all kinds, and is appropriate for various subjects and age groups.	$22,800
Byrdseed – Fun and engaging lessons and videos to support deep thinking and real-world application for all teachers. Professional Development to support all teachers to provide differentiated lessons for all learners.	$6,000

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

June 20, 2023

ACTION REPORT NO. 17

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Lena Kortoshian, Director, Teaching & Learning

SUBJECT: Approval of Agreement with the University of California, Los Angeles, Graduate School of Education and Information Studies-Center X, to Provide Professional Development Training and Support for Introduction to Data Science (IDS) Courses

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The Superintendent recommends that the Board of Education approve a two-year agreement in the amount of $55,110 with the University of California, Los Angeles, Graduate School of Education and Information Studies-Center X, to provide professional development training and support and a technology package for the Introduction to Data Science course.

Introduction to Data Science (IDS) is an a-g approved mathematics course developed by University of California, Los Angeles (UCLA) Center X, in collaboration with the National Science Foundation, Mobilize, and the UCLA Department of Statistics. IDS combines statistical concepts with coding, providing students with a rigorous curriculum that meets State Standards for High School Statistics and Probability. The course also emphasizes the data demands of good citizenship in the 21st century, with a focus on Exploratory Data Analysis. Students engage in data collection, interaction, and analysis as fundamental components of IDS.

Five teachers, three at Crescenta Valley High School, one at Hoover High School, and one at Glendale High School (GHS), participated in professional development training and received support for IDS curriculum implementation. Due to an increase in student enrollment in this course at Glendale High School, Glendale Unified School District (GUSD) will train an additional teacher from Glendale High. The total cost of the agreement with UCLA Graduate School of Education and Information Studies-Center X, valid for two years (2023-24 and 2024-2025), is $55,110. This agreement includes a technology package for each new section being offered and nine days of professional development for the teacher during the first year (including several days over the summer) and four days in the second year.

Enrollment in IDS is open to students who have completed Integrated II or beyond. The course offers a challenging academic experience, counting as a "C" level math course for third or fourth-year students. It appeals to students due to its hands-on approach, facilitating real-world connections to mathematical concepts.

Upon completion of the 2024-2025 school year, GUSD will have six fully-trained teachers capable of offering 13 sections of IDS, serving approximately 400 students. Factoring in additional costs for substitutes, the total cost to fully implement all phases of the program is approximately $2,000. Once fully implemented, the annual cost to maintain the technology package (in lieu of textbooks) is approximately $57,110.

Funding for professional development services will be provided through Educational Services.

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.*

AGREEMENT
FOR
CONSULTANT SERVICES
UCLA

College of Letters and Science, Physical Sciences, Department of Statistics

Glendale Unified School District, herein after referred to as The District, and The Regents of the University of California on behalf of the Introduction to Data Science (IDS) Project/UCLA College of Letters and Science, Physical Sciences, Department of Statistics, hereinafter referred to as Consultant, enter this agreement this **9th day of June, 2023** and mutually agree as follows:

1. The District requires the services of the consultant in the areas outlined below.

2. The Consultant is a professional and is qualified to perform the services in the area of providing professional development and technology support in the implementation of the Introduction to Data Science (IDS) course as required by this agreement.

   Description of Services
   a) Develop and enhance teachers' data science content knowledge and instructional strategies aligned with the Common Core State Standards: High School Statistics and Probability.
   b) Impact student achievement through universal access to pedagogical strategies, concept development, and real-word problem solving.
   c) Develop and maintain professional education communities that create opportunities for teacher networking and learning.
   d) Expand opportunities for professional leadership by developing a network of teacher leaders who are capable of assuming leadership roles in their profession.

3. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent or employee of the District and he/she will not present himself/herself as an officer, agent or employee of the District.

4. The University shall defend, indemnify, and hold the District its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.

5. The District shall defend, indemnify, and hold the University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performances of this Agreement but only in proportion to and to the extent such as liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees or agents.

6. This agreement is effective June 1, 2023 and shall continue in effect until terminated on June 30, 2024 and shall not exceed the sum **of $29,430** for one year (2023-2024) for training and support for IDS curriculum implementation.

   The fee shall be paid by the District. The fee includes coordinator fees, presenter fees, and presentation materials.

7. Consultant will provide the District with a bill for services provided, and payment will be based on days of service actually performed. The District will be billed in the following manner: see **Payment Schedule** below. Checks will be made payable to Regents of UC upon receipt of an invoice. Payment is due upon receipt of a UC invoice.

Payment Schedule:

Invoice #1:	December 2023	Amount: $14,715
Invoice #2:	March 2024	Amount: $14,715

8. Cancellation Policy: The District must notify the consultant at least 48 hours in advance of canceling a service. A fee of 50% of the contracted amount will be charged to the District if the service is cancelled within less than 48 hours.

9. UCLA's Federal Taxpayer Identification Number is 95-6006143

10. **Professional Development**
As noted in the IDS 2-Year Partnership Cost Structure (Exhibit B), in Year 1 teachers will receive a total of 9 days/54 hours of IDS PD; and Year 2 teachers will receive 4 days/24 hours of Advanced IDS PD.

11. **Technology Access and Support**
- The District will receive technology access and support services for their IDS teachers as outlined in the IDS 2-Year Partnership Cost Structure.
- Technology rate: $15 per teacher, $6 per student
- Both teacher and student licenses are valid for a 12-month period. All student and teacher license purchases are final, and no refunds will be given for unused portions of your subscription period. Student and teacher licenses are transferable until October of the academic year for year-long schedules, or three weeks after the start of the second semester of the academic year if schools are on a one course per semester schedule.
- See IDS Data Protection Policy document (Exhibit A) for our policy on data protection.

12. **Related Documents**
- **Exhibit A:** IDS Data Protection Policy
- **Exhibit B:** IDS Partnership Cost Structure

Glendale Unified School District IDS Services 2023 - 2024 (12-month contract) Contract #6006				
	Cost	**Unit**	**Total Units**	**Cost**
PD, Y1 Teachers: Morrison	$ 6,750.00	per teacher	1	$ 6,750.00
Teacher Licenses: Allen, Arakelyan, Besoli, Hourihan, Morrison, Sheridan	$ 15.00	per month	6	$ 1,080.00
Student Licenses	$ 6.00	per month	300	$ 21,600.00
			TOTAL COST 2023-2024:	**$ 29,430.00**

District Partner Primary Contact: Lena Kortoshian, Director, Teaching and Learning
Glendale Unified School District
223 North Jackson Street
Glendale, CA 91206
Phone: 818-241-3111
Email: lkortoshian@gusd.net

Provider Primary Contact: Kathleen Micham, Assistant Dean
Email: kmicham@college.ucla.edu
Phone: 310-825-8430
The Regents of the University of California
College of Letters and Science, Physical Sciences, Department of Statistics
8125 Math Science Bldg., Box 951554
Los Angeles, CA 90095-1554

Approved by UCLA Physical Sciences, Department of Statistics

Kathleen Micham ___ _____ Date: _____
Print name Authorizing signature

Assistant Dean
Title

Approved by Glendale Unified School District

Kelly King _____ Date: _____
Print name Authorizing signature

Assistant Superintendent
Title

Exhibit A:

IDS Data Protection Policy

As a project that teaches the precepts of data protection and privacy, the Introduction toData Science (IDS) team has worked diligently to ensure the utmost security for the data collected and shared by teachers and students during the course of engaging in the IDS curriculum.

Usernames and Passwords
All participants' usernames are anonymized, and only the individual participant (studentor teacher) has access to their respective password. When a participant creates a password for their account, it is stored in an encrypted format.

Student Identifying Information
Students' first names, last names, and school-unique identification numbers are the onlyinformation required to create their accounts. Students do not have access to each other's identifying information as their entries are stored using their anonymized usernames.

IDS Web-based Survey Taking Tools
The IDS survey tools offer an option for students to either opt-in or opt-out to locationsharing when using the tool. Location-based submissions are used for their own datacollection purposes.

Additional Data Protection Measures
IDS uses industry-standard encryption for encrypting data.

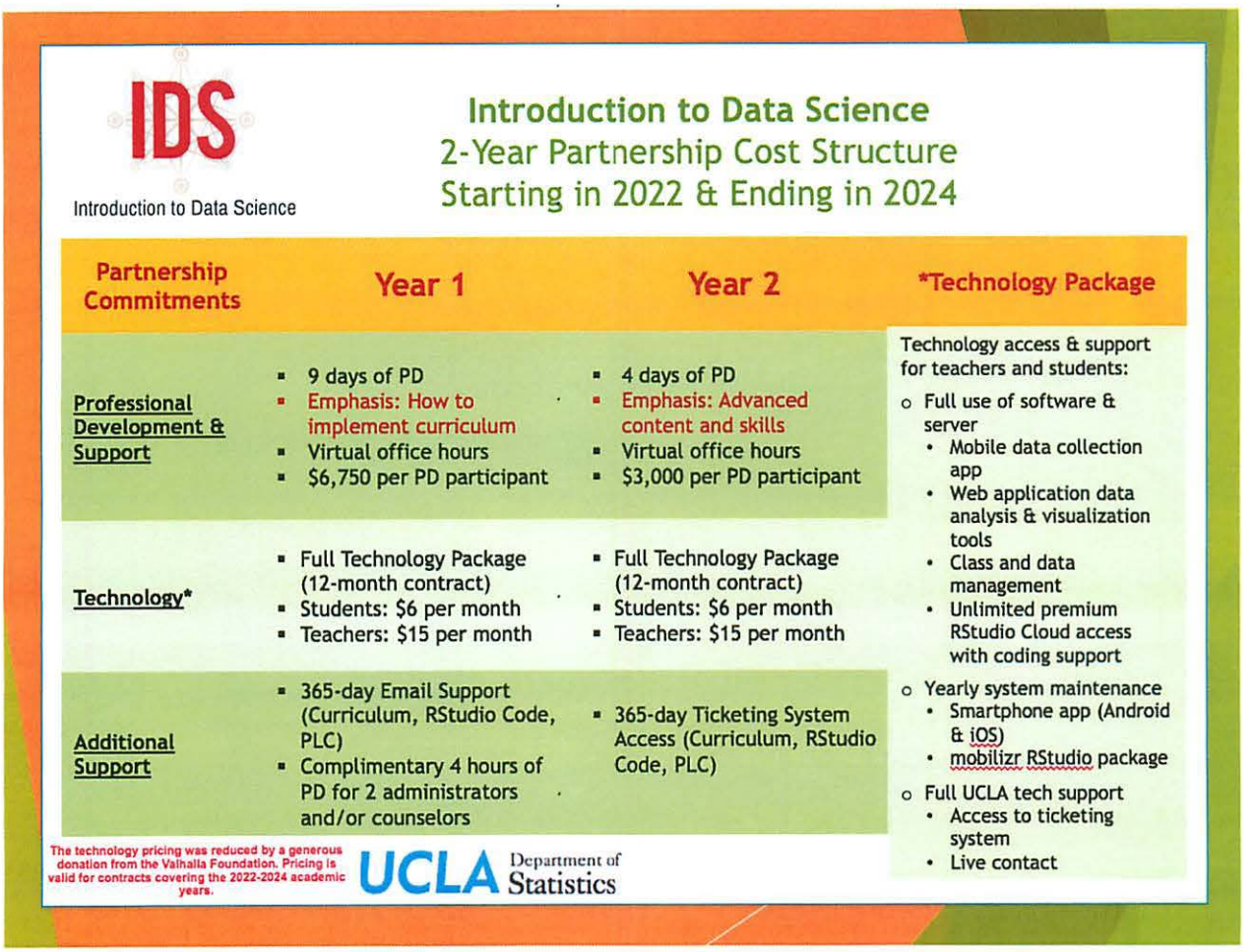
All IDS web-based tools and the IDS website are protected with HTTPS (an extensionof the Hypertext).

The data are stored within the system/server with MySQL, which provides robust datasecurity to protect data, including secure connections, authentication services,
fine-grained authorization and controls, and data encryption.

RStudio Service Account
Students and teachers may create their accounts using their district-issued email address. The email associated with their RStudio account is used primarily for password retrieval.

Exhibit B:

IDS Partnership Cost Structure 2022-2024



AGREEMENT
FOR
CONSULTANT SERVICES
UCLA

College of Letters and Science, Physical Sciences, Department of Statistics

Glendale Unified School District, herein after referred to as The District, and The Regents of the University of California on behalf of the Introduction to Data Science (IDS) Project/UCLA College of Letters and Science, Physical Sciences, Department of Statistics, hereinafter referred to as Consultant, enter this agreement this **9th day of June, 2023** and mutually agree as follows:

1. The District requires the services of the consultant in the areas outlined below.

2. The Consultant is a professional and is qualified to perform the services in the area of providing professional development and technology support in the implementation of the Introduction to Data Science (IDS) course as required by this agreement.

   Description of Services
   a) Develop and enhance teachers' data science content knowledge and instructional strategies aligned with the Common Core State Standards: High School Statistics and Probability.
   b) Impact student achievement through universal access to pedagogical strategies, concept development, and real-word problem solving.
   c) Develop and maintain professional education communities that create opportunities for teacher networking and learning.
   d) Expand opportunities for professional leadership by developing a network of teacher leaders who are capable of assuming leadership roles in their profession.

3. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent or employee of the District and he/she will not present himself/herself as an officer, agent or employee of the District.

4. The University shall defend, indemnify, and hold the District its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.

5. The District shall defend, indemnify, and hold the University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performances of this Agreement but only in proportion to and to the extent such as liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees or agents.

6. This agreement is effective June 1, 2024 and shall continue in effect until terminated on June 30, 2025 and shall not exceed the sum **of $25,680** for one year (2024-2025) for training and support for IDS curriculum implementation.

   The fee shall be paid by the District. The fee includes coordinator fees, presenter fees, and presentation materials.

7. Consultant will provide the District with a bill for services provided, and payment will be based on days of service actually performed. The District will be billed in the following manner: see **Payment Schedule** below. Checks will be made payable to Regents of UC upon receipt of an invoice. Payment is due upon receipt of a UC invoice.

Payment Schedule:

Invoice #1:	December 2024	Amount: $12,840
Invoice #2:	March 2025	Amount: $12,840

8. Cancellation Policy: The District must notify the consultant at least 48 hours in advance of canceling a service. A fee of 50% of the contracted amount will be charged to the District if the service is cancelled within less than 48 hours.

9. UCLA's Federal Taxpayer Identification Number is 95-6006143

10. **Professional Development**
As noted in the IDS 2-Year Partnership Cost Structure (Exhibit B), in Year 1 teachers will receive a total of 9 days/54 hours of IDS PD; and Year 2 teachers will receive 4 days/24 hours of Advanced IDS PD.

11. **Technology Access and Support**
- The District will receive technology access and support services for their IDS teachers as outlined in the IDS 2-Year Partnership Cost Structure.
- Technology rate: $15 per teacher, $6 per student
- Both teacher and student licenses are valid for a 12-month period. All student and teacher license purchases are final, and no refunds will be given for unused portions of your subscription period. Student and teacher licenses are transferable until October of the academic year for year-long schedules, or three weeks after the start of the second semester of the academic year if schools are on a one course per semester schedule.
- See IDS Data Protection Policy document (Exhibit A) for our policy on data protection.

12. **Related Documents**
- **Exhibit A:** IDS Data Protection Policy
- **Exhibit B:** IDS Partnership Cost Structure

Glendale Unified School District IDS Services 2024 - 2025 (12-month contract) Contract #TBD				
	Cost	**Unit**	**Total Units**	**Cost**
PD, Y1 Teachers:	$ 6,750.00	per teacher	0	$ -
PD, Y2 Teacher: Morrison	$ 3,000.00	per teacher	1	$ 3,000.00
Teacher Licenses: Allen, Arakelyan, Besoli, Hourihan, Morrison, Sheridan	$ 15.00	per month	6	$ 1,080.00
Student Licenses	$ 6.00	per month	300	$ 21,600.00
TOTAL ESTIMATED COST 2024-2025:				**$ 25,680.00**

District Partner Primary Contact: Lena Kortoshian, Director, Teaching and Learning
Glendale Unified School District
223 North Jackson Street
Glendale, CA 91206
Phone: 818-241-3111
Email: lkortoshian@gusd.net

Provider Primary Contact: Kathleen Micham, Assistant Dean
Email: kmicham@college.ucla.edu
Phone: 310-825-8430
The Regents of the University of California
College of Letters and Science, Physical Sciences, Department of Statistics
8125 Math Science Bldg., Box 951554
Los Angeles, CA 90095-1554

Approved by UCLA Physical Sciences, Department of Statistics

Kathleen Micham ___ _____ Date: _____
Print name Authorizing signature

Assistant Dean_____
Title

Approved by Glendale Unified School District

Kelly King _____ Date: _____
Print name Authorizing signature

Assistant Superintendent
Title

Exhibit A:

IDS Data Protection Policy

As a project that teaches the precepts of data protection and privacy, the Introduction toData Science (IDS) team has worked diligently to ensure the utmost security for the data collected and shared by teachers and students during the course of engaging in the IDS curriculum.

Usernames and Passwords

All participants' usernames are anonymized, and only the individual participant (studentor teacher) has access to their respective password. When a participant creates a password for their account, it is stored in an encrypted format.

Student Identifying Information

Students' first names, last names, and school-unïque identification numbers are the onlyinformation required to create their accounts. Students do not have access to each other's identifying information as their entries are stored using their anonymized usernames.

IDS Web-based Survey Taking Tools

The IDS survey tools offer an option for students to either opt-in or opt-out to locationsharing when using the tool. Location-based submissions are used for their own datacollection purposes.

Additional Data Protection Measures

IDS uses industry-standard encryption for encrypting data.

All IDS web-based tools and the IDS website are protected with HTTPS (an extensionof the Hypertext).

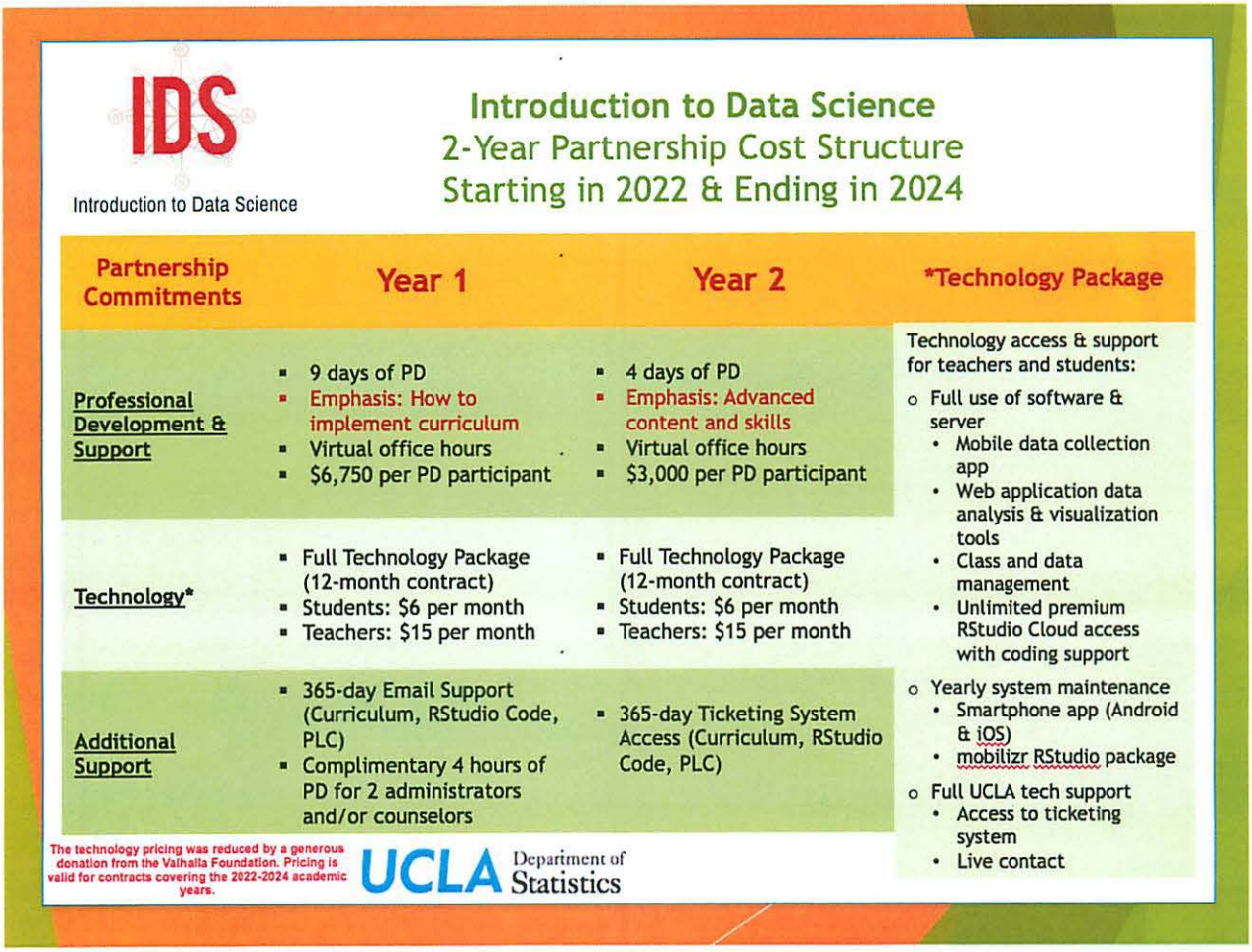
The data are stored within the system/server with MySQL, which provides robust datasecurity to protect data, including secure connections, authentication services,
fine-grained authorization and controls, and data encryption.

RStudio Service Account

Students and teachers may create their accounts using their district-issued email address. The email associated with their RStudio account is used primarily for password retrieval.

Exhibit B:

IDS Partnership Cost Structure 2022-2024



GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

ACTION REPORT NO. 18

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Darneika Watson, Chief Human Resources & Operations Officer

SUBJECT: Declaration of Need for Fully Qualified Educators for the 2023-2024 School Year

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The Superintendent recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators and to grant authorization for the hiring of teachers on emergency permits based on an insufficient number of fully credentialed teachers who meet the District's employment criteria for needed position(s).

Upon approval of this Declaration of Need for Fully Qualified Educators by the California Commission on Teacher Credentialing (CCTC), the District will be permitted to hire emergency permit teachers for CLAD/English Learner Authorization, BCLAD/Bilingual Authorization, Library Media Teacher Services, Clinical or Rehabilitative Services, and limited assignment teachers. Notwithstanding, Glendale Unified School District will hire emergency permit teachers only when qualified, capable, fully certified teachers are unavailable.

This Declaration will remain in force until June 30, 2024. Submission of the Declaration of Need for Fully Qualified Educators by the local education agency is a prerequisite to the issuance of any emergency permit by the California Commission on Teacher Credentialing. California Code of Regulations Section 80026 requires that the annual Declaration be adopted by the Governing Board at a regularly scheduled, public meeting of the Board. The Declaration is based on last year's actual needs, projected student enrollment, and staffing allocations for the 2023-2024 school year.

Our continued District Priority is to recruit and hire fully credentialed and qualified teachers, but where that may not be possible, this will help ensure that the District has the correct people in each position, and appropriate professional development, time, and support to be successful in their jobs.

TO SUPPORT 2022-2023 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

June 20, 2023

ACTION REPORT NO. 19

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Hagop Kasabian, Administrator: Facilities Planning and Maintenance

SUBJECT: **Approval of Facility Programs Budget Allocations**

The Superintendent recommends that the Board of Education approve the Allocation of Re-Development Agency Funds to repay CREB's (Solar Phase 5) Energy bonds through 2026.

On April 26, 2016, the Board of Education held a special study session to review identified priority facilities needs and provided options for various project allocations.

On May 3, 2016, the Board of Education approved a $3,000,000 budget allocation of Re-Development Agency Funds to repay CREB's (Solar Phase 5) bonds through 2023. Staff is requesting a new budget allocation of $3,000,000 of Re-Development Agency Funds to repay CREB's (Solar Phase 5) Energy bonds through 2026.

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

June 20, 2023

CONSENT CALENDAR NO. 1

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED IN: Office of the Superintendent

SUBJECT: **Minutes**

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

a) Regular Meeting No. 23, June 6, 2023

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

BOARD OF EDUCATION MEETING NO. 23
UNADOPTED MINUTES
REGULAR MEETING, June 6, 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 5:02 p.m., on Tuesday, June 6, 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.

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

PLEDGE OF ALLEGIANCE

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

Ms. Nahabedian announced that based on the recommendation from GPD, all student presentations have been cancelled for this meeting.

~~STUDENT PERFORMANCE~~

1. ~~Glendale High School Elite Dance Team~~

~~RECOGNITIONS~~

1. ~~Glendale High School School Dance~~

~~The Board of Education recognized Glendale High School Dance for achieving three first place national titles during the 0222-23 school year.~~

2. ~~Verdugo Academy Associated Student Body Leaders~~

~~The Board of Education recognized the Associated Student Body leaders at Verdugo Academy for providing a prom for College View students.~~

3. ~~2022-23 College & Career Division CTE Recognitions~~

~~The Board of Education proudly recognizes Glendale Unified students who excelled in Career & Technical Education programs during the 2022-23 school year.~~

~~STUDENT BOARD MEMBER CLOSING REMARKS~~

1. ~~Student Board Member Melinda Khechumyan reported on her experience as Student Board Member for the 2022-2023 school year.~~

PUBLIC COMMUNICATIONS

Due to the high number of speakers wanting to speak on the same subject, a motion was made by Mr. Sahakian and seconded by Ms. Cross to extend the time of public comment to hear all speakers for one minute. Motion approved unanimously.

1. Suzie Abajian spoke in support of Pride Month.

2. Erik Adamian, president of GALAS LGBTQ+ Armenian Society, extended his gratitude to the Board and GUSD. They are contributing citizen. He asked that we welcome everyone to our schools.

3. Konstantine Anthony, Mayor of Burbank, spoke in support of Resolution 27-Pride Month. For him, there is a lot of misinformation. People are being propagandized to believe there is more happening in schools that isn't. This is the same curriculum. It is all age appropriate. Thank you for the work you are doing.

4. Mike Borsob advocated for students in the district, all students. State curriculum does not teach elementary students about sex, it's a false narrative.

5. Sophia Armen, co-director of Armenian American Action Network, said they come in support of the Board, GUSD schools and LGBTQ students and people. This is a matter of civil rights. People's rights are not up for debate. Bigotry has no place in Glendale or in our homes. This community must welcome all. Armenian kids you are loved in our community.

6. Brandon Flamenco Medina said sexual orientation and gender identity education have nothing to do with grooming. This is just a fear tactic. Gender identity information is important in schools.

PUBLIC COMMUNICATIONS (Continued)

7. Manuel Magpapian, president of the Southern California Armenian Democrats, is here in support of the LGBTQ community and the school board. Hate has no place in Glendale. Happy Pride Month.

8. Rev. Marianne McPherson said we exist to protect all of you, especially LGBTQ children and families. We lift you up in prayer. We stood at Saticoy ES in between individuals who were "challenged." You are not in this alone.

9. Tony Ordoukanian, Southern California Armenian Democrats, said we should be celebrating with pride our LGBTQ community. Their civil rights are not up for debate. He commends the GUSD and the Board for standing up for the rights of the LGBTQ community.

10. Shant Jaltoriassian, Board member of GALAS, thanked GUSD for being inclusive of LGBTQ+ students. Had the curriculum been in place when he was attending school, it would have been a much more positive upbringing. No one should face discrimination for who they are and for who they love. Happy Pride Month.

11. Mashinka Firunts Hacopian said as a student she was the co-founder of Hoover's first Gay Straight Alliance and it is disheartening that we are confronting this now, 20 years later. She hopes this is not a struggle that we pass on to our youths.

12. Amiee Klem shared his personal experience as an Evangelical Christian in public school. Public school is for secular things, not religious. Even though she had so much in common with other students, she was picked on. It made her feel unsafe. She does not want that for anyone in our schools. Thank you for protecting the LGBTQ children in our schools.

13. Mike Klem said schools should be focusing on educating our kids on dealing with the world. Part of that is learning about diversity. He fails to understand why it matters who you love. He is confused by the false accusation that they (LGBTQ) would be the downfall of our society. He feels it is hate motivated and that many who are outside are not Glendale residents.

14 Hilary Stern said there are some areas for common ground. Perhaps we can come up with a policy that is safeguarding both the child and also giving the parent a chance to help their child. She is here to support the LGBTQ+ community.

15 Michael Guzik thanked the Board for their service and providing an inclusive education. When his children are learning about Armenian heritage, KKK, or LGBTQ they are not being indoctrinated. There are no ideologies spoken. Actual community members, parents, and business members thank you for your support.

16. Monica Karalis thanked the district for the way the district has been communicating with parents in various languages. She thanked the Board for reaching out to the parents.

PUBLIC COMMUNICATIONS (Continued)

17. Armina LaManna said she is here to reject bigotry and fear mongering. As parents and educators, our duty is to instill in our students to be empathetic and kind.

18. Anahid Yahjian said a lot of changes have happened in Glendale over the past 20 years. She thanked the Board for pushing the city towards an inclusive future. This includes our LGBTQ friends. This is America, after all.

19. Alice Kat, parent, said this is her child's first year out and is terrified. The amount of hate they have seen with their own two eyes is deplorable. She grew up in an area where the school district did not protect children like her. She applauds California for standing up for them.

20. Sebastian Lozano, District Director for Assemblywomen Laura Friedman, read a statement on her behalf. She stands unequivocally with the LGBTQ+ community and the teachers, staff, students, and parents of Glendale Unified School District. Hatred has not place in Glendale. To the staff, teachers and parents responsible for caring for these students, know that she stands with you.

21. Giovanna Federico said it is her hope that Pride Month is celebrated every June. Teaching about LGBTQ+ history is about the California state standards. SB 48, the FAIR Act, was put in place to acknowledge the contributions of everyone. This is California state law that the Board is upholding. Happy Pride Month.

22. Amanda Xido thanked the Board for their support of the LGBTQ parents, staff, and students. She was saddened that we did not recognize our students today. We don't get to celebrate them because of the arguments adults are having about politics. Thank you and Happy Pride.

23. Aram Bidkhanian said "shame on all of you guys." He spoke about restroom concerns and security concerns. His daughter said she was afraid to go to the restroom or change in the lockers, because she knew another guy could come into the restroom. All these fake people will go away, and we will vote all of you out.

24. Alek said when he adopts a child, he wants his child, a child with two dads, to be safe in school. The action of fighting against inclusiveness is bias. We exist and Happy Pride.

25. Amanda Xido said Pride and LGBTQ are not a sexualized issue. To the parents who feel their voices are not heard, she encouraged them to remember children are not property. The school board's job is to prepare students for their future, not their parents.

26. Chantal Cousinou said what we do to protect our LGBQT children is an important stance. There are statistics that children in this protected class are victims of alienation. Information is key, knowledge is power. It is imperative that the school district take an aggressive stand against hate speech and the mental and physical harm against LGBTQ kids. Let's normalize compassion and make all kids feel loved in this community.

PUBLIC COMMUNICATIONS (Continued)

27. Belissa Cohen is a LGB activist. She is on the side of parents who wants to keep the focus on academics instead of gender identity, which is a fake concept. The "TQ+" is a harmful ideology. Stop selling kids short.

28. Roger Coggan, Director of Legal Services of the L.A. LGBTQ Center, thanked the school board. All children should have the opportunity to learn in an environment that is safe and supportive. He supports Resolution 27. Stop the hate by showing empathy towards the LGBTQ+ children.

29. Heather Ward thanked the Board for their commitment to inclusivity and in protecting our LGBTQ community. There are some outside promoting hate. Please pass Resolution No. 27 and continue to support the LGBTQ community.

30. Maebe Pudlo said she stands here today seeking peace and inclusion for all LGBTQIA people. 2023 has been the worst year for anti-LGBTQIA legislation. We must ensure that LGBTQIA people are safe and welcomed. She applaud the school board.

31. Michelle Xai spoke in support of the LGBTQ youth. This is a fight for the future. We are here to stand up and defend teachers and board members who are fighting for LGBTQ rights.

32. Sevak Shahnazari asked who donated the books in the school. They want answers, not silence.

33. Sophie thanked the Board for their commitment to adhering to State law and seeing that all children our safe. We have allowed hatred against the LGBTQ community to get loud. She is grateful that GUSD is protecting children's rights.

34. Pastor Aaron Van Voorhees wanted the Board and public to know there are a number of churches who support the LGBTQ+ community. We love our LGBTQ neighbors and affirm their rights as beloved children of God. He applauds the school board for supporting these policies making it safe for our children.

35. Sevan Shahnazari said he warned the Board this was going to happen. People who want to push their ideology on parents and children are not welcome. Do something about it.

The Board took a recess at 6:10 p.m. The meeting reconvened at 6:22 p.m.

36. Isabela Tevantyan said we never seen these types of situations in Glendale. We have different cultures in Glendale, but we have been respectful of each other, including gays and lesbians. Therefore, she is confused by what is going on. We need to pay attention to mental health issues.

PUBLIC COMMUNICATIONS (Continued)

37. Artineh Asadoorian represents those parents who feel their rights and their children's rights are being ignored. She asked that schools give choices.

38. Kate Dirienzo said no one is trying to change straight kids into queer kids. Honoring Pride Month at all schools shows that all are welcome and they have our support. Happy Pride.

39. Narineh Grigorian said we are not against anybody, we are against the idea that we do not have a say in what our children are being shown in school. Why are we against it? It means you are doing something wrong, too. It can't be they are the hateful one.

40. Rebecca Addelman spoke in support Resolution 27 - Pride Month. Pride is not a liberal movement. It is a deeply held belief that every child is to be loved, heard, and treated equally. A child cannot be taught to change gender.

41. Adina spoke in support of LGBTQ youth, CRT and DEI training. Ninety-five percent of the kids know they are trans at 3, 4 or 5.

42. Rebecca Niederlander proud parent of a trans kids. Her kid is going to be fine. Her child has friends, is loved and supported. She worries about the children that are terrified to speak to their parents. She thanked the Board for supporting our kids and making them safe.

43. Cindy Caddel offers her thanks to the Board for Resolution 27. She is in support. We need to implement comprehensive LGBTQ education for students and staff. The district should establish supportive programs and regular professional development opportunities for staff.

44. Charlyn Hiebert said we need mutual respect.

45. Shannon Van Napel said as parents they are required to sign many consent forms. Where is the consent form for permission to discuss or diagnosis gender identity? Without a diagnosis, these teacher have the right to hide this information from the parents. This is not love.

46. Chris Davis, GTA president, said his term as president ends at the end of June. He thanked the Board for a good two years. He provided an update on negotiations between the GTA and GUSD. There have had really good progress on language issues. The main sticking point is wages. He hopes the district will do the right thing so we can come to an agreement.

47. Ed Torosyan thanked the Board for finally proving that what the parents were saying was not misinformation but the truth. While the unions are fighting over pennies, the district is spending money like crazy. An example is the $176,000 Facing History and Ourselves professional development. June 2 was not about harming the district financially. June 2 was to show the Board that they are not the silent minority, but the majority. It was a warning that at any given moment they can impact the budget by having their kids absent. June 2 can happen again and again.

PUBLIC COMMUNICATIONS (Continued)

48. Karen Nelson asked why do we have sex-segregated locker rooms. Why are they labeled in a binary system? When will you be changing it? What message do you have for her son who was deceived into thinking he had privacy in the locker room?

CLOSED SESSION

The Board of Education convened to Closed Session at 6:55 p.m.

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. Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957

4. Conference with Legal Counsel – Anticipated litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section §54956.9: One potential case

RETURN TO REGULAR MEETING/REPORTING OUT OF CLOSED SESSION

The Board of Education reconvened to Open Session at 8:50 p.m. No action was taken during Closed Session.

PUBLIC HEARING

1. Public Hearing on the District's 2023-24 Local Control Accountability Plan (LCAP)

   This LCAP report has been prepared in order to provide members of the Board of Education and the public an opportunity for discussion regarding the District's proposed 2023-24 LCAP. Additionally, Dr. Macias and Dr. Mekhitarian provided an LCAP overview presentation and answer questions from the Board.

   Ms. Nahabedian opened the public hearing at 9:09 p.m. and asked if anyone wished to speak on this item. Hearing none, she closed the public hearing at 9:09 p.m.

2. 2023-24 Proposed Budget

   This proposed budget report provides a picture of the District's financial condition after the May Revised Budget. The Los Angeles County Office of Education requires the Proposed Budget presented in the Public Hearing to be identical to the Adopted Budget. CFO Santha Rajiv presented.

PUBLIC HEARING (Continued)

Ms. Nahabedian opened the public hearing at 9:45 p.m. and asked if anyone wished to speak on this item. Hearing none, she closed the public hearing at 9:45 p.m.

3. Use of Education Protection Account Revenue for 2022-23 Non-Administrative Expenditures as Required by Article XIII, Section 36 of the California Constitution (Refer to Action Report No. 2)

Ms. Nahabedian opened the public hearing at 9:46 p.m. and asked if anyone wished to speak on this item. Hearing none, she closed the public hearing at 9:46 p.m.

SUPERINTENDENT'S UPDATE

1. Superintendent's Year End Review
2. Glendale Council PTA Year End Review

INFORMATION

1. Local Control Accountability Plan (LCAP) Update: California School Dashboard Local Indicators

2. Renewal of Technology Tool Licenses to Support Student Engagement, Blended Learning, and Assessments to Support High Quality Instruction

3. Acknowledgements of Service

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

ACTION REPORTS

1. Resolution No. 27-Proclaiming June 2023 as LGBTQ+ Pride Month

It was moved by Ms. Freemon 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. Resolution No. 28 - Use of Education Protection Account Revenue for 2022-23 Non-Administrative Expenditures as Required by Article XIII, Section 36 of the California Constitution

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

ACTION REPORTS (Continued)

3. Resolution No. 29 – Designating Certain General Funds as Committed Fund Balances

   It was moved by Ms. Cross and seconded by Ms. Gunnell to approve Action Report No. 3, as recommended. Motion approved by the following vote: AYES—Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

4. Award of Bid No. 252-23/24 for the Playground Renovation Project at Cerritos Elementary School

   It was moved by Mr. Sahakian and seconded by Ms. Cross to approve Action Report No. 4, as recommended. Motion approved by the following vote: AYES—Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

5. Approval of Contract with Facing History and Ourselves for Professional Development for the 2023-24 School Year

   It was moved by Ms. Gunnell and seconded by Ms. Freemon to approve Action Report No. 5, as recommended. Motion approved by the following vote: AYES—Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

CONSENT CALENDAR

1. Minutes
   a. Regular Meeting No. 20, May 11, 2023
   b. Regular Meeting No. 21, May 16, 2023
   c. Regular Meeting No. 22, May 23, 2023

2. Certificated Personnel Report No. 16

3. Classified Personnel Report No. 16

4. Warrants totaling $9,716,751.09 for May 11, 2023 through June 1, 2023

5. Purchase Orders totaling $2,154,282.40 for the period of May 8, 2023 through May 26, 2023

6. Appropriation Transfer and Budget Revision Report

7. Agreement with the Los Angeles County Office of Education for Data Processing Services 2023-24

8. Adoption of Piggybackable Contracts for the Purchase of Equipment, Materials, Services, and Supplies

CONSENT CALENDAR (Continued)

9. Approval of Addendum to Memorandum of Understanding Between Arizona State University and Glendale Unified School District to Implement the Verizon Innovative Learning Lab Program Toll Middle School

10. Approval to Renew Subscription for Video Conferencing with Zoom Video Communication, Inc.

11. Authorization to Dispose of Surplus Property

12. Adoption of Contracts for the Purchase of Food and Supplies for Nutrition Services

13. Acceptance of Gifts

14. Nutrition Services Refrigerated Delivery Truck

It was moved by Mrs. Freemon and seconded by Mr. Sahakian to approve the Consent Calendar, as presented. Motion approved unanimously except on Consent Calendar No. 2 in which Ms. Freemon abstained and Consent Calendar No. 20, in which Mr. Sahakian abstained. AYES—Cross, Freemon, Gunnell, Sahakian, and Nahabedian.

REPORTS FROM THE BOARD

Ms. Cross said it is hard not to be distracted by what is happening outside our doors, but we don't have to focus on that. We can focus on our strengths and all the great things happening within our schools. Our children thrive in an environment where their needs are met. At the promotion ceremonies she attended, it has been incredible to watch our students' smiles. She looks forward to the graduation and promotions tomorrow.

Ms. Gunnell thanked Melinda Khemchuyan and wished her well. She brought a positive spirit to the board meetings and was great role model. She spoke about Pride Month and what we have been seeing in our community. She will never give into hate. This country has had a long history of hate. Unfortunately, it looks like history is repeating itself. She stands with all of our students and employees, and she will never cower to intimidation and hate. We receive emails from many people who wants these recognitions She appreciated PTA's commitment to all of our students. She thanked Governor Newsom, Attorney General Bonta, and State Superintendent Thurmond for sending out guidance against banning books in California. She is excited to support our middle and high school students tomorrow on their culminations and graduations. She extended her congratulations to our students.

REPORTS FROM THE BOARD (Continued)

Mr. Sahakian wants to be clear that we are here for all of our students. One of the best things about Glendale is the rich diversity that we have. We all benefit from each other's culture. This evening, we need to find peaceful resolutions and peaceful conversations. In some cases, we will have to agree to disagree, but we need to do it with a focus on our students. We rely on our adults at home and staff who come to work with one mission that is to support our students. He and his colleagues have had the opportunity to celebrate with our students at their promotion ceremonies and have heard many student speeches. The themes we are hearing are hard work, respect, friendship, empathy, and kindness. Those are the students we all need to focus on and rally our support.

Ms. Freemon said we celebrate a variety of cultural events and groups. We want to help each student see themselves. Acknowledging is a way of recognizing those who are marginalized. We first began recognizing Armenian Genocide in Glendale. The Pride Month Resolution serves the same purpose. The LGBTQ community has been historically marginalized. Our early Pride event were for fighting for basic rights. There is still a need to support this community to ensure they have the same basic rights. Our resolution serves to affirm that every member of GUSD is valued and is an integral part of the community. Her hopes is that we can see the values of each of us and the contributions of other. In order to do that, our students need to have a sense of belonging and need to know they are accepted and valued. They need to feel confident in who they are so they can come to school to be successful. She looks forward to congratulating our students tomorrow.

Ms. Nahabedian expressed her congratulations to Ms. Khechumyan, to our graduates, and to our retirees. We have continued to hear a lot of differing opinions around California laws and polices related to LGBTQ+ curriculum and student gender and gender identity. We are responsible for all of our students and families and to make sure our students feel they will be left alone to be whom they are. We want to separate the national issues from Glendale and ask ourselves, what kind of district do we want to be? How can we constructively work together to make sure our students are getting a good education, getting to know who their classmates are, who their neighbors are, and be able to really see themselves in the curriculum and move forward as they are learning everything to prepare them for their future. We are not alone in this struggle. We are working to create a safe environment for all children and respectful to families with cultural, religious, and personal belief. There are no myth, distortion or exaggeration around what is happening in school districts. It is important to listen to each other's perspectives. We have to try having these brave conversations. While laws related to gender and gender identity may raise questions and anxieties for some parents, we are working together to foster a culture of inclusivity and respect for our diverse community. Too often the first instinct is to attack and shame others. The results are predictable. Thoughtful discourse is impossible to have. Let us engage with one another even in disagreement, being able to see each other's humanity. Perhaps we can all take time to reflect on the words of President Abraham Lincoln, "We are not enemies, but friends. We must not be enemies. Though passion may have strained, it must not break the bonds of affection." We should, as Lincoln exhorted, be governed "by the better angels of our nature."

REPORT FROM THE SUPERINTENDENT

Dr. Ekchian is also looking forward to graduation tomorrow. Celebrating our students is proof of what we are doing right in our school district. Everyone wants to be seen, heard and not rejected. For the past few weeks, she has been hosting "coffee with the superintendent," and she looks forward to making these regular occurrences in the fall. We are committed to having difficult conversation. Her theme is always give more than you take.

ADJOURNMENT

There being no further business, President Nahabedian adjourned the meeting at 10:51 p.m.

Nayiri Nahabedian	Shant Sahakian
President, Board of Education	Clerk, Board of Education

Board of Education Minutes - Regular Meeting, June 6, 2023
Recorded by: Ms. Phyllis F. Ishisaka, Executive Assistant to the Superintendent
Approved by the Board of Education:

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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. 17

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

		Position	Effective Dates And Salary Rate
Maternity Leave of Absence			
1.	Sahakian, Anita	Teacher, Regular 2nd Grade FLAG R.D. White Elementary	8/14/23 through 10/12/23
2.	Serna, Kirra	Teacher, Regular 1st Grade Balboa Elementary	8/14/23 through 12/21/23
3.	Vink, Kayla	Teacher, Regular 1st Grade Mann Elementary	8/02/23 through 9/19/23
Change of Maternity Leave of Absence			
1.	Guerra, Yesenia	Teacher, TK-Early Education Mann Elementary	4/25/23 through 6/07/23
Extension of Maternity Leave of Absence			
1.	Gaboudian, Laura	Teacher Specialist Teaching & Learning	2/17/23 through 7/10/23

		Position	Effective Dates And Salary Rate
Parental Leave of Absence			
1.	Hutchinson, Breanna	Teacher, Regular Physical Education Rosemont Middle School	8/14/23 through 11/06/23
2.	Vink, Kayla	Teacher, Regular 1st Grade Mann Elementary	9/20/23 through 10/24/23
Change of Health Leave of Absence			
1.	Barnett, Kathy	Teacher, Regular TK Valley View Elementary	1/25/23 through 6/05/23
Extension of Health Leave of Absence			
1.	Naka, Kimberli	Teacher, Regular 6th Grade La Crescenta Elementary	10/17/22 through 6/10/23
Family & Medical Leave of Absence			
1.	Serna, Kirra	Teacher, Regular 1st Grade Balboa Elementary	8/14/23 through 11/03/23
2.	Vink, Kayla	Teacher, Regular 1st Grade Mann Elementary	8/02/23 through 10/24/23
Change of Family & Medical Leave of Absence			
1.	Guerra, Yesenia	Teacher, TK-Early Education Mann Elementary	4/25/23 through 6/07/23
Rescission of General Purpose Leave of Absence			
1.	Kim, Cindy	Teacher, Regular 6th Grade Monte Vista Elementary	8/14/23 through 6/06/24

		Position	Effective Dates And Salary Rate

Certification Authorization

1. Pursuant to Education Code Section 44263, authorization is requested for the following certificated employees to teach in another area through the completion of eighteen semester hours of coursework, or nine semester hours of upper division/graduate work in the subject area to be taught.

NAME	SUBJECT	SCHOOL
Briggs, Robert	Theater / Stage Craft	Glendale High School

Additional Assignment

1.	All GUSD Teachers and Teacher Specialists	Teachers and Teacher Specialists to work outside their contractual dates for Professional Development and for Planning Professional Development. Teaching & Learning.	7/01/23 through 8/16/23 Hourly Rate of Pay Not to exceed 40 hours each 01.0 62660.0 11100 10000 1130 0000618
2.	Castaneda, Sydnee Davarhanian, Patrick Fang, Samantha Hong, Christian McGuire, Amber Oviedo, Anthony Piscitelli Carrasco, Antonia	Teachers, as needed, to develop and gather curriculum resources for Ethnic Studies course. Teaching & Learning.	7/01/23 through 6/30/24 $40.95 per hour Not to exceed 100 Hours per teacher 01.0 62660.0 11100 10000 1130 0000618
3.	Seaton. Kori Botts, Narineh	Teachers, as needed, to support with the following Covering on IEP as admin Supporting with school events Textbook distribution and other tasks Marshall Elementary	7/31/23 through 6/28/24 Assistant to the Principal($85.98 per month not to exceed $945.48 for 11 months). 01.0 00000.0 11301 10000 1170 0005616

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
4.	Batista, Ileana Hernandez Salazar, Lupe Medina, Rocio Montes, Karen Tiscareno, Araceli	Summer School-Certified teachers to provide additional instruction outside contracted work hours work hours for dual language immersion students at Edison Elementary School.	6/12/23 through 6/29/23 $79.76 an hour Not to Exceed 40 hours. 01.0 01000.0 11100 10000 1130 2500000
5.	Belfi, Kelly Grigoryan, Satenik Guevara, Luis Machado, Claudette Markarian, Jessica Odell, Heather Stuffel, Linda	Teacher Specialist, as needed, to work extra hours for Summer School 2023. Special Education	6/09/23 through 8/11/23 Regular daily rate of pay Not to exceed 35 days, each Special Education - SAI Core 01.0 65000.0 57608 11200 1130 0000600
6.	McCormack, Tina M. Korte, Kirsten L.	Teacher, as needed, to work for Special Education Pre-School Assessment Team A or Team B Special Education	6/08/23 through 7/07/23 Regular daily rate of pay Not to exceed 20 days, 5 days a week, 6 hours a day, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600 Special Education - SPED DIS 01.0 65000.0 57607 31400 1234 0000600 Special Education - College View 01.0 65000.0 57611 31400 1234 5000000

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
7.	Blegen-St John, Diana Goulmassian, Janice Mantle, Kristen	Language, Speech & Hearing Specialist, as needed, to work for Special Education Pre-School Assessment Team A or Team B Special Education	6/08/23 through 7/07/23 Regular daily rate of pay Not to exceed 20 days, 5 days a week, 6 hours a day, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600 Special Education - SPED DIS 01.0 65000.0 57607 31400 1234 0000600 Special Education - College View 01.0 65000.0 57611 31400 1234 5000000
8.	Danlag, Melinda Jones, Linda Lau, Myrna Munoz, Caroline Porter, Virginia	School Nurse, as needed, to work for Special Education Pre-School Assessment Team A or Team B Special Education	6/08/23 through 7/07/23 Regular daily rate of pay Not to exceed 20 days, 5 days a week, 6 hours a day, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600 Special Education - SPED DIS 01.0 65000.0 57607 31400 1234 0000600 Special Education - College View 01.0 65000.0 57611 31400 1234 5000000

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
9.	Adler Stern, Daniel Lazar, Maia Lyon, Cortney Mazur, Dana Miller, Robert Rabanes, Alexa Taix, Martin Verano, Michaele	Teacher/Special Education Teacher, as needed, to attend Zoom N2Y Training Special Education	6/08/23 through 6/08/23 Workshop rate $40.95/hr. Not to exceed 1.50 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600
10.	Arutyunyan, Anahit Begijanmasihi, Mari Campbell, Michelle Gongora, Jamie Kadzhikyan, Lusine Manalo, Michelle Mejicanos, Maria Morales, Elizabeth Rivera-Elekes, Vanessa Rose, Phillip Shamirzaeian, Araz Stopek, Jonathan Verano, Michaele	Teacher/Special Education Teacher, as needed, to attend Zoom Voyager -Passport Training Special Education	6/09/23 through 6/09/23 Workshop rate $40.95/hr. Not to exceed 4.5 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600
11.	Ayala, Rezinka Blegen-St John, Diana Godwin, James Goulmassian, Janice Herrera, Pazit Macho, Lisa Mantle, Kristen Saia, Rebecca Tinoco, Elizabeth	Language, Speech & Hearing Specialist, as needed, to attend Zoom Summer School Introduction Training Special Education	6/08/23 through 6/08/23 Workshop rate $40.95/hr. Not to exceed 1.50 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
12.	Ake, Silvana Andreasyan, Nargiz Arutyunyan, Anahit Barkawitz, Carly Begijanmasihi, Mari Campbell, Michelle Clarke, Andra Dekermenjian, Narine Gongora, Jamie Halawi, Zeinab Kadzhikyan, Lusine Lazar, Maia Lyon. Cortney Manalo, Michelle Mazur, Dana Mejicanos, Maria Miller, Robert Morales, Elizabeth Olmedo, Elizabeth Orue, Noruma Rabanes, Alexa Rivera-Elekes, Vanessa Rose, Phillip Shamirzaeian, Araz Shamirzaeian, Arpi Skywalker, Molly Stopek, Jonathan Taix, Martin Verano, Michaele Wick, Jennifer Wilson, Roxana	Teacher/Special Education Teacher, as needed, to attend Zoom Summer School Introduction Training Special Education	6/08/23 through 6/08/23 Workshop rate $40.95/hr. Not to exceed 1.50 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
13.	Brinker, Louis Howe-Flores, Jessica	Teachers, as needed, to work for Special Education FACTS Program during ESY.	6/12/23 through 7/17/23 $44.10 per hour Not to exceed 1 hour per day each Special Education - FACTS 01.0.65000.0 57603 11100 1130 5400000
14.	Burt, Christina Kzlyan, Armenui	Teacher Specialist and Teacher to serve as Assistants to the Principal at Horace Mann ES. (1 Gen. Ed, 1 SpEd)	8/16/23 through 6/05/24 $85.98 per month/ 11 monthly payments Not to exceed $945.78 01.0 00000.0 11301 10000 1170 0005616
15.	Micev, Mary Rivera-Elekes, Vanessa Sparks, Ashley	The YCP program at Columbus ended with a showing of the student films at the LALIFF film festival on Saturday, June 3. Teachers were required to attend to chaperone 75 5th grade students.	6/03/23 through 6/03/23 Hourly rate of pay, not to exceed 8.50 hours each. 8.50 hours X 1 day each. Arts, Music Instructional Material Block Grant. 01.0 67620.0 11301 10000 1130 0005676
16.	Bush, Melissa Wedemeyer, Carrie	Teachers, as needed, for Assistant to the Principal Dunsmore Elementary	8/16/23 through 6/04/24 $945.78/year, each. 01.0 00000.0 11301 10000 1170 0005616
17.	Corfee, Brittany Garvin, Quincy Shamirzaeian, Araz	Teachers, as needed, to work for Special Education Summer School 2023	6/13/23 through 7/14/23 At Summer School rate of pay Not to exceed 19 days Special Education - SAI Core 01.0 65000.0 57608 11200 1130 0000600

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
18.	Ayala, Rezinka	Language, Speech & Hearing Specialist, as needed, to work extra hours for Summer School 2023 Special Education	6/12/23 through 7/17/23 Summer School rate of pay Not to exceed 24 days Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600
19.	Clarke, Andra D.	Teacher, as needed, to work for Special Education Summer School 2023. Special Education	6/09/23 through 8/11/23 Regular daily rate of pay Not to exceed 35 days, each Special Education - SAI Core 01.0 65000.0 57608 11200 1130 0000600
20.	Corfee, Brittany	Teacher/Special Education Teacher, as needed, to attend Zoom N2Y Training	6/08/23 through 6/08/23 Workshop rate $40.95/hr. Not to exceed 1.50 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600
21.	Ferreira, Cynthia A.	Retired Techer Specialist, as needed, to work for Special Education and Non-Public School Calendar, Special Education	7/01/23 through 6/30/24 At an established daily rate of pay Not to exceed 110 days total Special Education - SAI Core 01.0 65000.0 57608 11200 1130 0000600
22.	Gonzalez, Mayra	Counselor, as needed, to develop and gather curriculum resources for Ethnic Studies course. Teaching & Learning.	7/01/23 through 6/30/24 $40.95 per hour Not to exceed 100 Hours 01.0 62660.0 11100 10000 1130 0000618

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
23.	Knight, Jacqueline	Special Education, Assistive Technology, as needed, to work extra hours for Summer School 2023. Special Education	6/09/23 through 8/11/23 Regular daily rate of pay Not to exceed 35 days, each Special Education - SAI Core 01.0 65000.0 57608 11200 1130 0000600
24.	Macho, Lisa	Language, Speech & Hearing Specialist, as needed, to assess speech only students Special Education	6/12/23 through 7/14/23 Regular daily rate of pay Not to exceed 23 days Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600
25.	Mangahis, Carmela	Substitute teacher, as needed, to provide intervention to at risk students in grades K - 6 at La Crescenta Elementary School	8/14/23 through 6/07/24 Categorical Project Instruction rate of pay of $44.10 per hour (with students) District Initiated Special Projects rate of pay of $40.95 per hour (for planning) Not to exceed $ 5,000.00 total Supplemental 01.0 01000.0 11100 10000 1130 3200000

		Position	Effective Dates And Salary Rate
	Additional Assignment (Cont.)		
26.	O'Rourke, Kathy J.	Teacher Specialist, as needed, to work extra hours for Summer School 2023 Special Education	6/12/23 through 7/17/23 Regular daily rate of pay Not to exceed 24 days Special Education - College View 01.0 65000.0 57611 11100 1130 0000600 Special Education - Private School 01.0 65000.0 57600 11100 1130 0000600
27.	O'Rourke, Kathy J.	Teacher Specialist, as needed, to work extra hours for Summer School 2023 Special Education	6/12/23 through 7/17/23 Regular daily rate of pay Not to exceed 24 days Special Education - College View 01.0 65000.0 57611 11100 1130 5000000 Special Education - Private School 01.0 33100.0 57600 11100 1130 0000600
28.	Rabanes, Alexa	Teacher/Special Education Teacher, as needed, to attend Zoom Voyager -Passport Training	6/09/23 through 6/09/23 Workshop rate $40.95/hr. Not to exceed 4.5 hrs, each Special Education - Summer School 01.0 65000.0 57609 11100 1130 0000600

		Position	Effective Dates And Salary Rate
Change of Management Position			
1.	Kortoshian, Lena	TO: Senior Director, Teaching and Learning Educational Services FROM: Director, Teaching and Learning Educational Services	Effective 7/01/23 225 days
2.	#13826	TO: Principal, Elementary Muir Elementary	Effective 7/01/23 210 days
Change of Assignment			
1.	Belfi, Kelly	TO: Teacher, Special Education – 60% Itinerant SAI Core FROM : Teacher Specialist Special Education	Effective 8/14/23
2.	Carter, Kenise	TO: Language, Speech & Hearing Specialist FROM: Teacher, Special Education SELPA	Effective 8/16/21
3.	Felix, Jen Kristel	TO: Language, Speech & Hearing Specialist FROM: Teacher, Special Education College View School	Effective 8/15/22

		Position	Effective Dates And Salary Rate
	Change of Assignment (Cont.)		
4.	Kully, Sherry	TO: Teacher, Regular Intervention Columbus Elementary FROM: Principal, Elementary Franklin Elementary	Effective 8/14/23

Voluntary Decrease in Assignment

1.	Balalian, Tina	Psychologist Special Education	Effective 7/01/23 From 100% to 60%
2.	Faieta, April	Teacher, Regular CTE Wilson Middle School	Effective 8/14/23 From 100% to 60%
3.	Lecheminant, Kristine	Teacher, Special Education Itinerant Special Education	Effective 8/14/23 From 100% to 60%
4.	Lee, Jamie	Teacher, Regular English Crescenta Valley High School	Effective 8/14/23 From 100% to 80%
5.	Salas-Noori, Aydee	Teacher, Early Education Child Development & Child Care	Effective 8/14/23 From 225 to 186 days

Voluntary Increase in Assignment

1.	Tanahan, Edit	Teacher, Regular Math Crescenta Valley High School	Effective 8/14/23 From 80% to 100%

		Position	Effective Dates And Salary Rate

Summer School
The following teachers are elected for Hourly/Daily Assignments for Summer School, as needed at the Summer School Rate of Pay from 6/12/23 to 7/17/23

School	Name	Assignment
Crescenta Valley High School	Hutchins, Cynthia	General Education
Roosevelt Middle School	Lissebeck, Debra	General Education
Roosevelt Middle School	Madison, Valencia	Special Education
Special Education - Fremont	Garvin, Quincy	Extended School Year
Special Education - Fremont	Begijanmasihi, Mari	Extended School Year
Special Education - Fremont	Shamirzaeian, Araz	Extended School Year
Special Education - RD White	Corfee, Brittany	Extended School Year
Special Education - Fremont	Pogarian, Lori	Extended School Year

Election

1.	Avetisyan, Bavakan	Teacher, Temp Contract Special Education College View School	8/14/23 through 6/06/24
2.	Berberian, Tatiana	Counselor, Temp Contract Toll Middle School	7/24/23 through 6/06/24
3.	Contreras, Kathy	Teacher, Temp Contract Edison Elementary	8/14/23 through 6/06/24
4.	Darmanian, Leona	Teacher, Probationary, 2nd year Marshall Elementary	Effective 8/14/23
5.	Dupre, Bristol	Teacher, Probationary, 2nd year Toll Middle School	Effective 8/14/23
6.	Estal, Rommel	Teacher, Probationary, 1st year Hoover High School	Effective 8/14/23
7.	Fernandez, Carla	Teacher, Probationary, 2nd year Marshall Elementary	Effective 8/14/23

		Position	Effective Dates And Salary Rate
	Election (Cont.)		
8.	Garza, Marissa	Teacher, Probationary, 2nd year Franklin Elementary	Effective 8/14/23
9.	Ghazaryan, Alvina	Teacher, Probationary, 2nd year Balboa Elementary	Effective 8/14/23
10.	Hill, Diana	Counselor, Temp Contract Cerritos Elementary	7/24/23 through 6/06/24
11.	Idzhyan, Gevorg	Teacher, Probationary, 2nd year Hoover High School	Effective 8/14/23
12.	Khodjasaryan, Sarineh	Teacher, Probationary, 1st year Columbus Elementary	Effective 8/14/23
13.	Kim, Tim	Teacher, Probationary, 1st year Glendale High School	Effective 8/14/23
14.	Krikorian, Seran	Teacher, Probationary, 2nd year Balboa Elementary	Effective 8/14/23
15.	Luna, Tania	Teacher, Temp Contract R.D. White Elementary	8/14/23 through 6/06/24 80%
16.	Luu, Cuong Vinh	Teacher, Probationary, 2nd year Glendale High School	Effective 8/14/23
17.	Malayan, Anahit	Teacher, Probationary, 1st year Jefferson Elementary	Effective 8/14/23

		Position	Effective Dates And Salary Rate
	Election (Cont.)		
18.	Malik, Muhaimin	Teacher, Probationary, 1st year Verdugo Woodlands Elementary	Effective 8/14/23
19.	Mesropyan, Armenuhi	Teacher, Temp Contract Jefferson Elementary	8/14/23 through 6/06/24
20.	Nersesyan, Arevik	Counselor, Temp Contract Balboa Elementary	7/24/23 through 6/06/24
21.	Oskanian, Sevan	Teacher, Temp Contract Franklin Elementary	8/14/23 through 6/06/24
22.	Rabanes, Alexa	Teacher, Probationary, 2nd year Dunsmore Elementary	Effective 8/14/23
23.	Rinck, Ethan	Teacher, Probationary, 1st year Crescenta Valley High School	Effective 8/14/23
24.	Sarkissian, Ani	Teacher, Temp Contract Roosevelt Middle School	8/14/23 through 6/06/24
25.	Shatikian, Sareen	Teacher, Probationary, 2nd year Balboa Elementary	Effective 8/14/23
26.	Shinozaki, Shun	Teacher, Probationary, 2nd year Dunsmore Elementary	Effective 8/14/23
27.	Simmons, Patrice	Teacher, Temp Contract Cerritos Elementary	8/14/23 through 6/06/24
28.	Yu, Helen	Teacher, Probationary, 1st year Hoover High School	Effective 8/14/23

		Position	Effective Dates And Salary Rate
Election Hourly/Daily			
1.	Davarhanian, Patrick McGuire, Amber Piscitelli Carrasco, Antonia	Teachers, as needed, to work outside their contractual dates to plan and present professional development and for curriculum development. Teaching & Learning.	7/01/23 through 6/30/24 $40.95 hour to plan and $47.25 per hour to present, per teacher Not to exceed 50 planning hours, 25 presenter hours, and 30 curriculum development hours 01.0 62660.0 11100 10000 1130 0000618
2.	ALL GUSD Teachers and Teacher Specialists	Teacher & Teacher Specialists, as needed to participate after school professional development training. Teaching & Learning.	7/01/23 through 6/30/24 District Initiated Special Project rate of pay ($44.10 per hour) Not to exceed 50 Hours per teacher 01.0 62660.0 11100 10000 1130 0000618
3.	Arellano, Guadalupe Rezayat, Camellia	Teacher of the Visually Impaired to support Foothill SELPA	6/12/23 through 8/11/23 At established hourly rate Not to exceed 180 hours each 01.0 65001 57604 11100 1130 0000668

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
4.	Aguilar, Alejandro Ahrens, Michelle Austin, Annette Contreras, Teresa Dodd, Priscilla Echeverria, Diana Eleftheriadou, Mary Escobar, Marylou Flamenco, Maria Lorena Garza, Nancy Gentile, Amy Huerta, Maria Kianian, Hilda Martin Del Campo, Valentina Nushi, Rachelle Ramos, Luz Reyes, Paola Rodriguez, Analilia Schwarzmann, Dana Soria Calvo, Carla	Teachers as needed to plan, collaborate, prep materials during after school hours at John Muir Elementary School	6/01/23 through 6/23/23 District Initiated Special Projects rate of pay of $40.95 per hour (for planning) Not to exceed $13,500.00 total Title I 01.0 30100.0 11100 10000 1130 4000000
5.	Arlington, Alicia Asadourian, Mirna Emmett, Rae Etta Gonzales, Elena Pascale-Parra, Jean-Marie Rodriguez, Corina Vargas, Kari	Teachers, as needed, to work with students and student mentors to connect them to school and each other-WEB (Where Everybody Belongs) at Theodore Roosevelt Middle School	7/01/23 through 6/30/24 Categorical Project Instruction rate of pay of $44.10 per hour Not to exceed 50 hours each total Title I: 01.0 30100.0 11100 10000 1130 0500000

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
6.	Benkovich, Joseph O'Malley, James Christopher Whithorne, Marcus	Teachers, as needed to develop AP History Curriculum, lessons and assessments at Glendale High School	7/01/23 through 8/13/23 District Initiated Special Projects Rate of Pay $40.95 per hour (for planning) Not to exceed 20 hours each total Not to exceed 60 hours total Title I 01.0 30100.0 11100 10000 1130 0200000
7.	Ainian, Juliet Ames, Betsy Brown, Cynthia Drewe, Lynn Farmer, Paige Funderburk, Shannon Ha, Becky Ho, Michelle Karabedian, Gary Khachaturova, Ilona Kim, Diane Landis Hacker, Elaine Mabry, Elizabeth Nazari, Anush Nazaryan, Michelle Oliver, Susan Sasaki, Heidi Seeto, Kathleen Simitian, Rosine Strand, Bonnie Tenner Kristina Vazquez, Raquel White, Michael Worden, Pamela Zatarain, Barbara	Teachers, Substitute teachers and Retirees as needed to attend ELPAC trainings and provide Initial and Summative ELPAC testing at various school sites and the Welcome center EAFE	7/01/23 through 6/30/24 $40.95 for training $44.10 for testing Not to Exceed $250,000.00 total 01.0 00000.0 11308 10000 1130 0002673

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
8.	Amiriyan-Eleasiyan, Artineh Arzumanyan, Mary Boghigian, Gasia Bogossian, Hilda Bowers, Rebecca Campbell, Melinda Dorian, Jasmin Gasparyan, Lusine Goncalves, Diane Ha, Becky Hemmati, Shayan Karamanoukian, Gohar Keshishian, Androuhi Khodabakhshi, Seline Lazar, Maia Martirosyan, Lusine Mesropyan, Armenuhi O'Rourke, Margaret Ochoa, Cindy Oskanian, Sevan Panosian, Janet Piloyan, Ester Pogosian, Elena Portillo España, Yesenia Ribeiro, Jay Rostami, Arpi Valiente, Ernest Vatraleva, Antoaneta	Substitute teacher as needed for CDCC	7/01/23 through 6/30/24 At daily rate of pay, not to exceed 186 days each Child Development Activities 12.0 50251.0 85000 10000 1160 0000671 Self-Support Combined 01.0 91500.0 85000 10000 1160 0000671 Self-Supporting Daycare 01.0 91400.0 85000 10000 1160 0000671 After School Education & Safety 01.0 60100.0 11100 10000 1160 0000671 California State Preschool 12.0 61052.0 85000 10000 1160 0000671 Child Development Activities 12.0 61051.0 85000 10000 1160 0000671 ELOP 01.0 26000.0 85000 10000 1160 0000671 Child Development Activities 12.0 50252.0 85000 10000 1160 0000671 Self-Supporting Daycare 01.0 91300.0 85000 10000 1160 0000671 California State Preschool 12.0 61050.0 85000 10000 1160 0000671

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
9.		Extra-Curricular Assignments	Spring 2022-2023
		Glendale High School	
	Aguilan, Paul	Swim (Asst.) – Boys	
	Bailey, Robert	Track (Head) – Boys	
		Track (Head) – Girls	
	Brakeman, Forrest	Softball (JV/Asst.) – Girls	
	Buarenos, Noelle	Cheer (Head) – Girls	
	Campbell, Joseph	Lacrosse (Head) – Boys	
		Lacrosse (Head) – Girls	
		Lacrosse (Asst.) – Girls	
	Caraballo, Brittney	Cheer (Asst.) – Girls	
	Driffill, Carol	Swim (Head) – Girls	
	Etheridge, Ethan	Swim (Head) – Boys	
	Foster, Dennis	Lacrosse (JV/Asst.) – Boys	
	Jenks, Jim	Tennis (Head) – Boys	
	Keyfauver, Margaret	Volleyball (Head) – Boys	
	Mardirosian, Tadeh	Athletic Coordinator – Girls	
	Mehrabi, Melanie	Track (Asst.) – Boys	
	Naranjo, Fabiola	Track (Asst.) – Girls	
	Padillo, Jay	Gold (Head) – Boys	
	Rodriguez, Jose	Tennis (JV/Asst.) – Boys	
	Smith, John	Softball (Head) – Girls	
	Taormina, Frank	Baseball (Head) – Boys	
	Ter-Matevosyan, Kristine	Swim (Asst.) – Girls	
	Vardanian, Narek	Athletic Coordinator – Boys	
	Whiting, William	Volleyball (JV/Asst.) – Boys	
	Wilson, Thaddeus	Baseball (JV/Asst.) – Boys	

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
10.		Extra-Curricular Assignments	Winter 2022-2023
	Grigori, Artin	Wilson Middle School Volleyball	
	Ardiano, Luis Fernando	Hoover High School Soccer (JV/Asst.) – Boys	
11.	Abbott, Nancy	Extra-Curricular Assignment Chorus Lincoln Elementary	Second Semester 22-23
12.	Bell, Te'Aire	Extra-Curricular Assignment Basketball (Boys) Toll Middle School	Fall 2022
13.	Bourland, Barbara	Teacher, Hourly, to teach CTE Summer school Water Safety class. Meetings and preparing documents for students. CTE	7/01/23 through 8/31/23 $50.00 an hour not to exceed 30 hours $40.95 an hour not to exceed 10 hours. CTEIG 01.0 63870.8 38000 10000 1130 0000684
14.	Caddel, Cindy	Teacher, as needed, for push in designated ELD instruction and support of 9th grade Summer School English Classes at Glendale High School	6/09/23 through 7/18/23 Summer School Hourly Rate of Pay $79.76 Not to exceed 75 hours total - Supplemental Not to exceed 50 hours total - Title I Supplemental 01.0 01000.0 11100 10000 1130 0200000 Title I 01.0 30100.0 11100 10000 1130 0200000

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
15.	Jackson, Paula	Teacher, Regular Academic Coach (MESA) Wilson Middle School	Second Semester 22-23
16.	Kleinberg, Sarah	Teacher Specialist as needed, to work during summer on reclassification, placement of new enrollees, purchase instructional materials/supplies and educational software for the 2023-24 school year, distribution of materials and equipment during summer school and fall program pick up. Supervision of teachers working on curriculum development during summer, submission of timesheets and other paperwork, SSC parent elections for the 2023-24 school year, revising the SPSA based on new data and budget information prior to the start of school and finalizing placements of ELD students based on 2023 ELPAC data at Glendale High School	7/01/23 through 6/30/24 Daily Rate of Pay Not to Exceed 5 days (Title I) Not to Exceed 5 days (Supplemental) Title I 01.0 30100.0 11100 10000 1130 0200000 Supplemental 01.0 010000.0 11100 10000 1130 0200000

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
17.	Ortiz, Rafael	Teacher, as needed, to assist teachers and classrooms with technological needs after school hours at John Muir Elementary School	6/01/23 through 6/23/23 District Initiated Special Projects rate of pay of $40.95 per hour Not to exceed two hours total Title I 01.0 30100.0 11100 10000 1130 4000000
18.	Palmer. Kelly	Teacher, as needed, to teach College Essay Writing Class during Summer 2023 afternoon summer school session at Glendale High School	6/09/23 through 7/18/23 Summer School Hourly Rate of Pay $79.76 Not to exceed 38 hours total - Supplemental Not to exceed 23 hours total - Title I Supplemental 01.0 01000.0 11100 10000 1130 0200000 Title I 01.0 30100.0 11100 10000 1130 0200000
19.	Palmer, Kelly	Teacher, as needed, to teach after school College Essay Preparation Class at Glendale High School	7/01/23 through 12/31/23 Categorical Program Instruction Rate of Pay of $44.10 per hour Not to exceed 90 hours total Title I 01.0 30100.0 11100 10000 1130 0200000
20.	Petitti, Danielle	Teacher, Regular Robotics Advisor Lincoln Elementary	Second Semester 22-23

		Position	Effective Dates And Salary Rate
	Election Hourly/Daily (Cont.)		
21.	Petrossians, Taleen	Teacher, Regular Student Council Muir Elementary	Second Semester 22-23
22.	Stafford, D. Electra	Teacher, as needed, to manage and oversee The Glen Wellness Center at Glendale High School during Summer Session 2023	6/07/23 through 6/30/23 Daily Rate of Pay Not to exceed 4 days total Supplemental 01.0 01000.0 11100 10000 1130 0200000
23.	Weller, Emily	Teacher, Regular 6th Grade Camp Valley View Elementary	Second Semester 22-23

Transportation Authorization – Management Positions

1. It is recommended that persons in the following management positions be authorized to receive reimbursements for transportation expenses at the rate of 65.5¢ per mile, effective July 1, 2023 – June 30, 2024.

225 Day Employees
Coordinator I, Equity Access & Family Engagement
Coordinator I, Instructional Technology
Coordinator II, Community Schools
Coordinator II, Student Support Services
Coordinator II, Equity, Access & Family Engagement
Coordinator II, Student Support Services
Coordinator III, Career & Technical Education
Coordinator III, Teaching & Learning
Coordinator III, Health Services
Coordinator III, Special Education
Coordinator III, Athletics & Physical Education
Coordinator III, Visual & Performing Arts
Executive Director, Elementary Education
Executive Director, Human Resources
Executive Director, Special Education
Executive Director, Secondary Instruction

Position	Effective Dates And Salary Rate

Transportation Authorization – Management Positions (Cont.)

Director, Equity, Access & Family Engagement
Director, Child Development & Child Care
Director, Dual Language Immersion and Magnet Programs
Director, Innovation, Instruction, Assessment and Accountability
Director, Special Education
Director, Student Support Services
Director, Student Wellness Services
Principal, College View School
Principal, Continuation High School
Principal, Middle School
Principal, Senior High School
Program Supervisor, Child Development & Child Care
Senior Director, Teaching & Learning

210 Day Employees
Assistant Principal, Middle School
Assistant Principal, Senior High School
Coordinator I, Special Education
Coordinator II, Special Education
Principal, Elementary School

220 Day Employees
Assistant Principal, College View School

205 Day Employees
Assistant Principal, Elementary School
Psychologist

		Position	Effective Dates And Salary Rate
Transportation Authorization			
1.	Arellano, Guadalupe Carter, Kenise Montes De Oca, Patricia Rezayat, Camellia Sackett, Beatriz	Mileage Authorization for Foothill SELPA Programs Foothill SELPA	6/12/23 through 8/11/23 Mileage Reimbursement 65.5 cents SELPA Visually Impaired Program 01.0 65001.0 57604 11300 5210 0000668 SELPA Designated Instruction (Deaf and Hard of Hearing, Orientation and Mobility) 01.0 65001.0 57607 11100 5210 0000668

		Position	Effective Dates And Salary Rate
	Transportation Authorization (Cont.)		
2.	Abeleda, Jeanet Aceituno-Rivera, Alleson Augustine-Fowler, Christina Avanesian, Hilda Azatyan, Kristine Castillo, Christa Dale, Beatriz Dittes, Tammera Galstians, Pamela Makasjian, Liza Mason, Michelle Moradi, Tamik Painter, Christina Petrossian, Alice Retana-Valle, Susan Safarloo, Araks Sanchez. Martha Scheidhauer, Judy Valijan, Rima Vasquez, Yuritzy	Head Teachers as needed, for Child Development and Child Care (CDCC)	7/01/23 through 6/30/24 65.5 cents per mile Child Development Activities 12.0 50251.0 85000 10000 5210 0000671 Self-Support Combined 01.0 91500.0 85000 10000 5210 0000671 Self-Supporting Daycare 01.0 91400.0 85000 10000 5210 0000671 After School Education & Safety 01.0 60100.0 11100 10000 5210 0000671 California State Preschool 12.0 61052.0 85000 10000 5210 0000671 Child Development Activities 12.0 61051.0 85000 10000 5210 0000671 ELOP 01.0 26000.0 85000 10000 5210 0000671 Child Development Activities 12.0 50252.0 85000 10000 5210 0000671 Self-Supporting Daycare 01.0 91300.0 85000 10000 5210 0000671 California State Preschool 12.0 61050.0 85000 10000 5210 0000671

Position	Effective Dates And Salary Rate

Authorization

1. 2023-2024 Indefinite Salaries

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all certificated management, confidential and other unrepresented employee salaries are declared indefinite from 7/01/23 through 6/30/24.

Position	Effective Dates And Salary Rate

Authorization (Cont.)

2. Pursuant to Sections 35172 and 35173, and 44032 of the Education Code:

Members of the Board of Education – Nayiri Nahabedian
Jennifer Freemon
Ingrid Gunnell
Shant Sahakian
Kathleen Cross

Dr. Vivian Ekchian, Superintendent of Schools
Dr. Kelly King, Assistant Superintendent, Educational Services
Santhasundari Rajiv, Chief Financial Officer
Dr. Darneika Watson, Chief Human Resources and Operations Officer/Director of Classified Personnel
Mr. David Greco, Chief Counsel and Business Operations Officer

may collectively, or any one of the above-named persons is hereby directed, for the period beginning July 1, 2023 and ending June 30, 2024, and unless and until otherwise directed by this Board, to attend meetings within the State of California called by the State Superintendent of Public Instruction, the State Board of Education, regular or interim committees of the California Legislature; to attend meetings of the State Legislature, or to discuss school district business with representatives of the United States; or to attend within the State, meetings of any society, association, or organization for which the school district has subscribed for membership, or any convention held in connection therewith; or to attend councils or commissions of the State of California; or accreditation meetings; or to visit schools in the State of California for the discussion or observation of any school matter appertaining to the duties of the employee or any question of interest to the school district, or to attend within the State any meetings relating to public school matters. Mileage at the District established rate is authorized for all District related travel. An advance of funds may be obtained to cover such expenses, with the advance to be repaid or adjusted upon the filing of a regular claim for the actual expenses incurred.

Members of the Board of Education – Nayiri Nahabedian
Jennifer Freemon
Ingrid Gunnell
Shant Sahakian
Kathleen Cross

Dr. Vivian Ekchian, Superintendent of Schools

	Position	Effective Dates And Salary Rate

Authorization (Cont.)

2. may collectively, or any one of the above-named persons is hereby directed, for the period beginning July 1, 2023 and ending June 30, 2024, and unless and until otherwise directed by this Board, to travel throughout the United States to attend conferences concerned with educational and/or financial matters, educational legislation, or with federal appropriations to schools, or to visit schools for the discussion or observation of any school matter appertaining to the duties of the employee or any question of interest to the school district. An advance of funds may be obtained to cover such expenses, with the advance to be repaid or adjusted upon the filing of a regular claim for the actual expenses incurred.

Revision to Previous Personnel Report

1. Revision to Board Report No. 5, October 11, 2022

Page 17, Item 25		
Hoang, Kevin Hu, Robin Lee, Jee Eun	Teachers, as needed, to provide tutoring Math help for students at Rosemont Middle School	9/19/22 through 6/20/23 Categorical Project Instruction rate of pay of $34 p/hr. Not to exceed $4,500.00 total Supplemental 01.0 01000.0 11100 10000 1130 0600000
Change pay limit to read:		Not to exceed $6,600.00 total
Change rate of pay to read:		Categorical Project Instruction rate of pay $44.10 p/hr.

	Position	Effective Dates And Salary Rate

Revision to Previous Personnel Report (Cont.)

2. Revision to Board Report No. 16, June 6, 2023

Page 3, Item 3

Argoyan, Anita Galvez-Grado, Sylvia Rubalcava, Veronica	Teacher Specialists, as needed, to work at the Welcome Center to manage ELPAC testing in the summer at Equity, Access and Family Engagement	7/03/23 through 8/11/23 At Daily rate of pay Not to exceed 30 days each total Supplemental 01.0 01000.0 11100 10000 1130 0000673
Change dates to read:		6/12/23 through 8/11/23

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

Page 14, Item 39

Nersesyan, Arevik	School counselor, as needed, to assist the principal and students with school festival and activities at Balboa Elementary School	10/01/22 through 6/09/23 Daily rate of $256 per day Not to exceed $2,000 total Supplemental 01.0 01000.0 00000 31100 1232 2000000
Change effective dates to read:		10/01/22 through 6/14/23

Position	Effective Dates And Salary Rate

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 reimburse Ani Ebrahimian, staff member of First Steps Private School, for completion of courses at UCLA Extension as part of the professional development with Title II program, Equitable Services for the private schools, in the amount not to exceed $373.00. Course period covered April 3, 2023 through May 14, 2023.

Title II – Supporting Effective Instruction
01.0 40352.0 11100 10000 5815 0000673

2. It is recommended that approval be given to Dr. Narek Kassabian to attend the "Arizona Visible Learning Institute" to be held at Glendale Civic Center in Glendale, AZ 85301 from Wednesday, September 13, 2023 through Thursday, September 14, 2023, with all necessary expenses, including food, to be paid, not to exceed $2,000.00.

Title I
01.0 30100.0 11100 10000 5220 0800000

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CLASSIFIED PERSONNEL REPORT NO. 17

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. 17

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

	Location	Effective Dates, Months/Hours, and Salary Rating
Medical Leave of Absence		
1. Custodian I		
Avalos, Leandro	Toll	06/01/23 through 08/11/23
Martinez, Angela	Dunsmore	05/05/23 through 06/11/23
Oswill, George	Mountain Avenue	06/16/23 through 08/17/23
2. Sr. Heating Vent & Air Conditioning Mechanic		
Camarena, Carlos	FASO	05/12/23 through 07/10/23
Extension of Medical Leave of Absence		
1. Education Assistant II		
Bagramyan, Anahit	Columbus	12/06/22 through 05/30/23

	Location	Effective Dates, Months/Hours, and Salary Rating
Family & Medical Leave of Absence		
1. Custodian I		
Avalos, Leandro	Toll	06/01/23 through 08/11/23
Martinez, Angela	Dunsmore	05/05/23 through 06/08/23
Oswill, George	Mountain Avenue	06/16/23 through 08/17/23
2. Sr. Heating Vent & Air Conditioning Mechanic		
Camarena, Carlos	FASO	05/12/23 through 07/10/23
Election from Eligibility List		
1. Senior Administrative Secretary		
Fayaz, Ava	Hoover	07/01/23; 12/8; 25-1 01.0 01000.0 00000 27000 2410 0300000
Reinstatement		
1. Payroll Technician		
Keshishian, Vergineh	Financial Services	06/22/23; 12/8; 24-9 01.0 00000.0 00000 72007 2410 0000669

	Location	Effective Dates, Months/Hours, and Salary Rating____

Additional Assignment Temporary - At Established Rate of Pay

1. Administrative Assistant

Grigorian, Anahid	Pacific Avenue	06/09/23 through 06/09/23 Not to exceed 8 hours per day 01.0 33102.0 57300 21000 2430 0000600

2. Administrative Secretary

Reyes, Zarazen	Lincoln	06/26/23 through 09/29/23 Not to exceed 40 hours total Donations 01.0 95100.0 00000 27000 2430 3300000

3. Braille Transcriber

Duncan, Tyler	SELPA	07/03/23 through 07/31/23 Not to exceed 240 hours per day 01.0 65001.0 57604 11100 4210 0000668

4. Behavior Intervention Assistant

Becerra, Raul Black, Sylvia Cerezo, Frida Cruz, Cynthia Franquez, Maria de Jesus Gamboa, Daniel Jacobs, Amaris Kirakosyan, Armine Lelikian, Tereza Muralles, Byron Pearson, Jazmine Robertson, Brianna	Special Education	06/14/23 through 06/27/23 Not to exceed 6 hours each, total Special Ed-S&C-BIA-General Fund 01.0 04000.0 57607 11100 2130 0000600
Castillo, Richard	Special Education	06/12/23 through 07/17/23 Not to exceed 7 hours per day Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

4. Behavior Intervention Assistant - Continued

All – Various Names	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

5. Behavior Intervention Assistant – Substitute

Sanchez, Aaron	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

6. Cafeteria Worker I

De Cuchilla, Karla Liang, Jenny	Cloud	06/12/23 through 08/11/23 Not to exceed 6 hours per day 13.0 53100.0 00000 37000 2232 0200000
Colvin, Lana Ebramian, Marina Faridi Jonson, Shala Kim, Maria Torres, Mary	Crescenta Valley	06/12/23 through 08/11/23 Not to exceed 8 hours per day, each 13.0 53100.0 00000 37000 2232 0100000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

6. Cafeteria Worker I - Continued

Abrahimy, Janat Babaian, Hermineh Bucz, Kim Cisneros, Susan Danielians, Adrineh Dominguez, Martha Ghanbary, Rozik Herrera, Wineth Kostanian, Lora Ortiz, Yecica Patel, Mayuri Macias, Monica Markarian, Fenya Mirzakhany, Frida Sinecio, Maria Tania, Suzanna Zadourian, Hermik	Glendale	06/12/23 through 08/11/23 Not to exceed 8 hours per day, each 13.0 53100.0 00000 37000 2232 0200000
Cardarodi, Lidosh Dennis, Laura Nuno, Maria Sarkisyan, Anush Ter-Harutyunyan, Helen	Hoover	06/12/23 through 08/11/23 Not to exceed 8 hours per day, each 13.053100.0 00000 37000 2232 0300000
Islam, Rashida Echeverria, Beth	Roosevelt	06/12/23 through 08/11/23 Not to exceed 8 hours per day, each 13.0 53100.0 00000 37000 2232 0500000
Ahmed, Sonia	Rosemont	06/12/23 through 08/11/23 Not to exceed 8 hours per day 13.0 53100.0 00000 37000 2232 0600000
Arevalo, Jenny	Toll	06/12/23 through 08/11/23 Not to exceed 8 hours per day 13.0 53100.0 00000 37000 2232 0700000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

6. Cafeteria Worker I - Continued

Echeverria, Beth	Nutrition Services	06/09/23 through 08/11/23 Not to exceed 6 hours a day 13.0 53100.0 00000 37000 2232 0200000
Liang, Jenny	Cloud	06/09/23 Not to exceed 6 hours per day 13.0 53100.0 00000 37000 2232 0200000

7. Cafeteria Worker II

Aghazarian, Rajik Amigon, Marisela Beidroosian, Shakeh Boyadjian, Eliza Gabriele, Nina Gharibian, Karoline Manukyan, Manushak Matousian, Vartouhi Nadimyan, Yelena Nessim, Vivian Petrosian, Ritan Rabanes, Edwin Stephanian, Nina Wang, Wei Rong	Glendale	06/12/23 through 08/11/23 Not to exceed 8 hours per day, each 13.0 53100.0 00000 37000 2232 0200000
Mirzakhany, Frida	Toll	06/12/23 through 08/11/23 Not to exceed 8 hours 13.0 53100.0 00000 37000 2232 0700000

8. Clerk III

Saloomen, Christina	Wilson	07/03/23 through 07/17/23 Not to exceed 65 hours total Supplemental 01.0 01000.0 00000 27000 2430 0800000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

9. Cook/Baker

Valijani, Satenik	Glendale	06/12/23 through 08/11/23 Not to exceed 8 hours per day 13.0 53100.0 00000 37000 2232 0200000

10. Education Assistant II

Karoglanian, Maretta	Toll	06/12/23 through 06/19/23 Not to exceed $2,100.00 total School Site Administration Funds 01.0 00000.0 00000 27004 2430 0700000
Elyasi, Rodina	Toll	06/12/23 through 07/17/23 Not to exceed $1,500.00 total Title I 01.0 30100.0 11100 10000 2130 0700000
Aghajani, Vazgen	Special Education	05/12/23 Not to exceed 2 hours Special Education – IDEA 01.0 33100.0 57600 11100 2130 0000600
Cho, Insook	Special Education	05/05/23 Not to exceed 2 hours Special Education – IDEA 01.0 33100.0 57600 11100 2130 0000600
Azar, Nehad Bouniatian, Alvard Vartanian, Juliet	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

11. Education Assistant II – Substitute

Navoyan, Emilya	Toll	06/12/23 through 07/17/23 Not to exceed $2,500.00 total Title I 01.0 30100.0 11100 10000 2130 0700000
Baghdasarian, Alis	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

12. Education Assistant I
Amirian, Karmen CDCC 07/01/22 through 06/30/23
Child Development Activities
12.0 61051.0 85000 10000 2110 0000671
12.0 61051.0 85000 10000 2130 0000671
12.0 61051.0 85000 10000 2160 0000671
California State Preschool
12.0 61050.0 85000 10000 2110 0000671
12.0 61050.0 85000 10000 2130 0000671
12.0 61050.0 85000 10000 2160 0000671
12.0 61052.0 85000 10000 2110 0000671
12.0 61052.0 85000 10000 2130 0000671
12.0 61052.0 85000 10000 2160 0000671
Self-Support Combined/Self-Supporting
01.0 91500.0 85000 10000 2110 0000671
01.0 91500.0 85000 10000 2130 0000671
01.0 91500.0 85000 10000 2160 0000671
01.0 91400.0 85000 10000 2110 0000671
01.0 91400.0 85000 10000 2130 0000671
01.0 91400.0 85000 10000 2160 0000671
01.0 91300.0 85000 10000 2110 0000671
01.0 91300.0 85000 10000 2130 0000671
01.0 91300.0 85000 10000 2160 0000671
RAP
01.0 91100.0 85000 10000 2110 0000671
01.0 91100.0 85000 10000 2130 0000671
01.0 91100.0 85000 10000 2160 0000671
After School Education & Safety
01.0 60100.0 11100 10000 2110 0000671
01.0 60100.0 11100 10000 2130 0000671
01.0 60100.0 11100 10000 2160 0000671
ELOP
01.0 26000.0 85000 10000 2110 0000671
01.0 26000.0 85000 10000 2130 0000671
01.0 26000.0 85000 10000 2160 0000671

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

12. Education Assistant I - Continued

Gerber-Todd, Monica	CDCC	07/01/22 through 06/30/23
Tamazyan, Areknaz		Child Development Activities
		12.0 61051.0 85000 10000 2110 0000671
		12.0 61051.0 85000 10000 2130 0000671
		12.0 61051.0 85000 10000 2160 0000671
		California State Preschool
		12.0 61050.0 85000 10000 2110 0000671
		12.0 61050.0 85000 10000 2130 0000671
		12.0 61050.0 85000 10000 2160 0000671
		12.0 61052.0 85000 10000 2110 0000671
		12.0 61052.0 85000 10000 2130 0000671
		12.0 61052.0 85000 10000 2160 0000671
		Self-Support Combined/Self-Supporting
		01.0 91500.0 85000 10000 2110 0000671
		01.0 91500.0 85000 10000 2130 0000671
		01.0 91500.0 85000 10000 2160 0000671
		01.0 91400.0 85000 10000 2110 0000671
		01.0 91400.0 85000 10000 2130 0000671
		01.0 91400.0 85000 10000 2160 0000671
		01.0 91300.0 85000 10000 2110 0000671
		01.0 91300.0 85000 10000 2130 0000671
		01.0 91300.0 85000 10000 2160 0000671
		RAP
		01.0 91100.0 85000 10000 2110 0000671
		01.0 91100.0 85000 10000 2130 0000671
		01.0 91100.0 85000 10000 2160 0000671
		After School Education & Safety
		01.0 60100.0 11100 10000 2110 0000671
		01.0 60100.0 11100 10000 2130 0000671
		01.0 60100.0 11100 10000 2160 0000671
		ELOP
		01.0 26000.0 85000 10000 2110 0000671
		01.0 26000.0 85000 10000 2130 0000671
		01.0 26000.0 85000 10000 2160 0000671

Additional Assignment Temporary - At Established Rate of Pay - Continued

	Location	Effective Dates, Months/Hours, and Salary Rating
12. Education Assistant I - Continued		
Abrahamian, Roubina	CDCC	07/01/23 through 06/30/24
Aghasian, Valentin		Child Development Activities
Aghazaryan, Adrine		12.0 61051.0 85000 10000 2110 0000671
Aghazaryan, Adrine		12.0 61051.0 85000 10000 2130 0000671
Akopian, Sousanna		12.0 61051.0 85000 10000 2160 0000671
Akopyan, Gayane		California State Preschool
Akopyan, Zhenik		12.0 61050.0 85000 10000 2110 0000671
Alagala, Sunitha		12.0 61050.0 85000 10000 2130 0000671
Aleksic, Vera		12.0 61050.0 85000 10000 2160 0000671
Allahverdi, Remik		12.0 61052.0 85000 10000 2110 0000671
Araujo, Rosa		12.0 61052.0 85000 10000 2130 0000671
Astoquillca, Kimberly		12.0 61052.0 85000 10000 2160 0000671
Avaneszakerianayneloo, Eada		Self-Support Combined/Self-Supporting
Avedian, Carmen		01.0 91500.0 85000 10000 2110 0000671
Avedian, Karineh		01.0 91500.0 85000 10000 2130 0000671
Avedian, Verjineh		01.0 91500.0 85000 10000 2160 0000671
Ayvazian, Ramnella		01.0 91400.0 85000 10000 2110 0000671
Baghramian, Annette		01.0 91400.0 85000 10000 2130 0000671
Bagoyan, Lilit		01.0 91400.0 85000 10000 2160 0000671
Balazadeh, Katrin		01.0 91300.0 85000 10000 2110 0000671
Baltaian, Hasmik		01.0 91300.0 85000 10000 2130 0000671
Barsegian, Vardouhi		01.0 91300.0 85000 10000 2160 0000671
Bazikyan, Karine		RAP
Boghdeserian, Jenik		01.0 91100.0 85000 10000 2110 0000671
Boghosian, Tina		01.0 91100.0 85000 10000 2130 0000671
Carrisoza, Rosa		01.0 91100.0 85000 10000 2160 0000671
Cholakian, Rita		After School Education & Safety
Cordova, Dianne		01.0 60100.0 11100 10000 2110 0000671
Corpuz, Danielle		01.0 60100.0 11100 10000 2130 0000671
Darabidian, Ailin		01.0 60100.0 11100 10000 2160 0000671
Darbidian, Karineh		ELOP
Davis, Mark		01.0 26000.0 85000 10000 2110 0000671
Davoodian, Yevgineh		01.0 26000.0 85000 10000 2130 0000671
Diekman, Nicholas		01.0 26000.0 85000 10000 2160 0000671
Eshoei, Mariam		
Esmaeilian, Alvart		
Fontanilla, Louise		

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

12. Education Assistant I - Continued
    Fung, Wing
    Galvan, Aristeo
    Galvan, Nathan
    Gomez, Julietta
    Gregorian, Rebecca
    Grigorian, Juliana
    Halabiya, Nafal
    Hodikian, Aida
    Hovhannisyan, Hayarpi
    Hovsepian, Marine
    Issaian, Juliet
    Karapatian, Verjouhi
    Kazarian, Gayane
    Kegeyan, Ermine
    Keshishyan, Narine
    Khachatorian, Karolin
    Khachatorians, Alina
    Khaloian, Araxia
    Khazhakyan, Roza
    Khechoumian, Annette
    Khodabakhsh, Janet
    Khodaverdian, Irma
    Khomichian, Ani
    Kiljian, Carla
    Kostanian, Araksi
    Mandani, Rejina
    Markarian, Frone
    Mathew, Minu
    Matteossian, Violet
    Mavushyan, Asmik
    McClelland, Donna
    Mirzabeyg, Anita
    Monessa, Durdana
    Narvaez, Ricardo
    Nashalian, Tiffany
    Navasartian, Jenik
    Navasartian, Karine
    Nazari, Valentina

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

12. Education Assistant I - Continued
Nazarian, Armineh
Nazarian, Carmen
Nersisyan, Norvard
Noshadi, Markarit
Pionk, Megan
Quintanilla Garcia-Avalos, Leny Maritza
Roman, Ibon
Romero, Melissa
Sahakian, Hilda
Sahakyan, Ruzanna
Sahraei, Karmen
Sanchez, Oscar
Sarkis Sita
Sarkisian, Araks
Sarkissian, Silvana
Sarkissian, Verjouhi
Shaboba, Yazi
Shahbazian, Nora
Shahriari, Kiana
Shamirian, Eileen
Simonyan, Lena
Simounian, Alinoosh
Stoker Wilson, Rebecca
Sukiasya, Armine
Tadevosyan, Hasmik
Tahmasian, Volga
Ter Barseghyan, Valentina
Tovmasian, Ani
Vartanos, Diana
Vega, Louella
Yang, Anthony
Young, Christine
Yu, Johnny
Zakaryan, Mariam
Zazyan, Gayane

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

13. Education Assistant – Intensive Support

Lee, Melissa	Special Education	05/24/23 through 05/25/23 Not to exceed 4 hours Special Ed-S&C-EAIS-General Fund 01.0 05000.0 57608 11200 2130 0000600
All – Various Names	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

14. Education Assistant – Intensive Support - Substitute

Serrano, Beatriz	Special Education	05/17/23 through 05/18/23 Not to exceed 4 hours Special Ed-S&C-EAIS-General Fund 01.0 05000.0 57608 11200 2130 0000600
Bostrom, Christopher Chang, Yuan Geragosian, Nicky Grigoryan, Vardan Hiller, John Issaghoolian, Adrineh Juarez, Jessica Koshkerian, Carolin Martinez, Ismael Martinez, Suzanne Ohanian, Sosseh Olmedo, Norma Ortega, Alan Poschin, Daisy Romero, Lydia Serrano, Beatriz Torres, Peter Valdez, Samantha	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

15. Elementary Yard Duty Leader

Safarian, Diana	Educational Services	07/01/23 through 08/16/23 Not to exceed 8 hours per day Not to exceed 2 days 01.0 00000.0 00000 71001 2430 0007616

16. Health Assistant LVN/RN

Balenton, Jesus Del Villar, Maria Feeriol, Ednalyn Geragosian, Siyouneh Gonzales, Erika Goze, Ashley Hairapedian, Anita Isaghoolian, Lina Nicolas, Aimee Villagran, Nixcy	Educational Services	07/01/23 through 08/16/23 Not to exceed 8 hours per day Not to exceed 2 days 01.0 00000.0 00000 71001 2430 0007616
Goze, Ashley	Lincoln	07/31/23 through 09/01/23 Not to exceed 16 hours total Donations 01.0 95100.0 00000 27000 2430 3300000
Goze, Ashley	Special Education	06/13/23 through 07/14/23 Not to exceed 5 hours per day Special Education – Support Services 01.0 65000.0 50011 21000 2430 0000600

17. Interpreter for the Deaf

Perez, Tanya	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

18. Library Assistant

Van Amburg, Jo	Lincoln	08/14/23 through 06/06/24 Not to exceed 4 hours per week Donations 01.0 95100.0 11100 10000 2930 3300000

19. Special Education Assistant

Aguirre-Martinez, Sandra Kopp, Mary Ann Maciel, Yolanda Solorzano, Cynthia Torres, Melissa Urquiza, Pedro	College View	06/12/23 through 07/17/23 Not to exceed 6 hours, each 01.0 65000.0 57611 11100 2130 5000000
Minasian, Lida	Special Education	05/12/22 Not to exceed 2 hours Special Education – IDEA 01.0 33100.0 57600 11100 2130 0000600

20. Special Education Assistant – Substitute

Johnson, Kelly Kazarian, Vardanoush Mkrtchian, Anoush Noceti, Sophia Raygoza, Bertha	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

21. Speech Language Pathology Assistant

Ambrose, Libni Kyrdan, Olena Ramos, Chrisbelle Regis, Saideechris Sanchez, Danielle Sung, Isaac	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

22. Typist Clerk II

Mailian, Flora	CDCC	06/12/23 through 08/11/23 Not to exceed 8 hours per day 01.0 91500.0 00000 21000 2130 0000671 01.0 26000.0 00000 21000 2130 0000671 12.0 61051.0 00000 21000 2130 0000671 12.0 61052.0 00000 21000 2130 0000671
Najarian, Aylin	Daily	07/03/23 through 07/24/23 Not to exceed $1,000.00 total 01.0 02000.0 00000 27001 2430 0006682
Leon, Krystal	Glendale	07/17/23 through 07/19/23 Not to exceed 16 hours total Supplemental 01.0 01000.0 00000 27000 2430 0200000
Allen, Stephanie Gonzalez, Susana Asatryan, Marine Handal, Arely Mendoza, Cheryll	Educational Services	07/01/23 through 08/16/23 Not to exceed 8 hours per day Not to exceed 2 days 01.0 00000.0 00000 71001 2430 0007616
Davari, Ayda Gharibian, Maria Sardarbegian, Hrachik	Hoover	06/12/23 through 07/17/23 Not to exceed a $5,500.00 total 01.0 02000.0 0000 27001 2430 0006682
Gonzalez, Susana	EAFE	07/01/23 through 06/30/24 Not to exceed $7,000.00 total ELPAC-EAFE 01.0 00000.0 00000 21005 2430 00002673
Gonzalez, Susana	Cerritos	06/09/23 through 06/12/23 Not to exceed 16 hours total 01.0 01000.0 00000 27000 2430 2200000

	Location	Effective Dates, Months/Hours, and Salary Rating

Additional Assignment Temporary - At Established Rate of Pay - Continued

23. Typist Clerk II – Substitute

Keenan, Samantha Khosrovian, Narine	Educational Services	07/01/23 through 08/16/23 Not to exceed 8 hours per day Not to exceed 2 days 01.0 00000.0 00000 71001 2430 0007616

24. Occupational Therapist

Ma, Julie	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

25. Psychological Services Provider

Kahkejian, Knar Gelineau, Lilia Kalfayan, Tamar	Student Wellness	06/08/23 through 06/30/23 Not to exceed 20 hours 01.0 05641.0 00000 21000 2430 0000617
Kahkejian, Knar Gelineau, Lilia Kalfayan, Tamar	Student Wellness	07/03/23 through 08/08/23 Not to exceed 20 hours 01.0 05641.0 00000 21000 2430 0000617
Azikian, Rinet Baghasarian, Maria Rodriguez, Cynthia Tau, Kristina	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000 Special Education – Mental Health 01.0 65460.0 50011 21000 2930 5400000

Additional Assignment Temporary - At Established Rate of Pay - Continued

	Location	Effective Dates, Months/Hours, and Salary Rating
26. Special Education Assistant		
Assatourian, Armineh Azar, Nehad Baghdasarian, Alis Bouniatian, Alvard Adams, Paul Aghajani, Vazgen Aghakianest, Roobina Aguirre Martinez, Sandra Arakelyan, Gayane Carvajal, Carmen Castro, Alfonso Cossio Camacho, Jose Luis Chung, Yean Joon Davityan, Adrine Dermenjian, Rita Dubon, Alicia Enriquez, Raul Galustians, Herachik Galvin, Rita Grigoryan, Naira Hall, Charlene Jamali, Mina Khachikian, Verjineh Kopp, Mary Ann Maciel, Yolanda Margaryan, Heghine Martinez-Molina, Elizabeth McClanahan, Marie Medina, Alberto Minasian, Lida Nazari, Hasmik Perez, Tanya Raygoza, Martha Rostami, Jaklin Sarkissian, Jacklin Sarkissian, Milagardi, Narbeh Siraki, Astekhik	Special Education	06/12/23 through 07/17/23 Not to exceed 4-6 hours per day, each Special Education – Summer School 01.0 65000.0 57609 11100 2130 0000600 Special Education College View 01.0 65000.0 57611 11100 2130 5000000 Special Education – FACTS Program 01.0 65000.0 57603 11100 2130 5400000

Additional Assignment Temporary - At Established Rate of Pay - Continued

	Location	Effective Dates, Months/Hours, and Salary Rating
26. Special Education Assistant - Continued		
Solorzano, Cynthia		
Tissot, George		
Torres, Melissa		
Urquiza, Pedro		
27. Typist Clerk II – Substitute		
Keeton, Autumn	Verdugo Woodlands	08/17/22 through 06/09/23 Not to exceed 12 hours 01.0 00000.0 00000 21010 2930 0000618
28. Typist Clerk III		
Hakopian, Arline	Daily	07/03/23 through 07/24/23 Not to exceed $1,000.00 total 01.0 02000.0 00000 27001 2430 0006682
29. Typist Clerk III – Substitute		
Ghadari, Anashe	Toll	08/01/23 through 08/11/23 Not to exceed 8 hours per day 01.0 00000.0 00000 27004 2460 0700000
30. Yard Duty Assistants		
Tadevosyan, Susanna	Balboa	01/01/23 through 06/09/23 Not to exceed 3 hours per day 01.0 00000.0 19021 10000 2930 2000000
Hernandez-Montague, Moradyan, Marine	Jefferson	06/09/23 through 06/23/23 Not to exceed $1,370.00 total Not to exceed 10 days, 4 hours per day ELO 01.0 74250.0 19021 10000 2930 3000000
Buss, Becky Gonzalez, Nathalie Shamiryan, Arineh Tarkhanians, Nelly Teymouri, Johanna	La Crescenta	08/14/23 through 06/06/24 01.0 00000.0 19021 10000 2930 3200000
Torosyan, Aghavni	Mountain Avenue	05/01/23 through 06/30/23 Not to exceed 90 hours per day 01.0 00000.0 19021 10000 2930 3900000

	Location	Effective Dates, Months/Hours, and Salary Rating

Change of Assignment

1. Provisional Assignment

a. Administrative Secretary

Farhadian, Aleen	Fremont From Registrar 21-4	07/01/23 through 12/31/23 8 hours a day 21-5 01.0 00000.0 00000 27004 2410 2800000

b. Registrar

Klujian, Annette	Toll From Clerk III 16-6	06/12/23 through 12/31/23 8 hours a day 21-5 01.0 00000.0 00000 27004 2410 0700000

	Location	Effective Dates, Months/Hours, and Salary Rating

Revisions to Previous Board Reports

1. Revisions to Board Report #7, December 13, 2022

   Page 16, Item 2

   Additional Assignment Temporary - At Established Rate of Pay

   Personal Services Agreement

Elasmar, Alia	Consultant, as needed to provide clinical supervision for Psychological Services Providers at Student Wellness Services Department	12/05/22 through 06/30/23 $150.00 per hour Not to exceed $40,500.00 01.0 05641.0 11100 10000 5811 0000617

Change limitation to read: Not to exceed $75,500.00 total

	Location	Effective Dates, Months/Hours, and Salary Rating

Revisions to Previous Board Reports - Continued

2. Revisions to Board Report #5, October 11, 2022

Page 11, Item 10

Yard Duty Assistant

Almanza, Gabriela	Edison	08/17/22 through 06/30/23
Arabajyan, Marine		Not to exceed $5,000.00 total
Luna, Martha		Supplemental
Franco, Grace		01.0 01000.0 11100 10000 2930 2500000
Shams, Simin		
Quezada Rodriguez, Martha		

Change limitation to read: Not to exceed $6,000.00 total

	Location	Effective Dates, Months/Hours, and Salary Rating
Election of Classified Hourly Substitutes (Cafeteria Worker I) through 06/30/23		
Babayan, Selina Nuno, Dario Valle, Marcelino		06/01/23 through 06/30/23 13.0 53100.0 00000 37000 2232 0000662
Election of Classified Hourly Substitutes (Custodian I) through 06/30/23		
Garcia, Alfredo Gonzalez, David Zavalete, Fernando		05/22/23 through 06/30/23 01.0 00000.0 00000 81006 2211 0000640
Personal Services Agreement		
1. Bessin, Suzanne Walton-Faria, Barbara	Consultant, as needed to present Zentangle at SPARK conference	08/08/23 Not to exceed $167.50, each 01.0 62660.0 11100 10000 5811 0000618

Location	Effective Dates, Months/Hours, and Salary Rating____

Transportation Authorization – 2023-2024

1. It is recommended that the individuals be authorized to receive transportation expenses at the rate of 65.5¢ per mile, effective July 1, 2023, through June 30, 2024:

Accounting Technician
Accounting Supervisor
Administrator: Planning, Development, Innovation & Facilities
Administrator: Nutrition Services & Custodial Operations
Administrative Secretary-Confidential (Financial Services)
Administrative Secretary-Confidential (Public Information & Administrative Services)
Assistant Director, Classified Personnel
Assistant Director, Educational Technology & Information Services
Assistant Director, Facility & Support Operations
Assistant Director, Financial Services
Assistant Director, Nutrition Services
Assistant Operations Coordinator
Auditorium Facilities Supervisor
Bond Controls Specialist
Communications Director
Communication Specialist
Coordinator, Employment Development/ Business Partnerships
Director, Educational Technology & Information Services
Director, Financial Services
Director, Procurement and Contract Services
Energy Conservation Manager
Executive Assistant to the Superintendent
Executive Secretary (Business Services)
Executive Secretary (Educational Services)
Executive Secretary (Human Resources)
Executive Secretary (Special Education)
Facilities Project Manager
Financial Analyst
Grounds Supervisor
Human Resources Specialist - Confidential
Integrated Social Services Supervisor
Maintenance Project Supervisor
Manager, Cafeteria, Secondary School (Non-Transport)

Location	Effective Dates, Months/Hours, and Salary Rating

Transportation Authorization – 2023-2024 - Continued

1. It is recommended that the individuals be authorized to receive transportation expenses at the rate of 65.5¢ per mile, effective July 1, 2023, through June 30, 2024:

Manager, Cafeteria, Secondary School (Transport)
Nutrition Network Coordinator
Occupational Therapist
Operations Coordinator
Payroll Supervisor
Physical Therapist
Project Controls Specialist
Psychological Services Provider
Purchasing Agent
Regional Maintenance Supervisor
Risk Manager/Workers' Compensation Coordinator
Construction Manager
Senior Human Resources Analyst
SELPA Manager, Foothill SELPA
Special Education Clerical Specialist
Special Education Data Control Technician
Supervisor, Information Services
Supervisor, Educational Technology & Information Services
Supervisor, Nutrition Services
Typist Clerk III Confidential (Human Resources)
Wellness Coordinator
Wellness Educator

Effective Dates,
Months/Hours, and
Location Salary Rating____

Transportation Authorization – 2023-2024

2. It is recommended that the incumbents of the following classifications be authorized to receive transportation expenses at the rate of 65.5¢ per mile, effective July 1, 2023 through June 30, 2024:

Account Clerk III (Nutrition Services)
Administrative Assistant – Health Services
Attendance Worker
Behavior Intervention Assistant
Buyer
Case Manager
Clerk II (Health Office)
College & Career Technician
Community Liaison-Bilingual
Community Resource Specialist
Custodian I
Custodian II
Custodial Supervisor I
Custodial Supervisor II
Customer Support Technician
Customer Support Technician/ Programmer
Education Assistant II- Two or more locations
Education Assistant - Intensive Support
Facilities Project Assistant
Food Services Driver
Health Assistant – LVN/RN
Human Resources Analyst
Human Resources Associate
Human Resources Specialist
Human Resources Technician
Information Analyst
Information Systems Analyst
Interpreter for the Deaf
Lead Custodian
Maintenance Team Leader
Network Technician
Physical Education Assistant – Two or more locations
Project Crew/Driver
Purchasing Support Technician
SELPA School-to-Career Transition Specialist
SELPA Staff Assistant

Location	Effective Dates, Months/Hours, and Salary Rating

Transportation Authorization – 2023-2024 - Continued

2. It is recommended that the incumbents of the following classifications be authorized to receive transportation expenses at the rate of 65.5¢ per mile, effective July 1, 2023 through June 30, 2024:

Senior Administrative Secretary
Senior Buyer
Speech, Language, Pathology Assistant
Technology Support Technician
Translator/Interpreter
Typist Clerk II-Health Office
Typist Clerk II/Clerk II-ROP
Typist Clerk III-Career Center
Typist Clerk III-ROP Tech
Certificated Services Technician (Human Resources)
Human Resources/Credential Technician
Vehicle & Equipment Mechanic
Warehouse Worker/Inventory Specialist
Warehouse Worker/Driver I

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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 June 1, 2023 – June 20, 2023, as shown below totaling $3,688,410.87, and "B" Form (Other than Payroll Warrants) issued May 1, 2023 – May 31, 2023, totaling $14,960,058, 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
150-N				Classified	$	886.19
C5K-C	777270	-	7772764	Certificated		1,084,253.57
C5K-N	777276	-	7772765	Classified		3,885.50
152-C	777437	-	7774373	Certificated		1,575.44
152-N	777437	-	7774374	Classified		6.98
153-C	777507	-	7775074	Certificated		(1,573.14)
E4V-N	777706	-	7777155	Classified		1,686,445.95
157-N	778081	-	7780816	Classified		4,858.13
C3K-C				Certificated		142.21
C3K-N	778327	-	7783472	Classified		617,917.44
158-N	778737	-	7787376	Classified		2,053.17
159-C	778766	-	7787662	Certificated		1,971.64
159-N	778766	-	7787676	Classified		13,148.36
160-N	779175	-	7791754	Classified		4,685.70
163-N	779203	-	7792033	Classified		1,159.01
V1B-C	779242	-	7792434	Certificated		263,249.50
V1B-N	779243	-	7792435	Classified		1,699.50
164-N	779221	-	7792215	Classified		2,045.72
				TOTAL	**$**	**3,688,410.87**

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
MAY 1 THRU MAY 31, 2023

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
	1.0 GENERAL FUND		
3932	OTHER DISTRICT PAID BENEFITS	3	$ 1,565.46
4110	TEXTBOOKS	13	16,374.00
4210	BOOKS & OTHER REFERENCE MATERIAL	75	13,294.25
4220	LIBRARY BOOKS	2	468.58
4310	INST. MATERIALS & SUPPLIES	964	329,671.03
4312	INST. PERIODICALS & MAGAZINES	3	126.88
4317	COMMENCEMENT	21	14,028.70
4340	INST. SOFTWARE/LICENSES	20	53,941.30
4350	OFFICE & OTHER SUPPLIES	193	25,360.82
4351	PRINTING & REPRODUCTION	16	10,967.83
4353	EDIBLE SUPPLIES	74	11,771.89
4360	TIRES, FUEL AND OIL	3	6,959.29
4370	CUSTODIAL/OPERATION SUPPLIES	72	10,996.67
4371	GROUNDS SUPPLIES	19	12,529.66
4380	MAINTENANCE SUPPLIES	34	5,801.82
4381	REPAIR SUPPLY & MATERIALS	163	59,403.28
4410	NON-CAP AV/COMPUTER EQUIP-UNTAGGED	54	38,715.09
4420	NON-CAP EQUIP -UNTAGGED	316	100,412.91
4430	NON-CAP EQUIP - TAGGED NON-COMPUTER	159	176,126.84
4440	NON-CAP COMPUTER EQUIP-TAGGED	53	71,374.48
5210	MILEAGE & CAR ALLOWANCES	37	5,608.98
5220	TRAVEL AND CONFERENCES	82	76,138.28
5310	DUES AND MEMEBERSHIPS	1	300.00
5510	NATURAL GAS SERVICES	15	51,933.06
5520	ELECTRICITY SERVICES	56	332,158.25
5530	WATER	55	69,921.15
5561	TRASH DISPOSAL	2	33,126.75
5562	SEWER CHARGES	57	29,844.09
5610	RENTALS, LEASES AND REPAIRS	28	36,082.75
5611	ETIS COPIER LEASES	5	9,407.60
5630	REPAIRS	44	47,953.17
5631	ETIS COPIER MAINTENANCE	11	4,949.94
5632	ETIS PRINTER MAINTENANCE	1	14,157.07
5802	FREIGHT EXPENSE	1	2,499.00
5804	NON-PUBLIC SCHOOL	26	295,450.82
5811	PERSONAL SERVICES	53	94,825.09
5812	NON-PSA SERVICE AGREEMENT	142	1,012,217.24
5813	UNIFORM SERVICES	1	3,912.94
5814	TRANSPORTATION	124	110,997.26
5815	OPERATING SERVICES	299	1,212,967.06
5816	NON-PUBLIC SCHOOL SERVICES	548	2,255,224.47
5821	LEGAL FEES	14	37,448.58
5823	SPEC ED LEGAL SETTLEMENTS	8	93,775.21
5828	SPED PARENT ATTORNEY FEES	2	25,000.00

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
MAY 1 THRU MAY 31, 2023

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
5830	ADVERTISEMENT	1	332.00
5852	NON-INSTRUCTIONAL, CONSULTANTS	9	50,115.50
5853	CONTRACTUAL SERVICES	5	83,022.75
5861	FINGERPRINTS FOR EMPLOYEES	2	8,871.00
5862	PHYSICALS FOR EMPLOYEES	4	1,172.50
5911	POSTAGE/UPS/FEDEX	1	8.34
5912	TELEPHONE	10	17,801.39
5916	OTHER PHONES	5	8,228.28
6210	ARCHITECT FEES ON BUILDINGS	1	5,346.00
6250	BUILDING CONSTRUCTION/IMPROV	14	8,403.01
6252	OTHER CONSTRUCTION	5	78,712.45
6410	CAPITALIZED COMPUTER EQUIP-TAG	2	854,702.03
6490	CAPITALIZED EQUIPMENT	6	62,563.80
8689	ALL OTHER FEES AND CONTRACTS	4	1,615.00
8699	ALL OTHER LOCAL REVENUES	4	2,884.80
9320	STORES	3	14,351.25
9530	FRINGE BENEFITS SUBS - H&W	3	3,534,073.64
9552	USE TAX PAYABLE	15	2,484.10
9601	EMPLOYEE FINAL PAY LIABILITY	3	1,249.22
		3,966	11,551,727
	12.0 CHILD DEVELOPMENT FUND		
4310	INST. MATERIALS & SUPPLIES	34	9,831.99
4350	OFFICE & OTHER SUPPLIES	42	4,818.84
4353	EDIBLE SUPPLIES	8	988.03
4420	NON-CAP EQUIP -UNTAGGED	16	7,090.83
4430	NON-CAP EQUIP - TAGGED NON-COMPUTER	14	17,742.55
5220	TRAVEL AND CONFERENCES	2	623.70
5630	REPAIRS	3	27.13
5812	NON-PSA SERVICE AGREEMENT	34	18,677.46
5916	OTHER PHONES	1	36.73
		154	59,837
	13.0 CAFETERIA FUND		
4350	OFFICE & OTHER SUPPLIES	4	436.79
4351	PRINTING & REPRODUCTION	7	3,078.32
4360	TIRES, FUEL AND OIL	3	1,644.53
4380	MAINTENANCE SUPPLIES	16	2,548.98
4381	REPAIR SUPPLY & MATERIALS	4	1,688.78
4395	NON-FOOD SUPPLIES	10	46,229.40
4420	NON-CAP EQUIP -UNTAGGED	5	11,525.55
4430	NON-CAP EQUIP-TAGGED NON-COMPUTER	3	32,373.81
4710	FOOD	96	625,476.85

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
MAY 1 THRU MAY 31, 2023

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
5563	PEST CONTROL	2	1,576.20
5610	RENTALS, LEASES AND REPAIRS	4	9,719.68
5630	REPAIRS	8	3,069.00
5815	OPERATING SERVICES	30	6,984.31
5817	MONEY PICK-UPS	3	3,098.77
5916	OTHER PHONES	1	79.10
6490	CAPITALIZED EQUIPMENT	1	50,000.00
8634	FOOD SERVICE SALES	5	426.80
9552	USE TAX PAYABLE	1	21.38
		203	799,978
	21.1 MEASURE S PROJECTS FUND		
4430	NON-CAP EQUIP - TAGGED NON-COMPUTER	1	5,512.88
5210	MILEAGE & CAR ALLOWANCES	1	410.44
5590	OPERATIONS & OTH HOUSEKEEPING	2	202.93
5610	RENTALS, LEASES AND REPAIRS	3	39.03
6150	SURVEYS FOR SITE PURCHASES	2	11,500.00
6154	GEOTECHNICAL STUDY	1	850.00
6210	ARCHITECT FEES ON BUILDINGS	4	35,844.66
6250	BUILDING CONSTRUCTION/IMPROV	3	159,125.72
6252	OTHER CONSTRUCTION	32	92,074.02
6280	BUILDING INSPECTIONS	1	2,520.00
6455	DATA/CABLING	1	1,287.48
9552	USE TAX PAYABLE	1	5.25
		52	309,372
	40.1 SPEC RESERVE - CAPITAL PROJECTS		
5520	ELECTRICITY SERVICES	1	47.43
5530	WATER	1	283.11
5562	SEWER CHARGES	1	141.98
9552	USE TAX PAYABLE	1	389.29
		4	862
	67.0 SELF-INSURANCE FUND		
5872	DELTA ADMINISTRATIVE FEES	1	10,977.61
5873	VSP CLAIMS	6	24,980.71
5874	VSP ADMINISTRATIVE FEES	7	3,975.03
5875	DELTA PAYMENTS	1	187,972.85
5877	MEDIMPACT CLAIMS	2	19,314.57
5878	MEDIMPACT PAYMENTS	2	888,174.47
		19	1,135,395.24
	67.1 WORKERS' COMPENSATION FUND		
5815	OPERATING SERVICES	1	557.23
		1	557

GLENDALE UNIFIED SCHOOL DISTRICT
CONSENT CALENDAR NO. 4

SUMMARY OF COMMERCIAL WARRANTS ISSUED FROM
MAY 1 THRU MAY 31, 2023

OBJECT CODE	DESCRIPTION	NUMBER OF ENTRIES	AMOUNT
	67.2 EARLY RETIREMENT BENEFITS FUND		
5852	NON-INSTRUCTIONAL, CONSULTANTS	1	6,345.00
		1	6,345
	73.0 FOUNDATION TRUST FUND		
7699	ALL OTHER FINANCING USES	6	1,200.00
		6	1,200
	76.0 WARRANT PASS-THROUGH FUND		
9517	VOLUNTARY DEDUCTIONS	16	643,961.02
9518	TAX SHELTER ANNUITY	3	49,356.50
9550	ROTH IRA-LACOE USED ONLY	3	401,466.50
		22	1,094,784
	TOTALS	**4,428**	**$ 14,960,058**

GLENDALE UNIFIED SCHOOL DISTRICT

JUNE 20, 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**

The Superintendent recommends that the Board of Education approve Purchase Orders totaling $1,053,685.41 for the period of May 29, 2023 through June 9, 2023 as listed on the attached.

SUMMARY OF PURCHASE ORDERS ISSUED FROM MAY 29, 2023 THROUGH JUNE 9, 2023.

Funding Source	Number of Purchase Orders	Amount
UNRESTRICTED RESOURCES	57	593,348.49
CONTINUING EDUCATION- RESTRICTED	1	2,700.00
FEDERAL RESTRICTED RESOURCES	3	1,676.26
STATE RESTRICTED RESOURCES	34	334,459.69
LOCAL RESTRICTED RESOURCES	26	61,292.98
CHILD DEVELOPMENT FUND	2	3,141.48
FOOD SERVICES FUND	5	9,984.60
MEASURE S PROJECTS FUND	6	47,081.91
TOTAL	**134**	**$1,053,685.41**

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
PO1-230000004140	LINE 204 LLC GRADUATION STAGE RENTALS - HOOVER HIGH SCHOOL	7,046.00
PO1-230000004141	HOLLYWOOD SOUND SYSTEMS SOUND SYSTEM RENTALS FOR GRADUATION - HOOVER HIGH SCHOOL	3,694.00
PO1-230000004145	CITY OF GLENDALE SERVICE AGREEMENT TO PROVIDE TEENS AND POLICE PARTNERSHIP SESSIONS - STUDENT WELLNESS SERVICES	7,938.00
PO1-230000004151	THOMAS DENTON ENGRAVING AWARDS - PUBLIC INFORMATION	1,083.48
PO1-230000004155	ALLIANCE FRANCAISE	720.00
PO1-230000004159	BURBANK PRINTING PRINTING SERVICES - COLUMBUS ELEMENTARY SCHOOL	1,038.56
PO1-230000004163	EMIN GHARIBIAN SERVICE AGREEMENT TO PROVIDE PSYCHOLOGICAL ASSESSMENT SERVICES - BUSINESS SERVICES	3,500.00
PO1-230000004166	SWUN MATH, LLC INSTRUCTIONAL BOOKS & MATERIALS - EQUITY, ACCESS & FAMILY ENGAGEMENT	4,521.24
PO1-230000004173	THOMAS DENTON ENGRAVING RETIREMENT AWARDS - HUMAN RESOURCES	4,477.36
PO1-230000004175	THOMAS DENTON ENGRAVING	610.12
PO1-230000004176	UNIVERSITY OF SOUTHERN CALIFORNIA	460.00
PO1-230000004181	CALCP/CAROCP CONFERENCE CONFERENCE EXPENSES - EDUCATIONAL SERVICES	2,375.00
PO1-230000004186	COPY NETWORK	343.98
PO1-230000004188	ALL AMERICAN SPORTS CORP. REPAIR & RECONDITION HELMETS - CRESCENTA VALLEY & HOOVER HIGH SCHOOLS	27,210.48

UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004190	IBOOKPARK INC BLANKET PURCHASE ORDER FOR KOREAN TEXTBOOKS - MONTE VISTA ELEMENTARY SCHOOL	6,729.66
PO1-230000004191	IBOOKPARK INC BLANKET PURCHASE ORDER FOR KOREAN TEXTBOOKS - KEPPEL ELEMENTARY SCHOOL	5,091.35
PO1-230000004192	INSTITUTO CERVANTES OF LOS ANGELES REGISTRATION FEE FOR STUDENTS FOR ONLINE TESTING - EDUCATIONAL SERVICES	4,252.50
PO1-230000004193	AMERICAN EXPRESS CPS CONFERENCE EXPENSES AND PURCHASE OF BOOKS - EDUCATIONAL SERVICES	833.41
PO1-230000004194	LILIT SAKANYAN	400.00
PO1-230000004195	ODP BUSINESS SOLUTIONS, LLC BLANKET PURCHASE ORDER FOR SUMMER SCHOOL SUPPLIES - HOOVER HIGH SCHOOL	3,000.00
PO1-230000004196	AIRGAS USA, LLC	245.26
PO1-230000004197	AMERICAN EXPRESS CPS ELITE SANITATION, INC - PORTABLE TOILET AND WASH STATION - PLANNING, DEVELOPMENT & FACILITIES	716.63
PO1-230000004206	LIFESIGNS NOW AGREEMENT TO PROVIDE INTERPRETATION SERVICES - EQUITY, ACCESS & FAMILY ENGAGEMENT	1,500.00
PO1-230000004207	GLENDALE BUILDER'S SUPPLIES	136.71
PO1-230000004211	BURBANK IRRIGATION SUPPLY	684.64
PO1-230000004216	ALL AMERICAN TROPHY AND ENGRAVING CO	145.53
PO1-230000004217	ALL AMERICAN TROPHY AND ENGRAVING CO CUSTOM PINS FOR GRADUATION - HOOVER HIGH SCHOOL	1,211.54
PO1-230000004218	ALL AMERICAN TROPHY AND ENGRAVING CO	13.23
PO1-230000004223	COLLEGE BOARD AP EXAM FOR HOOVER HIGH SCHOOL - BUSINESS SERVICES	44,288.00

UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004224	COLLEGE BOARD AP EXAM FOR GLENDALE HIGH SCHOOL - BUSINESS SERVICES	59,260.00
PO1-230000004225	COLLEGE BOARD AP EXAM FOR CRESCENTA VALLEY HIGH SCHOOL - BUSINESS SERVICES	206,155.00
PO1-230000004226	COLLEGE BOARD AP EXAM FOR CLARK MAGNET HIGH SCHOOL - BUSINESS SERVICES	72,910.00
PO1-230000004229	EXCEL PRINTING USA, INC. BLANKET PURCHASE ORDER FOR PRINTING OF KOREAN BOOKS - MONTE VISTA ELEMENTARY SCHOOL	2,115.70
PO1-230000004230	EXCEL PRINTING USA, INC. BLANKET PURCHASE ORDER FOR PRINTING OF KOREAN BOOKS - TOLL MIDDLE SCHOOL	1,724.00
PO1-230000004231	EXCEL PRINTING USA, INC.	811.44
PO1-230000004235	CABE-CAL ASSOC. FOR BILINGUAL EDUCATION CONFERENCE EXPENSES - MUIR ELEMENTARY SCHOOL	1,300.00
PO1-230000004236	EXCEL PRINTING USA, INC. BLANKET PURCHASE ORDER FOR PRINTING OF KOREAN BOOKS - ROSEMONT MIDDLE SCHOOL	3,325.14
PO1-230000004237	CLIFTONLARSONALLEN LLP COMPLIANCE AUDIT SERVICES - FINANCIAL SERVICES	19,320.00
PO1-230000004238	CITY OF GLENDALE BOOKS FOR PACIFIC PARK LIBRARY - EDUCATIONAL SERVICES	3,000.00
PO1-230000004242	MINUTEMAN PRESS PROMO CERTIFICATES, BANNERS, TICKETS & SUPPLIES - TOLL MIDDLE SCHOOL	1,571.06

UNRESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002269	JOSTEN'S, INC.	371.98
PO3W-230000002282	AMAZON CAPITAL SERVICES, INC.	185.12
PO3W-230000002284	CDW GOVERNMENT CLASSROOM PROJECTORS - COLUMBUS ELEMENTARY SCHOOL	1,082.66
PO3W-230000002285	VETERAN BUILDING MAINTENANCE, LLC WAREHOUSE STOCK - PROCUREMENT & CONTRACT SERVICES	19,896.81
PO3W-230000002287	THE HOME DEPOT PRO (SUPPLYWORKS) WAREHOUSE STOCK - PROCUREMENT & CONTRACT SERVICES	47,771.97
PO3W-230000002288	ERGODIRECT INC	644.25
PO3W-230000002290	THE HOME DEPOT PRO (SUPPLYWORKS)	104.87
PO3W-230000002293	SAVVAS LEARNING COMPANY LLC BOOKS - ROSEMONT MIDDLE SCHOOL	5,083.30
PO3W-230000002294	SAVVAS LEARNING COMPANY LLC BOOKS - TOLL MIDDLE SCHOOL	6,748.91
PO3W-230000002295	SAVVAS LEARNING COMPANY LLC BOOKS - ROOSEVELT MIDDLE SCHOOL	2,595.73
PO3W-230000002299	COMPUTER & PERIPHERALS GROUP INC	197.34
PO3W-230000002300	BORREGO SOLAR SYSTEMS, INC.	462.01
PO3W-230000002305	GLOBAL EQUIPMENT COMPANY INC	108.29
PO3W-230000002307	MAINTEX	339.46
PO3W-230000002308	SAVVAS LEARNING COMPANY LLC BOOKS - MONTE VISTA ELEMENTARY SCHOOL	1,507.04
PO3W-230000002310	SCHOOL SPECIALTY LLC	327.05
PO3W-230000002317	SCHOOL NURSE SUPPLY INC	162.68
	TOTAL	593,348.49

PO NUMBER	VENDOR	AMOUNT
	CONTINUING EDUCATION - RESTRICTED	
PO1-230000004183	OLD GROVE ORANGE INC PROVIDE MINI FARMERS' MARKET FOR SUMMER ENRICHMENT PROGRAM - CHILD DEVELOPMENT & CHILD CARE	2,700.00
	TOTAL	2,700.00
	FEDERAL RESTRICTED RESOURCES	
PO1-230000004202	COPY NETWORK	990.05
PO1-230000004204	AMERICAN EXPRESS CPS CAL STATE UNIVERSITY - CONFERENCE EXPENSES - HOOVER HIGH SCHOOL	471.50
PO3W-230000002302	AMAZON CAPITAL SERVICES, INC.	214.71
	TOTAL	1,676.26
	STATE RESTRICTED RESOURCES	
PO1-230000004137	AUGMENTATIVE COMMUNICATION CONSULTANTS, INC	510.10
PO1-230000004143	CENTER FOR DEVELOPING KIDS,INC AGREEMENT TO PROVIDE SERVICES RELATED TO SPECIAL EDUCATION STUDENTS - SPECIAL EDUCATION	40,000.00
PO1-230000004154	ARTS MEDIA AND ENTERTAINMENT INSTITUTE, INC	475.00
PO1-230000004158	CEV MULTIMEDIA, LLC CERTIFICATIONS FOR STUDENTS - GLENDALE HIGH SCHOOL	3,760.00
PO1-230000004167	CENTER FOR VISION DEV OPTOMETRY AGREEMENT TO PROVIDE SERVICES RELATED TO SPECIAL EDUCATION STUDENTS - SPECIAL EDUCATION	25,000.00
PO1-230000004170	AMERICAN EXPRESS CPS CAL STATE UNIVERSITY - CONFERENCE EXPENSES - HOOVER HIGH SCHOOL	220.49

STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004182	CALCP/CAROCP CONFERENCE CONFERENCE EXPENSES - EDUCATIONAL SERVICES	2,575.00
PO1-230000004184	BRIAN KENYON ARTS STUDIO, INC SERVICE AGREEMENT TO PROVIDE INTERIOR STAIRWAY WALL PAINTING AND LETTERING - ROSEMONT MIDDLE SCHOOL	7,590.00
PO1-230000004189	BURBANK UNIFIED SCHOOL DISTRICT	708.75
PO1-230000004198	LEXIA VOYAGER SOPRIS INC. INSTRUCTIONAL MATERIALS - SPECIAL EDUCATION	6,800.39
PO1-230000004199	FIRST STUDENT	882.96
PO1-230000004201	FIRST STUDENT	441.48
PO1-230000004203	COPY NETWORK	495.02
PO1-230000004205	LA CANADA UNIFIED SCHOOL DISTRICT	411.38
PO1-230000004221	RENEE HOUSER CONFERENCE EXPENSES - TEACHING & LEARNING	3,282.00
PO1-230000004243	BENJAMIN CONE	740.00
PO3W-230000002268	RIFTON EQUIPMENT SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	2,513.70
PO3W-230000002270	PERFORMANCE HEALTH SUPPLY INC	315.24
PO3W-230000002271	AMAZON CAPITAL SERVICES, INC.	179.65
PO3W-230000002272	AMAZON CAPITAL SERVICES, INC.	535.29
PO3W-230000002273	SONOVA USA INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	3,821.11
PO3W-230000002274	SONOVA USA INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	2,839.53
PO3W-230000002275	SONOVA USA INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	4,778.13
PO3W-230000002276	SONOVA USA INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	2,795.06
PO3W-230000002277	B & H PHOTO VIDEO AUDIOVISUAL EQUIPMENT - ROSEMONT MIDDLE SCHOOL	1,711.04

STATE RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO3W-230000002278	FREEDOM U.S. ACQUISITION CORP. SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	3,720.23
PO3W-230000002280	WOLF PRODUCTS, INC SPECIAL EDUCATION EQUIPMENT - FOOTHILL SELPA	1,343.37
PO3W-230000002289	APPLE COMPUTER COMPUTER EQUIPMENT - FOOTHILL SELPA	3,523.37
PO3W-230000002292	BURBANK PRINTING	155.45
PO3W-230000002297	THE HOME DEPOT PRO (SUPPLYWORKS)	124.02
PO3W-230000002303	CDW GOVERNMENT COMPUTER EQUIPMENT - ONLINE COLLEGE & CAREER ACADEMY	65,251.41
PO3W-230000002304	AREY JONES EDUCATIONAL SOLUTIONS COMPUTER EQUIPMENT - ONLINE COLLEGE & CAREER ACADEMY	146,738.04
PO3W-230000002306	LS & S	77.06
PO3W-230000002315	ODP BUSINESS SOLUTIONS, LLC	145.42
	TOTAL	334,459.69

LOCAL RESTRICTED RESOURCES

PO1-230000004138	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR INSTRUCTIONAL SUPPLIES - TOLL MIDDLE SCHOOL	2,500.00
PO1-230000004150	AMAZON CAPITAL SERVICES, INC. BLANKET PURCHASE ORDER FOR INSTRUCTIONAL MATERIALS - CLARK MAGNET HIGH SCHOOL	1,250.00
PO1-230000004157	LA CRESCENTA HAN KOOK MARKET	243.88
PO1-230000004162	GARCIA'S FENCE CORP. PROVIDE FENCING SERVICES AT FRANKLIN ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	4,380.00

LOCAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004165	ENCORP AIR QUALITY TESTING SERVICES - FACILITY & SUPPORT OPERATIONS	5,127.00
PO1-230000004178	ULINE SHIPPING SUPPLY	214.74
PO1-230000004179	BURBANK PRINTING	578.82
PO1-230000004180	HISATO MASUYAMA PERSONAL SERVICES AGREEMENT TO PROVIDE COACHING TO THE CHOIR, BOARD APPROVED 3/7/2023 - DUNSMORE ELEMENTARY SCHOOL	2,625.00
PO1-230000004208	OOF INC ELECTRICAL REPAIR MATERIALS AND SUPPLIES - FACILITY & SUPPORT OPERATIONS	3,710.40
PO1-230000004209	TURF STAR, INC.	145.79
PO1-230000004210	TOOL SHACK	733.99
PO1-230000004214	CHEROKEE CHEMICAL CO. INC REPLACE AND UPGRADE THE CONDUCTIVITY CONTROLLER AT HOOVER HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	1,523.00
PO1-230000004219	KAROL'S GENERAL GARAGE & BODY SHOP	95.00
PO1-230000004222	THE HOME DEPOT PRO (SUPPLYWORKS)	486.72
PO1-230000004227	EDUCATION SPECTRUM INC TRAINING PRESENTATION - FRANKLIN ELEMENTARY SCHOOL	2,775.00
PO1-230000004228	BROAD USA, INC MAINTENANCE ON CHILLER AT GLENDALE HIGH SCHOOL - FACILITY & SUPPORT OPERATIONS	5,015.00
PO1-230000004232	DANIEL C BAKER PERSONAL SERVICE AGREEMENT TO PROVIDE PERCUSSION PROGRAM DIRECTION, BOARD APPROVED 5/2/2023 - HOOVER HIGH SCHOOL	4,000.00
PO1-230000004234	HILLARY HANKEY EDUCATIONAL PRESENTATION AT THE GRADUATION CEREMONY - CRESCENTA VALLEY HIGH SCHOOL	1,600.00

LOCAL RESTRICTED RESOURCES (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004239	IBOOKPARK INC	26.46
PO1-230000004240	AMAZON CAPITAL SERVICES, INC.	311.28
PO3W-230000002279	LAKESHORE LEARNING PLAYGROUND EQUIPMENT - FRANKLIN ELEMENTARY SCHOOL	2,660.33
PO3W-230000002281	GLOBAL EQUIPMENT COMPANY INC OUTDOOR PERMANENT TABLE - FACILITY & SUPPORT OPERATIONS	1,164.48
PO3W-230000002286	AMAZON CAPITAL SERVICES, INC.	18.19
PO3W-230000002311	ZIMMERMAN SCHOOL EQUIPMENT INC SCHOOL FURNITURE - HOOVER HIGH SCHOOL	5,358.00
PO3W-230000002313	TREMCO CPG INC ROOFING MATNTENANCE SUPPLIES - FACILITY & SUPPORT OPERATIONS	4,746.40
PO3W-230000002314	WENGER CORPORATION SCHOOL FURNITURE - HOOVER HIGH SCHOOL	10,003.50
	TOTAL	61,292.98
	CHILD DEVELOPMENT FUND	
PO1-230000004171	FIRST STUDENT	441.48
PO1-230000004183	OLD GROVE ORANGE INC PROVIDE MINI FARMERS' MARKET FOR SUMMER ENRICHMENT PROGRAM - CHILD DEVELOPMENT & CHILD CARE	2,700.00
	TOTAL	3,141.48
	FOOD SERVICES FUND	
PO1-230000004139	SHANNON DIVERSIFIED INC BLANKET PURCHASE ORDER FOR KITCHEN AND/OR BBQ EXHAUST HOOD CLEANING AT VARIOUS SCHOOL SITES - FOOD SERVICES	1,660.00

FOOD SERVICES FUND (CONTINUATION)

PO NUMBER	VENDOR	AMOUNT
PO1-230000004168	CSNA	130.00
PO1-230000004172	KENNETH ANTHONY YANDOLI DRY ICE FOR HOOVER HIGH FREEZER - FOOD SERVICES	5,486.88
PO3W-230000002296	ACTION SALES APPLIANCES - FOOD SERVICES	2,465.19
PO3W-230000002298	SAF-GARD SAFETY SHOES CO.	242.53
	TOTAL	9,984.60

MEASURE S PROJECTS FUND

PO1-230000004146	OUTLOOK NEWSPAPER ADVERTISING SERVICES - PLANNING, DEVELOPMENT & FACILITIES	9,054.00
PO1-230000004152	OUTLOOK NEWSPAPER ADVERTISING SERVICES - PLANNING, DEVELOPMENT & FACILITIES	1,201.00
PO1-230000004162	GARCIA'S FENCE CORP. FENCING SERVICES AT FRANKLIN ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	10,582.00
PO1-230000004164	GARCIA'S FENCE CORP. FENCING SERVICES AT MONTE VISTA ELEMENTARY SCHOOL - PLANNING, DEVELOPMENT & FACILITIES	9,196.00
PO1-230000004169	OUTLOOK NEWSPAPER	752.00
PO1-230000004185	DEPARTMENT OF GENERAL SERVICES DSA FEES - GLENOAKS ELEMENTARY SCHOOL	16,296.91
	TOTAL	47,081.91

LIST OF PO CHANGE ORDERS
DURING THE PERIOD OF 5/30/2023 THROUGH 6/9/2023
CONSENT CALENDAR NO. 5 - JUNE 20, 2023

Change Order Date	PO#	Vendor	Reason of Change	Original Amount	Net Increase / Decrease	New Total
5/26/2023	PO1-230000001839	BURBANK PRINTING	INCREASED PO AMOUNT TO PAY FOR PENDING AND FUTURE INVOICES.	$350.00	$500.00	$850.00
5/26/2023	PO1-230000000781	OFFICE DEPOT	INCREASED PO AMOUNT TO PURCHASE ADDITONAL SUPPLIES FOR SUMMER ENRICHMENT PROGRAM	$20,000.00	$3,000.00	$23,000.00
5/30/2023	PO1-230000003519	CHALMERS CONSTRUCTION	SUPPLEMENT PO FOR ADDITIONAL WORK	$278,900.00	$1,875.64	$280,775.64
5/30/2023	PO1-230000003989	GRAMMARLY INC.	INCREASED FUNDS FOR ADDITIONAL USERS	$1,080.00	$834.00	$1,914.00
5/30/2023	PO1-230000000067	HOME DEPOT	SUPPLEMENT PO	$15,000.00	$2,000.00	$17,000.00
5/30/2023	PO1-230000000497	CERTIFIED WHOLESALE	SUPPLEMENT PO	$45,000.00	$10,000.00	$55,000.00
5/30/2023	PO1-230000003072	OLD GROVE ORANGE INC	SUPPLEMENT PO	$40,000.00	$20,000.00	$60,000.00
5/30/2023	PO1-230000000374	AMERICAN FINGERPRINTING	TO COVER ADDITIONAL COST FOR NEW EMPLOYEES AND PERSONELL	$60,000.00	$5,000.00	$65,000.00
5/30/2023	PO1-230000000786	AMAZON	INCREASED PO AMOUNT TO PAY FOR PENDING AND FUTURE INVOICES.	$2,000.00	$300.00	$2,300.00
5/30/2023	PO1-230000002311	SHANNON DIVERSIFIED	REDUCE PO	$5,060.00	($1,100.00)	$3,960.00
5/30/2023	PO1-230000002313	SHANNON DIVERSIFIED	REDUCE PO	$5,200.00	($500.00)	$4,700.00
5/30/2023	PO1-230000002315	SHANNON DIVERSIFIED	REDUCE PO	$3,960.00	($100.00)	$3,860.00
5/30/2023	PO1-230000003519	CHALMERS CONSTRUCTION	SUPPLEMENT PO FOR ADDITIONAL WORK	$278,900.00	$1,875.64	$280,775.64
5/31/2023	PO1-230000002740	AMAZON	INCREASED PO AMOUNT TO PURCHASE ADDITIONAL SUPPLIES	$2,500.00	$600.00	$3,100.00
6/5/2023	PO1-230000001665	AMAZON	INCREASED PO AMOUNT TO PAY FOR PENDING AND FUTURE INVOICES.	$3,000.00	$2,000.00	$5,000.00
6/5/2023	PO1-230000000424	READY REFRESH	INCREASED PO AMOUNT TO PAY FOR PENDING AND FUTURE INVOICES.	$1,800.00	$450.00	$2,250.00
6/7/2023	PO1-230000001644	LISA PANG	INCREASED PO FOR ADDITIONAL SERVICES NEEDED	$8,500.00	$1,000.00	$9,500.00
6/8/2023	PO1-230000001845	LILIT ROSENBERT	INCREASED PO TO COVER ADDITIONAL SERVICES NEEDED	$20,000.00	$15,000.00	$35,000.00
6/8/2023	PO1-230000003583	INSTITUTE FOR STUDENT EMPOWERMENT	INCREASED PO TO COVER ADDITIONAL SERVICES PROVIDED	$9,500.00	$5,000.00	$14,500.00
6/8/2023	PO1-230000001207	ALC-EVERDRIVEN TECHNOLOGIES	INCREASED PO AMOUNT TO PAY FOR PENDING INVOICES	$1,300,000.00	$150,000.00	$1,450,000.00
6/8/2023	PO1-230000000480	SPARKLETTS	INCREASED PO AMOUNT TO PAY FOR PENDING INVOICES	$1,700.00	$200.00	$1,900.00
6/8/2023	PO1-230000000170	DRIFTWOOD DAIRY	SUPPLEMENT PO	$35,000.00	$15,000.00	$50,000.00
6/9/2023	PO1-230000000477	LOS ANGELES TIMES	INCREASED PO AMOUNT TO PAY FOR PENDING INVOICES	$600.00	$200.00	$800.00
6/9/2023	PO1-230000001096	CROSS COUNTRY STAFFING, INC.	INCREASED PO AMOUNT TO COVER SERVICES THROUGH JUNE	$90,000.00	$15,000.00	$105,000.00

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 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 and Fund 73.0.

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; plan for the District's future educational and facility needs.*

GLENDALE UNIFIED SCHOOL DISTRICT
June 20, 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	$11,978
8910-8999	Transfers In/Contributions	$0	$0
TOTAL REVENUES		$0	$11,978

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	$710	$0
2000	Classified Salaries	$806	$8,022
3000	Employee Benefits	$482	$884
4000	Instructional Supplies	($15,598)	$99,203
5000	Contract Services	$13,600	$974
6000	Capital Outlay	$0	$0
7000	Other Outgo/Indirect/Transfers Out	$0	$0
TOTAL BUDGETED APPROPRIATIONS		$0	$109,083

NET INCREASE/DECREASE IN FUND BALANCE	$0	($97,105)

June 20, 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:
Columbus	General Fund	0	0	0	0	0	0	0	0	$0	Supplies
CVHS	ROTC	0	0	0	0	0	0	0	0	$0	Supplies
CVHS	General Fund	0	0	0	(4,000)	4,000	0	0	0	$0	Services
Various	Supplemental program	710	806	482	(11,598)	9,600	0	0	0	$0	Certificated and Classified salaries, benefits and Services
Marshall	General Fund	0	0	0	0	0	0	0	0	$0	Supplies
		$710	**$806**	**$482**	**($15,598)**	**$13,600**	**$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:
Educational Services	Instrumental Music	0	0	0	0	920	0	0	0	$920	Services
Educational Services	Instrumental Music	0	0	0	1,500	0	0	0	0	$1,500	Supplies
Educational Services	School site Donation	0	0	0	0	54	0	0	0	$54	FLAG Italian language at Franklin
Educational Services	Instrumental Music	0	0	0	598	0	0	0	0	$598	Supplies
CVHS	Athletics	0	8,022	884	0	0	0	0	0	$8,906	Coaching Stipends
District	2022-23 Independent Study	0	0	0	97,105	0	0	0	(97,105)	$0	22-23 new appropriation for Independent Study
		0	0	0	0	0	0	0	0	$0	
		$0	**$8,022**	**$884**	**$99,203**	**$974**	**$0**	**$0**	**($97,105)**	**$11,978**	

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

GLENDALE UNIFIED SCHOOL DISTRICT
June 20, 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	$275,869
8300-8599	Other State	$0	$0
8600-8799	Local	$0	$118,308
8910-8999	Transfers In/Contributions	$0	$0
TOTAL REVENUES		$0	$394,177

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	$14,597	$37,997
2000	Classified Salaries	$5,534	$162
3000	Employee Benefits	$4,970	$8,962
4000	Instructional Supplies	($19,864)	$204,226
5000	Contract Services	($5,237)	$140,267
6000	Capital Outlay	$0	$0
7000	Other Outgo/Indirect/Transfers Out	$0	$2,563
TOTAL BUDGETED APPROPRIATIONS		$0	$394,177

NET INCREASE/DECREASE IN FUND BALANCE	$0	$0

GLENDALE UNIFIED SCHOOL DISTRICT
June 20, 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									
Total Budget Trsfrs	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		**1000**	**2000**	**3000**	**4000**	**5000**	**6000**	**7000**	**9000**	**Total**	**Transfer provides funds for:**
CVHS	ELO program	74250.0	0	0	1	(1)	0	0	0	0	$0	Benefits
CVHS	SSP	73703.0	0	0	0	(1,321)	1,321	0	0	0	$0	Services
EAFE	TITLE III	42010.0	0	0	0	0	0	0	0	0	$0	Services
EAFE	TITLE III	42030.0	323	0	77	0	(400)	0	0	0	$0	Certificated Salaires and Benefits
Various	TITLE I	30100.0	14,274	(11,766)	(2,508)	8,100	(8,100)	0	0	0	$0	Certificated Salaires and Supplies
CVHS	Donations	95100.0	0	0	0	(1,942)	1,942	0	0	0	$0	Services
Monte Vista	ELO program	74250.0	0	17,300	7,400	(24,700)	0	0	0	0	$0	Classified Salaries and Benefits
			0	0	0	0	0	0	0	0	$0	
			$14,597	**$5,534**	**$4,970**	**($19,864)**	**($5,237)**	**$0**	**$0**	**$0**	**$0**	

BUDGET ADJUSTMENTS		**Resource**									
Dept/Site	**Program Description**	**Code**	**1000**	**2000**	**3000**	**4000**	**5000**	**6000**	**7000**	**9000**	**Total**	**Adjustment appropriates funds for:**
Keppel	School site Donation	95100.0	0	0	0	0	420	0	0	0	$420	To allocate income
Keppel	School site Donation	95100.0	0	0	0	0	310	0	0	0	$310	To allocate income
Valley View	Donation from American Heart Association	95100.0	0	0	0	0	100	0	0	0	$100	To allocate income
Dunsmore	School site Donation	95100.0	0	0	0	0	8,367	0	0	0	$8,367	To allocate income (Transportation)
Franklin	School site Donation	95100.0	0	0	0	0	497	0	0	0	$497	To allocate income
Franklin	School site Donation	95100.0	0	0	0	690	0	0	0	0	$690	To allocate income
Franklin	School site Donation	95100.0	0	0	0	25	0	0	0	0	$25	To allocate income
Franklin	School site Donation	95100.0	0	0	0	178	0	0	0	0	$178	To allocate income
Franklin	School site Donation	95100.0	0	0	0	0	28	0	0	0	$28	To allocate income
Franklin	School site Donation	95100.0	0	0	0	0	500	0	0	0	$500	To allocate income
Toll	School site Donation	95100.0	900	0	0	5,500	0	0	0	0	$6,400	To allocate income
Franklin	School site Donation	95100.0	0	0	0	30	0	0	0	0	$30	To allocate income
EAFE	Donation from Adelante Latinos	94340.0	0	0	0	0	210	0	0	0	$210	To allocate income
Lincon	School site Donation	95100.0	0	0	0	666	0	0	0	0	$666	To allocate income
EAFE	New funding for 22-23 (TITLE II)	40352.0	0	0	0	0	10,925	0	469	0	$11,394	To allocate income (New funding - TITLE II)
EAFE	New funding for 22-23 (TITLE III)	42030.0	0	0	0	37,460	0	0	1,611	0	$39,071	To allocate income (New funding) - TITLE III)
EAFE	New funding for 22-23 (TITLE IV)	41270.0	0	0	0	0	11,222	0	483	0	$11,705	To allocate income (New funding- TITLE IV)
Dunsmore	School site Donation	95100.0	0	0	0	0	2,625	0	0	0	$2,625	To allocate income
Public Information	Pegs Fees	94236.0	0	0	0	26,006	0	0	0	0	$26,006	To allocate income (Pegs Fees)
Muir	School site Donation	95100.0	0	0	0	0	2,800	0	0	0	$2,800	To allocate income
Mountain Avenue	School site Donation	95100.0	6,452	0	1,548	0	0	0	0	0	$8,000	To allocate income (Core Plus Specialist)
Mountain Avenue	School site Donation	95100.0	0	0	0	5,370	0	0	0	0	$5,370	To allocate income (Software)
Mountain Avenue	School site Donation	95100.0	0	0	0	7,698	0	0	0	0	$7,698	To allocate income (Software)
Mountain Avenue	School site Donation	95100.0	0	0	0	581	0	0	0	0	$581	To allocate income
Mountain Avenue	School site Donation	95100.0	0	0	0	2,500	0	0	0	0	$2,500	To allocate income
Glenoaks	Donation from Parker- Anderson Learning Center LLC	95100.0	0	0	0	510	0	0	0	0	$510	To allocate income
Mountain Avenue	School site Donation	95100.0	12,097	0	2,903	0	0	0	0	0	$15,000	To allocate income (Certificated salaries)
Mountain Avenue	School site Donation	95100.0	16,129	0	3,871	0	0	0	0	0	$20,000	To allocate income (Certificated salaries)
Verdugo Woodlands	School site Donation	95100.0	0	0	0	0	1,400	0	0	0	$1,400	To allocate income
Verdugo Woodlands	Donation from Glendale Kiwanis Foundation	95100.0	0	0	0	218	0	0	0	0	$218	To allocate income
Verdugo Woodlands	School site Donation	95100.0	0	0	0	0	863	0	0	0	$863	To allocate income
Verdugo Woodlands	School site Donation	95100.0	0	0	0	1,000	0	0	0	0	$1,000	To allocate income
GHS	School site Donation	92201.0	0	0	0	953	0	0	0	0	$953	To allocate income (Cosmetology department)
Rosemont	School site Donation	95100.0	0	0	0	37	0	0	0	0	$37	To allocate income
Mountain Avenue	School site Donation	95100.0	2,419	0	581	0	0	0	0	0	$3,000	To allocate income
GHS	School site Donation	95100.0	0	162	59	0	0	0	0	0	$221	To allocate income
EAFE	New funding (TITLE I)	30100.0	0	0	0	113,699	100,000	0	0	0	$213,699	To allocate income (New funding - TITLE I)
Educational Services	Donation from CAPITAL GROUP	94377.0	0	0	0	1,000	0	0	0	0	$1,000	To allocate income (Japanese FLAG prg at Verdugo)
Cloud PS	School site Donation	95100.0	0	0	0	105	0	0	0	0	$105	To allocate income
			0	0	0	0	0	0	0	0	$0	
	Total Budget Adjustments		**$37,997**	**$162**	**$8,962**	**$204,226**	**$140,267**	**$0**	**$2,563**	**$0**	**$394,177**	

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
June 20, 2023
CONSENT CALENDAR NO. 6
BUDGET TRANSFER AND ADJUSTMENT REPORT

Foundation Trust Fund (73.0)

REVENUES		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
8010-8099	Revenue Limit	$0	$0
8100-8299	Federal	$0	$0
8300-8599	Other State	$0	$0
8600-8799	Local	$0	$1,000
8910-8999	Transfers In/Contributions	$0	$0
TOTAL REVENUES		$0	$1,000

APPROPRIATION OBJECT		BUDGET TRANSFERS	BUDGET ADJUSTMENTS
1000	Certificated Salaries	$0	$0
2000	Classified Salaries	$0	$0
3000	Employee Benefits	$0	$0
4000	Instructional Supplies	$0	$0
5000	Contract Services	$0	$0
6000	Capital Outlay	$0	$0
7000	Other Outgo/Indirect/Transfers Out	$0	$1,000
TOTAL BUDGETED APPROPRIATIONS		$0	$1,000

NET INCREASE/DECREASE IN FUND BALANCE	$0	$0

GLENDALE UNIFIED SCHOOL DISTRICT
June 20, 2023
CONSENT CALENDAR NO. 6
Foundation Trust Fund (73.0)

BUDGET TRANSFERS

Dept.	Program Description	1000	2000	3000	4000	5000	6000	7000	9000	Total	Transfer provides funds for:
Total Budget Transfers		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	

BUDGET ADJUSTMENTS

Dept/Site	Program Description	1000	2000	3000	4000	5000	6000	7000	9000	Total	Revision appropriates funds for:
District	Dr Michael Escalante Scholarsl	0	0	0	0	0	0	1,000	0	1,000	To allocate income
Total Budget Adjustments		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,000**	**$0**	**$1,000**	

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

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 7

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

PREPARED BY: Karineh Savarani, Director, Financial Services

SUBJECT: **Appropriation Transfers at Year-End**

The Superintendent recommends that the Board of Education authorize the Los Angeles County Office of Education (LACOE) to make appropriation transfers between major objects of expenditures at the close of the fiscal year 2022-23.

Education Code Section 42601 provides the authority for school districts, with the approval of the governing board, to request county offices of education to make year-end budget adjusting transfers to permit the payment of obligations incurred during that school year for year-end salary and vendor payments.

LACOE will provide the District with verification of all adjusting transfers and this information will be incorporated within future budget reports submitted to the Board of Education.

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.*

Los Angeles County Office of Education
Leading Educators • Supporting Students
Serving Communities

SCHOOL DISTRICTS WITH **ADA ABOVE** EC 41301 LEVEL*

YEAR-END APPROPRIATION TRANSFERS

TO: Los Angeles County Office of Education
Division of School Financial Services
Accounting Section, EC 2nd Floor

FROM: Glendale Unified School District

_____ No Appropriation Transfer is Requested

X Appropriation Transfers are Authorized

Our school district has ADA equal to or above the level specified in Education Code (EC) 41301. The governing board, in accordance with the provisions of EC 42601, hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2022-23 school year to permit payment of the district's obligations incurred during the school year.

Please identify sources by entering 1, 2, 3, or 4 to indicate 1st source, 2nd source, 3rd source or 4th source.

Authorization approved by governing board for transfers:

1 Between major objects of expenditure

2 From unassigned fund balances, if any

3 From committed fund balances

4 From assigned fund balances

Signature: _____ Date_____, 2023
Governing Board's Clerk

Submitted by: Karineh Savarani Date June 21, 2023

E-mail address (required): KarinehSavarani@gusd.net

*Education Code 41301 levels: equal to 901 average daily attendance (ADA) for the elementary school districts, equal to 301 ADA for the high school districts, and equal to 1501 ADA for the unified school districts.

Please email completed form to SFSAccountingGroup@lacoe.edu.

Attachment No. 2
Info. Bul. No. 6682
SFS-A45-2022-2023

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 8

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBJECT: **Acceptance of Gifts**

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

a. Dunsmore Elementary Foundation wishes to donate to the District $2,625.00 to pay for an after school choral teacher at Dunsmore Elementary School.

b. Dunsmore Elementary Foundation wishes to donate to the District $20,334.18 to purchase upper grade desks for use at Dunsmore Elementary School.

c. Parker Anderson Learning Center wishes to donate to the District $510.00 to purchase supplies for use at Glenoaks Elementary School.

d. Abraham Lincoln Elementary Foundation wishes to donate to the District $11,315.00 to pay for extra hourly, additional assignments, stipends, playground equipment and instructional supplies for use at Lincoln Elementary School.

e. Mountain Avenue Committed to Kids MACK wishes to donate to the District $15,000.00 to pay for a Core Plus Specialist for use at Mountain Avenue Elementary School.

f. Mountain Avenue Committed to Kids MACK wishes to donate to the District $20,000.00 to pay for an art teacher for use at Mountain Avenue Elementary School.

g. Mountain Avenue Committed to Kids MACK wishes to donate to the District $581.00 to pay for Worldbook software for use at Mountain Avenue Elementary School.

h. Mountain Avenue Committed to Kids MACK wishes to donate to the District $7,698.00 to pay for IXL software for use at Mountain Avenue Elementary School.

i. Mountain Avenue Committed to Kids MACK wishes to donate to the District $5,370.00 to pay for a AR software for use at Mountain Avenue Elementary School.

j. Mountain Avenue PTA wishes to donate to the District $8,000.00 to pay for a Core Plus Specialist for use at Mountain Avenue Elementary School.

k. K. Yang and A. Lapena wish to donate to the District $3,000.00 to pay for an intervention teacher for use at Mountain Avenue Elementary School.

l. John Muir Elementary Foundation wishes to donate to the District $2,800.00 to reimburse MIKE music instruction expenses for use at John Muir Elementary School.

m. Mr. & Mrs. Vic Abajian wish to donate to the District $1,000.00 to purchase occupational therapy equipment for use at Verdugo Woodlands Elementary School.

n. Glendale Kiwanis Foundation Duck Race wishes to donate to the District $217.50 to purchase playground equipment for use at Verdugo Woodlands Elementary School.

o. SCO LLC wishes to donate to the District $244.70 through the Equity, Access and Family Engagement Department to support programs.

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 9

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

PREPARED BY: Santhasundari Rajiv, Chief Financial Officer

SUBJECT: **District Membership in Designated Associations and Organizations for 2023-24**

The Superintendent recommends that the Board of Education approve District memberships in various associations and organizations for 2023-24.

The following memberships in various associations and organizations are recommended for 2023-24:

Organization	Estimated Cost	Funding Source
ACSA's Educational Institution Service For Personnel Commissioners	$200	Human Resources
American Association of School Personnel Administrators	$275	Human Resources
Association of California School Administrators	$1,600	Office of the Superintendent
Association for Supervision and Curriculum Development (ASCD)	$89	Educational Services
Association of Title IX Administrators (ATIXA) (Institute Membership)	$2,499	Educational Services/Human Resources
California Association of School Child Welfare and Attendance Workers (CASCWA)	$40	AB 1113 Funding Educational Services
California Association of Suburban School Districts	$3,000	Office of the Superintendent
Every Child California	$1,500	CDCC
California School Boards Association (CSBA)	$23,080	Office of the Superintendent
California School Boards Association for GAMUT Policy Access	$5,315	Human Resources

Organization	Estimated Cost	Funding Source
Council for Exceptional Children for Special Ed	$215	Special Education
California School Public Relations Association (Cal SPRA)	$300	Public Information
California Association of School Business Officials (CASBO)	$4,983	Business Services
Coalition for Adequate Funding for Special Education	$1,400	SELPA
Coalition for Adequate School Housing	$965	Financial Services
Crescenta Valley Chamber of Commerce	$125	Office of the Superintendent
California School Personnel Commissioners Association (CSPCA)	$1,200	Human Resources
Glendale Chamber of Commerce	$287	Office of the Superintendent
Glendale Latino Association	$100	Office of the Superintendent
Glendale Rotary Noon	$600	Office of the Superintendent
Los Angeles County School Trustees Association (LACSTA)	$150	Office of the Superintendent
Magnet Schools of America School/Department/District Office Membership	$475	Educational Services
Montrose-Verdugo City Chamber of Commerce	$50	Office of the Superintendent
Personnel Commissioners Association Of Southern California (PCASC)	$100	Human Resources
Pesticide Applicators Professional Association	$45	Facilities Planning & Maintenance
School Nutrition Association (SNA)	$385	Nutrition Services
Southern California School Nutrition Association (SCSNA)	$850	Nutrition Services
California School Nutrition Association (CSNA)	$195	Nutrition Services
LunchAssist	$250	Nutrition Services
School Employers Association of California (SEAC)	$3,210	Human Resources

Organization	Estimated Cost	Funding Source
School Services of California, Inc.	$3,840	Business Services
School Services of California (SSC) HR Network	$195	Human Resources
SELPA Administrators Association	$2,600	SELPA
Southern California Superintendents	$150	Office of the Superintendent

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

June 20, 2023

CONSENT CALENDAR NO. 10

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
PREPARED BY:	Frank Schlueter, Director, Educational Technology & Information Services
SUBJECT:	**Approval to Renew E-Rate Consulting Services with Rupe Consulting Services, LLC**

The Superintendent recommends that the Board of Education approve the annual E-Rate consulting services with Rupe Consulting Services, LLC for the 2023-2024 school year for a total amount not to exceed $29,000 and will be funded by the Educational Technology and Information Services budget.

Funding subsidy is available from the Federal Education Rate (E-Rate) program, which allows districts to apply for discounted telecommunications, internet and network costs on an annual basis.

Applying for E-Rate funding is a complicated and timely process that includes submitting applications, attending training, creating RFPs, selecting vendors, and responding to inquiries and audits. For the past few years, GUSD has used Rupe Consulting Services, LLC to manage the E-Rate application process. Using Rupe Consulting Services, LLC ensures that GUSD's E-Rate applications adhere to the ever-changing rules and regulations, and maximize requested discounts by taking advantage of all eligible services available in the program. Rupe Consulting Services, LLC helped GUSD receive approximately $3 Million in discounts on equipment for network infrastructure upgrades.

The current agreement ends on June 30, 2023. It is recommended to renew the agreement with Rupe Consulting Services, LLC to continue E-Rate consulting services for the 2023-2024 fiscal year in the amount not to exceed $29,000.

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. 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 Rupe Consulting Services, LLC, 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, 2024

2. **Scope of Services**
   See Addendum A

   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: See Addendum B.
   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 t o 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, it 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**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 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: Santhasundari Rajiv

Contractor:

Rupe Consulting Services, LLC
12021 Redcliff Ct.
San Diego, CA 92131

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: Rupe Consulting Services, LLC

By: _____ President
Signature Title

Melodee Rupe Dated: _____, 20 23
Print Name

By: _____ _____
Signature Title

_____ Dated: _____, 20 23
Print Name

*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.:

_____

Employer Identification Number:

XXX-XX-8083

Address: 12021 Redcliff Ct.
San Diego, CA 92131

Telephone: 858-695-2413

Email: mrupeconsulting@gmail.com

Type of Business Entity:

____Individual
____Sole Proprietorship
____Partnership
____Limited Partnership
____Corporation, State: _____
X___Limited Liability Company

Other: _____

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

Chief Financial Officer
Title

Santhasundari Rajiv
Print Name

Dated: _____, 20__23

ADDENDUM A

SCOPE OF WORK

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

Rupe Consulting Services, LLC (RCS) will prepare and submit the appropriate E-Rate/ECF forms, documentation, and reviews for Glendale Unified School District from July 1, 2023 – June 30, 2024.

Rupe Consulting Services, LLC (RCS) will provide E-Rate/ECF assistance to the School/District as follows:

1) Prepare and file current 470, 471, 472, 486 and 500 forms for the school/district, meeting all of the E-Rate requirements and deadlines.
2) Notify school/district of E-Rate updates, changes and developments.
3) Work with the school/district to familiarize their staff with the E-Rate process.
4) Work with school/district to identify new products or services that they may want to include in new E-Rate applications.
5) Work with school/district to coordinate RFP or procurement process.
6) RCS does not provide legal services. RCS provides E-Rate technical and administrative services only.
7) RCS is not liable for any direct, indirect, incidental, special or consequential damages, including the loss of funding. In the event that the school/district wishes to discontinue E-Rate consulting services, RCS is not responsible, nor will we pay for the procurement or expense of substitute consulting services.
8) File Service Provider forms (i.e. Existing Services, Data Gathering Forms and Designation forms) with the vendors to request monthly credits or annual reimbursement checks.
9) Answer PIA (Program Integrity Assurance) questions from the Universal Service Administrative Company's Schools and Libraries Division (USAC/SLD) regarding current applications.
10) Prepare or assist preparing responses to other E-Rate forms or requests for information.
11) Assist school/district with previous years' applications and collection of past funding approvals not yet received.
12) File updates with service providers when school/district notifies RCS of new services.
13) File California Teleconnect Fund applications and updates when school provides new service information.
14) Term of Agreement:

The term of the Agreement shall be in effect beginning July 1, 2023 and ending June 30, 2024.

Glendale Unified School District will provide the following:

1) A signed and dated general Letter of Agency, required by USAC (attached).
2) A signed and dated AT&T Letter of Agency, if using their services (as needed).
3) Billing invoices and information in a timely manner, requested by Rupe Consulting Services, LLC (RCS) in order to submit E-Rate forms and answer SLD questions. RCS will not verify the accuracy of these documents or information and is basing applications on the information provided by the school/district.
4) A primary and secondary contact person with whom RCS will communicate.
5) Retain relevant information and records for ten years from the last day of service as stipulated by the USAC program.
6) The school/district will be billed twice a year: in October/November and April/May. There may be a third invoice for those services conducted after the April/May invoice is rendered until June 30 of each year. The District agrees to pay within 30 days or during the next scheduled check run for payment. Late fees will be assessed after 45 days.
7) The school/district understands that all E-Rate related documents needed for filing the Erate Form 470 and/or Form 471, including CALPAD's figures, school site addresses, Vendor Invoices, RFP information, Bid Selection Criteria, budget, Item 21 information and counter-signed contracts and any other relevant documentation are to be received in a timely manner prior to the Erate Window deadlines.
8) If the school/district or their Vendors have not provided the relevant documentation at least 2 weeks before the E-rate deadline, the school/district could be assessed an additional 10%.
9) There can be penalties charged if documentation is not provided in a timely manner. We do not guarantee that your Erate applications will be filed if the documents are received less than one week prior to the Erate Window close.

ADDENDUM B

"Cost Proposal"

Fees:

Category One: $20,000 Per Year for July 1, 2023 - June 30, 2024
Filing of 470, 471, 486, 500 and 472 forms and Consultation, PIA's, Appeals, other USAC Communications, CTF Applications, Vendor ESL, Data Gathering and Designation forms associated with Category One Services (Telecommunications and Internet access)

Category Two: $150 per Hour for July 1, 2023 - June 30, 2024
(Internal Connections, Basic Maintenance of Internal Connections, Managed Broadband)
Any work associated with Category Two services, regardless of year, including 470, 471, 486, 500 and 472 forms, Consultation, PIA's, Appeals, other USAC Communications, Vendor Documentation, Data Gathering and Designation forms associated with Category Two Services

Category One and Two: $150 per Hour for July 1, 2023 - June 30, 2024
Extensive PIAs or Appeals, Payment Quality Assessment, Selective Reviews, Audits, RFP Assistance

ECF and other requests from USAC or school/district: $150.00 Per Hour July 1, 2023 - June 30, 2024

This pricing is in effect from July 1, 2023 until June 30, 2024.

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: 06/12/2023

Name of Contractor: Rupe Consulting Services, LLC

Signature: _____

Print Name and Title: Melodee Rupe, President

(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: 06/12/2023

Name of Contractor or Company: Rupe Consulting Services, LLC

Representative's Name and Title: Melodee Rupe, President

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 President of Rupe Consulting Services, LLC, 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 06/12/2023 [date], at San Diego [city], California [state].

_____

Signature

Melodee Rupe

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 Rupe Consulting Services, LLC ("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: 06/12/2023

Name of Contractor: Rupe Consulting Services, LLC

Signature: _____

Print Name and Title: Melodee Rupe, President

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 Rupe Consulting Services, LLC ("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: Rupe Consulting Services, LLC

Signature: _____

Print Name and Title: Melodee Rupe, President

Date: 06/12/2023

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: Rupe Consulting Services, LLC

Signature: _____

Print Name and Title: Melodee Rupe, President

Date: 06/12/2023

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 statues; 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 12 day of June, 20 23

By _____
Authorized Signature for Contractor

Melodee Rupe, President
Printed Name and Title

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 11

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: **Award of Bid No. 255-23/24 for Lease Opportunity for Credit Union Branch Office and ATM Space**

The Superintendent recommends the Board of Education approve the award of Bid No. 255-23/24 to Glendale Area Schools Credit Union for the lease of the credit union branch office and ATM space at the GUSD Administration Building.

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the lease of the credit union branch office and ATM space at the GUSD Administration Building. A bid conference was conducted on May 4, 2023 and two (2) vendors participated. The District received and opened two (2) bids on May 23, 2023, as outlined below:

Contractor	Branch Office Space	ATM Space
Glendale Area Schools Credit Union	$4,500/month	$500/month
Schools First Federal Credit Union	$1,950/month	$300/month

Staff is recommending the award of lease to Glendale Area Schools Credit Union as the best offer for the District in the amount of $5,000 per month for both spaces. The term of the lease will be for 36 months, beginning on August 22, 2023 ending on August 21, 2026, with an option to extend the lease for two (2) additional 12-month periods. Bid details are available for review in the Procurement & Contract Services Department.

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

June 20, 2023

CONSENT CALENDAR NO. 12

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

SUBJECT: **Agreements with Various Law Firms to Provide Legal Services for the District for 2023-24 School Year**

The Superintendent recommends that the Board of Education approve agreements with various law firms to provide legal services for the District for 2023-24 school year.

It is recommended that the following law firms be used to provide legal services as needed:

- Adams Silva & McNally
- Atkinson, Andelson, Loya, Rudd & Romo
- Best Best & Krieger
- Dannis, Woliver, Kelley
- Doumanian & Associates
- Hatch & Cesario
- Littler Mendelson
- Orbach, Huff & Henderson

The agreements are available in the Business Services Department for review. As departments utilize services of these law firms, they will process the payments to the firms through the Purchase Orders and charge these services to appropriate account based upon the type of service provided (i.e., Business Services, Superintendent's Office, Educational Services, Human Resources, Planning and Development, Special Education, etc.).

***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

June 20, 2023

CONSENT CALENDAR NO. 13

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Lena Kortoshian, Director, Teaching & Learning

PREPARED BY: Nancy Nasr, Teacher Specialist, Teaching & Learning

SUBJECT: **Approval for Purchase of Inner Orbit Licenses to Support Secondary Science Teachers with Preparing their Students for CAST Assessment**

The Superintendent recommends that the Board of Education approve the purchase of Inner Orbit licenses for a total of 30 GUSD secondary science teachers and their students in the amount of $25,800 to support the continued implementation of the three dimensions of the NGSS, critical thinking skills, and student success on the annual California Science Test (CAST) assessment.

Inner Orbit is a rigorous Next Generation Science Standards (NGSS) assessment platform that enables science teachers to develop assessments that are phenomena-based and aligned with the NGSS performance expectations. Teachers can develop assessments that include multiple choice, drawing, matching, fill-in-the-blank, and free response questions.

Between January and March 2023, Glendale Unified School District secondary science teachers were able to pilot Inner Orbit. The feedback from the pilot was overwhelmingly positive, which led the District to purchase licenses for the remainder of the spring semester, following the expiration of the trial period.

Feedback was gathered from District secondary science teachers who piloted the program and continued to use it in their classes for the remainder of the spring 2023 semester. The gathered feedback revealed that generally teachers felt:

- Inner Orbit is a great tool to implement formative assessments in the science classroom
- Inner Orbit positively facilitates the use of critical thinking skills

- Inner Orbit assessment items are in direct alignment with the sample California Science Test (CAST) questions released by the California Department of Education
- Inner Orbit helps teachers to develop meaningful and rigorous summative assessments
- Inner Orbit provides teachers with tangible data that identifies which of the three dimensions of the NGSS need additional instructional reinforcement

The purchase of Inner Orbit licenses for 30 district secondary science teachers and their students for the upcoming 2023-24 school year is recommended.

Funding for Inner Orbit licenses in the amount of $25,800 will be provided through Educational Services.

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.*

Quote

 # 2301968

RocketLit Inc.
2378 Watertown Ct.
Thousand Oaks, CA 91360
(323) 456-3137
fax (323) 400-4578
rocketlit.com

DATE **05/26/2023**
VALID FOR **90 Days**

CUSTOMER

Glendale Unified School District
Glendale, CA

CONTACT

Nancy Nasr
818-242-6845 ext. 1052
nnasr@gusd.net

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
IO-DIST	**InnerOrbit District License** 12-month 2023-2024 School Year For 30 teachers	1	25800.00	25,800.00
			Subtotal	25,800.00

TOTAL $25,800.00

NOTES

All licenses subject to RocketLit Inc. Terms of Use and Privacy Policy.

Make all checks payable to
RocketLit Inc.

Please send purchase orders to
sales@rocketlit.com

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 14

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Lena Kortoshian, Director, Teaching and Learning
PREPARED BY:	Rebecca Mieliwocki, Coordinator III, Teaching and Learning
SUBJECT:	**Approval of Educational Software for Guiding Instruction (ESGI) Contract Renewal for 2023-2024**

The Superintendent recommends that the Board of Education approve the renewal with Educational Software for Guiding Instruction (ESGI) in the amount of $31,740 for one-on-one foundational assessments for the 2023-2024 school year.

Educational Software for Guiding Instruction (ESGI) is a simple one-on-one assessment solution for use in Transitional Kindergarten (TK), Kindergarten, First Grade and Special Education. The District began using ESGI in the 2018-2019 school year for teachers to test students on foundational skills for literacy (e.g., letters, sounds, rhyming and phonemic awareness) and math (e.g., counting, number recognition, comparing objects and shapes). Teacher teams developed Glendale Unified specific ESGI assessments in English and in all of the dual language immersion languages.

TK and Kindergarten teachers administer the assessments four times per year to measure student progress on these important skills. Special Education teachers administer assessments to measure progress on goals.

ESGI gives teachers and administrators the ability to run reports to obtain data for their whole school, class or for individual students. Teachers use these results to focus and differentiate their instruction. Results from these assessments are also used to identify students for intervention. ESGI also has a parent communication feature with personalized parent letters and flash cards based on assessment results that can be sent home after each assessment window.

The cost to renew ESGI for the 2022-2023 school year is $31,740 and will be paid through the Educational Services funding.

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.*

support@esgisoftware.com
One Pierce Place, Suite 900W
Itasca, IL 60143
Phone (443) 333-9898
Fax (866) 925-3450

Quote #	950859
Quote Prepared:	06/13/2023
Quote Expires:	09/13/2023
Prepared For:	Stepan Mekhitarian
State:	California
District:	GLENDALE UNIFIED
School:	Multiple Schools

QUOTE

Qty	Description	Notes	List Price	Disc Price	Amount
110	ESGI 12-Month License (max. 35 students)		$246.00	$222.00	$24420.00
20	ESGI 12-Month Specialist License (max. 100 students)		$366.00	$366.00	$7320.00
				Total	**$31740.00**

ORDER FORM

Complete all required information below and send this form with your PO or check.

Purchase Order
support@esgisoftware.com
Fax: 866-925-3450
Address: One Piece Place, Suite 900W, Itasca, IL 60143

Personal or School Check
ESGI, LLC
PO Box 7410689, Chicago, IL 60674-0689

After processing, an Activation Code will be sent to the contact for distribution to teachers.

ACTIVATION CODE CONTACT (*Required)

Name: _____

Email: _____

ACCOUNTS PAYABLE CONTACT (*Required)

Phone: _____

Email: _____

If your teacher(s) need more than 35 students, please provide the teacher name(s) and total number of students needed. We'll update the accounts.

Teacher Name _____ # of Students _____

Teacher Name _____ # of Students _____

Other Information:

Marking Period for the current school year (circle one): Semester Trimester Quarters Other

Marking Period	End Date [MM/DD/YY]	Marking Period	End Date [MM/DD/YY]
First	_ _ / _ _ / _ _	Sixth (if applicable)	_ _ / _ _ / _ _
Second	_ _ / _ _ / _ _	Seventh (if applicable)	_ _ / _ _ / _ _
Third (if applicable)	_ _ / _ _ / _ _	Eighth (if applicable)	_ _ / _ _ / _ _
Fourth (if applicable)	_ _ / _ _ / _ _	Ninth (if applicable)	_ _ / _ _ / _ _
Fifth (if applicable)	_ _ / _ _ / _ _		

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 15

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

SUBJECT: **Approval of Renewal of Contract with Southland Disposal Company for Waste Disposal Services**

The Superintendent recommends that the Board of Education approve a renewal of the contract between Glendale Unified School District and Southland Disposal Company for waste disposal services.

On May 17, 2022, the Board of Education approved an agreement between Glendale Unified School District and Southland Disposal Company for waste disposal services from July 1, 2022 through June 30, 2026. This contract award is based on Southland Disposal Company's satisfactory services for the District and negotiated pricing, as well as their agreement to specific terms and conditions regarding equipment inventory and invoices. The authority to issue this contract is pursuant to Public Resources Code Section 40059(a)(2) that establishes that solid waste handling services may be granted under the terms and conditions prescribed by the governing body with or without competitive bidding.

It is recommended that the Board of Education approve a renewal of the contract between Glendale Unified School District and Southland Disposal Company for waste disposal services from July 1, 2023 through June 30, 2024, at the 2022-23 rates. The estimated cost for this service will be $370,000 for the 2023-24 school year. This service is paid for 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; plan for the District's future educational and facility needs.*

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 16

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Santhasundari Rajiv, Chief Financial Officer
PREPARED BY:	Barbara Howard, Director, Procurement & Contract Services Hagop Eulmessekian, Director, Student Support Services
SUBJECT:	**Extension of Contract and Fee Increase for Security Guard Services at Various Sites**

The Superintendent recommends that the Board of Education approve extension of contract for security guard services at various sites with Allied Universal Security Services for the 23/24 Fiscal Year and Fee Increase.

In accordance with established procedures, Procurement completed solicitation of proposals from qualified vendors for security guard services at schools and other District locations. Security guards are used on our campuses to secure facilities and enhance student safety. The Board of Education, at its meeting on April 19, 2022, approved the award of RFP No. P-19-21/22 for security guard services at various sites to Allied Universal Security Services and Absolute International Security.

In order to stay aligned with the Los Angeles County minimum wage requirements, Allied Universal is requesting a rate increase for the 2023-24 fiscal year. It is recommended that the Board of Education approve the increase effective July 1, 2023, per the attached Amendment. Pursuant to California Education Code Section 17596, service contracts may be renewed by mutual consent for up to five (5) years.

Funding for these services will be paid for by the District's General Fund (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; plan for the District's future educational and facility needs.*

AMENDMENT NO. 1 TO GENERAL CONTRACT

FOR

SECURITY GUARD SERVICES

This Amendment made this 21st day of June, 2023 between Allied Universal Security Services and Glendale Unified School District is to the existing General Contract dated April 21, 2022 to provide unarmed uniform Security Guards at GUSD High Schools primarily and other GUSD locations as needed and as certified..

This Amendment extends the terms of the initial agreement one (1) additional years to June 30, 2024. The other amendments to the above referenced agreement are as follows:

- The Vendor shall provide to the District during 23/24 school year, unarmed uniform security guards at GUSD Middle Schools, High Schools, and other GUSD locations as needed.

- Representative Assignment Locations below:
  - Theodore Roosevelt Middle School 2 Officers 8 hours per day
  - Rosemont Middle School 2 Officers 8 hours per day
  - Eleanor J. Toll Middle School 2 Officers 8 hours per day
  - Woodrow Wilson Middle School 3 Officers 8 hours per day
  - Pacific Avenue Preschool Programs 1 Officer 8 hours per day
  - Clark Magnet High School 2 Officer 8 hours per day
  - Crescenta Valley High School 4 Officers 8 hours per day
  - Glendale High School 4 Officers 8 hours per day
  - Hoover High School 3 Officers 8 hours per day
  - Daily High School 1 Officer 8 hours per day
  - Administration Building 1 Officer 8 hours per day

- Billing Rates:
  - Security Professional Regular Rate $27.65 per hour for Uniformed Security Guard Service.
  - Security Professional Overtime Rate $41.47 per hour for Uniformed Security Guard Service.
  - Security Professional Holiday Rate $41.47 per hour for Uniformed Security Guard Service

- Hours
  8 hours paid
  8-1/2 hour assignment – 30 minutes duty-free Lunch
  (2) 10 minute Breaks

- Timesheets to be completed, signed and submitted as supporting documentation with Invoices.

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.

ALLIED UNIVERSAL SECURITY SERVICES

By: _____ _____

Signature Title

_____ _____

Print Name Date

GLENDALE UNIFIED SCHOOL DISTRICT

By: _____ _____

Signature Title

_____ _____

Print Name Date

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 17

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

PREPARED BY: Frank Schlueter, Director, Educational Technology & Information Services

SUBJECT: **Approval to Renew the Agreement to Live Stream Board Meetings with Studio Spectrum**

The Superintendent recommends that the Board of Education approve the renewal agreement for live streaming Board meetings from Studio Spectrum for the 2023-2024 school year for a total amount of $14,250.00.

Studio Spectrum has been live streaming GUSD Board meetings since the 2019-2020 school year. Using Studio Spectrum has provided several benefits, including cost savings, larger streamed image size at a higher resolution, on-demand video indexing, publishing and archiving services.

It is recommended to approve the renewal of the Studio Spectrum agreement, which includes streaming services for 30 meetings during the 2023-2024 school year for the total amount of $14,250.00. Additional meetings can be streamed at a rate of $475.00 per meeting. The cost for these services will be paid through the Public Information Office's Unrestricted General Fund.

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.*

1056 North Lake St. * Burbank, California 91502
(818) 843-1610 * Fax (818) 843-1145
www.studiospectrum.com
CA Contractor's License #996920

GUSD Web Streaming Services Proposal
2023-2024 School Year

Client:	**Glendale Unified School District**	**Proposal #:**	**2135**
	Educational Technology & Information Services		
	223 North Jackson Street	**Date:**	6/9/2023
	Glendale, California 91206	**Consultant:**	John Buckowski
Attn:	Frank Schlueter		Heather King
E-Mail	FSchlueter@gusd.net	This quotation	
Phone:	(818) 241-3111 x1577	valid for 30 days	
Fax:			

ITM	QTY	Services Description	Per Meeting	Annual Estimate (Based on scheduling 30 meetings per year)
1	1	**LIVE VIDEO STREAMING and ON-DEMAND VIDEO INDEXING; PUBLISHING and ARCHIVING SERVICES** ***Includes the following scope of services:***	$475.00	$14,250.00
2		Above streaming package for the 2023-24 school year budgeted for (30) meetings: (20 BOE Meetings, 5 LCAP Meetings, +5 Additional Meetings)	included	
3		The streaming media will consist of live and recorded public meetings, public information, and programming accessible from the GUSD website. Studio Spectrum shall create and maintain portal web pages. All video shall be available as streaming h.264 format suitable for mobile devices.	included	
4		Service must include storage and distribution management, continuous systems management, and technical support available 24 hours per day, seven days per week.	included	
5		Video and data archives will be maintained in multiple locations; in a vendor owned media vaults for public access, in at least one other media vault for use in the event of failure. On-demand archives must include unlimited public meeting content, unlimited storage and unlimited amount of other content. The live video stream will be provided through a Vendor owned encoder. The encoder application software must be Vendor provided, installed, and maintained.	included	
6		The service must include an automatically generated podcasting service whereby archives are available in a format such as MPEG-4 suitable for mobile devices. Podcast downloads must be available via an automatically generated RSS feed.	included	
7		Public meeting archives must include the ability to incorporate meeting agendas and the ability for users to jump to indexed locations in the video recordings that correspond to any agenda item. The service must include the marking and date/time stamp of the video index points both during encoding and the video has been recorded. Public meeting video archives must be automatically available to the public within six hours of meeting adjournment.	included	
8		Video streaming must provide for viewing of closed caption text outside of the Media Player frame when closed caption text is included in the broadcast. Associated agendas and closed captioning must be searchable through the web portal.	included	
9		Web portals must be made to appear similar to GUSD web pages. GUSD will provide graphics from their web site to support this.	included	

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1056 North Lake St. * Burbank, California 91502
(818) 843-1610 * Fax (818) 843-1145
www.studiospectrum.com
CA Contractor's License #996920

GUSD Web Streaming Services Price List
2023-2024 School Year

Client:	**Glendale Unified School District**	**Proposal #:**	**2135-A**
	Educational Technology & Information Services		
	223 North Jackson Street	**Date:**	6/9/2023
	Glendale, California 91206	**Consultant:**	John Buckowski
Attn:	Frank Schlueter		Heather King
E-Mail	FSchlueter@gusd.net	This quotation	
Phone:	(818) 241-3111 x1577	valid for 30 days	
Fax:			

ITM	QTY	Services Description	Charge
1	1	**Live Web Streaming, On-Demand Video Hosting, Meeting Page Creation, Agenda Item Indexing** **Per Meeting Charge**	$475.00
2	1	**Live Web Streaming, On-Demand Video Hosting, Meeting Page Creation (no agenda indexing)** **Per Meeting Charge**	$285.00
3	1	**Live Web Streaming (no video on demand, no indexing, no page creation. Code for an embeddable video window will be provided for placement on the GUSD website at no additional charge)** **Per Hour Charge**	$75.00
4	1	**Custom Event Web Page Creation (This can be added on to item 3 if the district would prefer a hosted page for the video window instead of creating space for it on the GUSD website)** **Per Event Charge**	$125.00

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GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDER NO. 18

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Santhasundari Rajiv, Chief Financial Officer

PREPARED BY: Kristine Nam, Communications Director

SUBJECT: **Approval of Consultant Agreement with Trusted Messenger Marketing (TMM)**

The Superintendent recommends that the Board of Education approve the service agreement with Trusted Messenger Marketing for social media and online advertising in the amount of $30,000 for the 2023-24 school year.

Service agreement with Trusted Messenger Marketing (TMM) will support the implementation of Board priorities to increase engagement and maintain district financial responsibility by assisting the District in executing a social media marketing strategy, growing the District's social media impact, and creating targeted social media campaigns to boost enrollment and promote available opportunities for employment.

TMM focuses primarily on messaging and targeted marketing to ensure the District is positioned ahead of social media conversations about key district initiatives, such as enrollment growth. Additionally, TMM provides social media training for the Public Information Office and school staff as needed.

The contract will not exceed 12 months or $30,000. The contract includes a monthly staff fee plus a budget of up to $1,200 per month for paid social media promotion and advertising. This service is paid from the Unrestricted General Fund.

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
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 Trusted Messenger Marketing, 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, 2024

2. **Scope of Services**
   Online social media management, online consulting and promotion. (See attached)

   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: $30,000.00.
   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, it 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
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 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:	**Contractor:**
Glendale Unified School District	Trusted Messenger Marketing
223 N. Jackson Street	Box 227
Glendale, California 91206	Los Alamos, CA 93440
ATTN: Santhasundari Rajiv	Attn: Brian Ross Adams

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: Trusted Messenger Marketing

By: _____ President
Signature Title

Brian Ross Adams Dated: June 7, 2023
Print Name

By: _____
Signature Title

_____ Dated: _____, 20__
Print Name

*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.: 064-72-1339

Employer Identification Number: 064-72-1339

Address: Box 227
Los Alamos, CA 93440

Telephone: 310-592-1799

Email: brian@trustedmessenger.com

Type of Business Entity:

____Individual
X Sole Proprietorship
____Partnership
____Limited Partnership
____Corporation, State: _____
____Limited Liability Company

Other: _____

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

Santhasundari Rajiv
Print Name

Chief Financial Officer
Title

Dated: _____, 20__

ADDENDUM A

SCOPE OF WORK

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

Social Media Management and Online Consulting
Social Media Promotion/Advertising

Including:
Online Promotion of 4 Facebook and Instagram posts per week

Monthly Social Media GUSD Awareness Ads

Monthly Analytic reporting on how many people saw messaging, engagement rate, website visits.

Regular participation on communications calls

Collaborate on the development and implementation Editorial Calendar around strategic GUSD objectives; enrollment, employment, list acquisition

All-in-one posting software (Sprout Social account)

General digital consulting and online strategy

ADDENDUM B

"Cost Proposal"

$30,000.00
July 1, 2023-June 30, 2024

EXHIBIT "A"

WORKERS' COMPENSATION CERTIFICATION

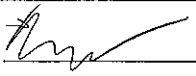
California Labor Code Section 3700 in relevant part provides:

> 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: 6/7/2023

Name of Contractor: Trusted Messenger Marketing

Signature: 

Print Name and Title: Brian Ross Adams, President

(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: 6/7/2023

Name of Contractor or Company: Trusted Messenger Marketing

Representative's Name and Title: Brian Ross Adams

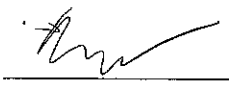
Signature: 

EXHIBIT "C"

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

(Public Contract Code section 7106)

The undersigned declares:

I am the President of Trusted Messenger Mark, 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 June 7, 2024 [date], at Los Alamos [city], California [state].

Signature

Brian Ross Adams

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 Trusted Messenger ("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: 6/7/2023

Name of Contractor: Trusted Messenger Marketing

Signature: [signature]

Print Name and Title: Brian Ross Adams

EXHIBIT "E"

COVID-19 VACCINATION ADDENDUM
TO
GLENDALE UNIFIED SERVICES AGREEMENT

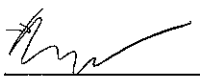
The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the Trusted Messenge ("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: Trusted Messenger Marketing

Signature: 

Print Name and Title: Brian Ross Adams

Date: 6/7/2023

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").

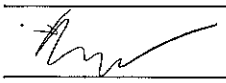
Your Firm, if it enters into a contract with the District, must comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-r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

Signature: 

Print Name and Title: Brian Ross Adams

Date: 6/7/2023

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 statues; 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 June day of 07, 20 2023

By _____
Authorized Signature for Contractor

Brian Ross Adams, President
Printed Name and Title

SCOPE OF SERVICES

Social Media Management and Online Consulting
Social Media Promotion/Advertising

Including:
Online Promotion of 4 Facebook and Instagram posts per week

Monthly Social Media GUSD Awareness Ads

Monthly Analytic reporting on how many people saw messaging, engagement rate, website visits.

Regular participation on communications calls

Collaborate on the development and implementation Editorial Calendar around strategic GUSD objectives; enrollment, employment, list acquisition

All-in-one posting software (Sprout Social account)

General digital consulting and online strategy

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
TOWER INSURANCE ASSOC INC/PHS 72251557 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC#
BRIAN ROSS ADAMS DBA TRUSTED MESSENGER MARKETIN 2170 CENTURY PARK E APT 1601 LOS ANGELES CA 90067-2231	INSURER A : Sentinel Insurance Company Ltd.	11000
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:	X		72 SBM BB1608	02/13/2023	02/13/2024	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [X] HIRED AUTOS SCHEDULED AUTOS [X] NON-OWNED AUTOS			72 SBM BB1608	02/13/2023	02/13/2024	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	PROFESSIONAL LIABILITY			72 SBM BB1608	02/13/2023	02/13/2024	Occurrence	$1,000,000
							Aggregate	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER	CANCELLATION
Glendale Unified School District 223 N JACKSON ST GLENDALE CA 91206	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Susan L. Castaneda

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THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

June 7, 2023

Glendale Unified School District
223 N JACKSON ST
GLENDALE CA 91206

Account Information:

Policy Holder Details :	**BRIAN ROSS ADAMS DBA TRUSTED MESSENGER MARKETIN**

Contact Us

Need Help?
Chat online or call us at
(866) 467-8730.
We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Brian Ross Adams

2 Business name/disregarded entity name, if different from above
Trusted Messenger Marketing

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
Box 227

Requester's name and address (optional)
GLENDALE UNIFIED SCHOOL DISTRICT
223 N. JACKSON STREET
GLENDALE, CA 91206

6 City, state, and ZIP code
Los Alamos, CA 93440

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
0 6 4 - 7 2 - 1 3 3 9

or

Employer identification number
__ - _____

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** [signature] **Date ▶** 6/7/2023

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

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

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

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 19

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Kelly King, Assistant Superintendent, Educational Services

PREPARED BY: Dr. Oscar Macias, Director, Equity, Access, and Family Engagement

SUBJECT: **School Plan for Student Achievement (SPSA)**

The Superintendent recommends that the Board of Education approve the 2023-2024 School Plan for Student Achievement (SPSA) for schools participating in one or more state/federal programs.

School Site Councils and staff members from all sites have collaboratively developed SPSAs to utilize Categorical funds to improve student achievement.

These plans are based on a school's comprehensive needs assessment which leads to schoolwide goals that are aligned with the District's goals and the Local Control Accountability Plan (LCAP). All individual SPSAs were approved by each School Site Council (SSC).

The current SPSA utilizes the on-line template developed by the California Department of Education (CDE). Plan development began in the Spring with the review of available achievement data. Annual goals, actions and budget are completed by school site teams and the SSC, and then approved by SSC. The SPSAs are revised annually based on available data and budget information. The SPSAs are reviewed by the Equity, Access, and Family Engagement Office with the provisions of applicable state/federal laws and regulations and for consistency with District Board Policies, Board Priorities, and the Glendale Unified School District Local Control Accountability Plan (LCAP). All SPSAs must also be reviewed and approved by the Governing Board of the District.

Copies of all SPSAs are available for review at the school sites and the Equity, Access, and Family Engagement 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.*

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

June 20, 2023

CONSENT CALENDAR NO. 20

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Memorandum of Understanding Between Glendale Unified School District and Beach Cities Learning**

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between Glendale Unified School District and Beach Cities Learning in the amount of $43,200 and $75 per hour for additional therapy for the 2023-2024 school year.

The Memorandum of Understanding provides support to one elementary school, one middle school, and one high school special day class designed to meet the needs of students who exhibit behavioral and emotional challenges. Students in the TIDES program supported by Beach Cities Learning participate in a comprehensive counseling program, with a focus on addressing social, emotional and behavioral functioning that negatively affects academic progress. The program also supports students' development of long-term academic, vocational goals and independent living skills.

The provision of special education services implemented by Beach Cities Learning is funded by state special education appropriations.

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.*

Agreement Between Glendale Unified School District (GUSD) and Beach Cities Learning (BCL)

This Agreement is entered into this 1st day of July, 2023 by and between the Glendale Unified School District ("GUSD") and the Beach Cities Learning ("BCL" and with GUSD, the "Parties") for the delivery of special education services and classroom support to the GUSD TIDES Special Day Classes for students with behavioral and emotional challenges (each one, a "Class" and collectively, "Classes") and licensed use of TIDES program materials for High School, Middle and Elementary Program.

RECITALS

WHEREAS, the Glendale Unified School District is a Local Educational Agency located in Los Angeles County, California, duly organized and existing under and by virtue of the law of the State of California, including the California Education Code; and

WHEREAS, Beach Cities Learning is a special education program and therapeutic service provider located in Los Angeles, California; and

WHEREAS, GUSD seeks support for High School Special Day Classes for students with behavioral and emotional challenges and licensed use of TIDES program materials for High School, Middle School and Elementary Program.

NOW, THEREFORE, in the consideration of the mutual covenants, conditions and obligations set forth herein, the Parties do hereby agree as follows:

A. **Beach Cities Learning agrees to:** expand existing special education services in GUSD and providing related therapeutic support and services for students with behavioral and emotional challenges and to allow licensed use of TIDES program materials for Elementary, Middle and HS Program.

B. **Services Provided by Beach Cities Consultants:**

1. Classroom support and services for the twelve months – July 1, 2023 through June 30, 2024

2. Program Material Use includes: TIDES Behavioral Program Modification and Curriculum materials including TIDES daily points sheet and TIDES student Intake Packet

C. Responsibility of Glendale Unified School District

1. Designate a GUSD teacher for the Classes. Facilitate teacher participation in BCL professional development.

2. GUSD staff will collaborate with BCL on the GUSD curriculum requirements and provide GUSD curriculum materials.

3. GUSD will provide furniture, textbooks, supplies, internet, instructional resources, and computers for students enrolled in the classroom.

4. Should BCL staff require current NCI certification, GUSD will provide opportunities for training in NCI techniques by certified NCI trainers to be used in behavioral emergencies.

5. Should BCL staff require current NCI certification, GUSD will provide opportunities for training in NCI techniques by certified NCI trainers to be used in behavioral emergencies.

6. GUSD site Administrator will provide administrative and behavioral support in cases of a behavioral emergency related to students enrolled in the special day class.

D. SERVICE PROVIDERS AND ASSIGNMENT

BCL assures the GUSD that criminal background including fingerprint checks have been conducted and completed on any person, assigned to provide services to any student enrolled in the special day classroom under this Agreement in accordance with applicable state and federal law before any person is allowed to have contact with or assigned to work with any student enrolled in the special day classroom under this Agreement. BCL will submit a photocopy of the criminal background or fingerprint check reports for each such provider or person to GUSD prior to allowing him or her to have contact with or assigning him or her to work with any student enrolled in the special day classroom. Staff must submit verification of tuberculosis (TB) test.

Any decision concerning the assignment of BCL staff to the special day classroom will be a collaborative decision made by GUSD and BCL. Staff assigned to the special day classroom will be supervised and evaluated by BCL.

E. INDEPENDENT CONTRACTOR STATUS

This Agreement is by and between two independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

BCL agrees, during the term of this agreement, to maintain at BCL's expense, all necessary insurance for its employees, including but not limited to workers compensation, employer's liability, disability, and unemployment insurance.

BCL shall provide GUSD with an original Certificate(s) of Insurance evidencing insurance coverage for General Liability, Professional Liability, and Worker's Compensation. Evidence of insurance covering vehicles will also be required if BCL services include use of vehicle(s) on GUSD site(s) or providing transportation to GUSD students. BCL general liability and professional liability and vehicle coverage shall, at a minimum provide for limits of $1,000,000/$3,000,000 per claim/occurrence. GUSD shall be named as an additional insured by endorsement and maintain the coverage in effect at all times during the life of the Agreement.

F. FUNDING

1. Glendale Unified School District agrees to pay the sum of $43,200 to Beach Cities Learning for the staff and services provided from July 1, 2023 through June 30, 2024. (12 Payments of $3,600)

2. Payment for Program Development hours will be made upon execution of this agreement and receipt of invoice from BCL. GUSD will pay ongoing invoices within

forty-five (45) business days of receipt from Beach Cities Learning.

G. INDEMNIFICATION:

BCL shall indemnify, defend, and hold harmless GUSD and GUSD's officers, agents, contractors, employees from any and all liability, loss, expense (including reasonable attorney's fees and other defense costs), or claims imposed for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage occurring by reason of any acts or omissions on the part of GUSD's own officers, agents, contractors, or employees under or in connection with any obligation delegated to BCL under this Agreement.

GUSD shall indemnify, defend, and hold harmless BCL and BCL's officers, agents, contractors, employees from any and all liability, loss, expense (including reasonable attorney's fees and other defense costs), or claims imposed for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage occurring by reason of any acts or omissions on the part of BCL's own officers, agents, contractors, or employees under or in connection with any obligation delegated to GUSD under this Agreement.

H. BCL assures the Glendale Unified School District that all of their service providers, including volunteers and any other person assigned by BCL to work with students enrolled in the special day classroom under this Agreement are familiar with child abuse reporting obligations and procedures as specified in the California Penal Code.

I. BCL assures the GUSD that it does not discriminate on the basis of race, religion, sex, national origin, sexual orientation, or disability in employment or operation of the program.

J. Duration of this Agreement:

This agreement is effective and shall remain in full force and effect from July 1, 2023 through June 30, 2024.

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

BEACH CITIES LEARNING CENTER

By: _____ _____
Signature Title:

_____ Dated: _____
Print Name

Glendale Unified School District

By: _____ Assistant Superintendent, Educational Services
Signature Title:

Dr. Kelly King_____ Dated: _____
Print Name

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 21

TO:	Board of Education
FROM:	Dr. Vivian Ekchian, Superintendent
SUBMITTED BY:	Dr. Kelly King, Assistant Superintendent, Educational Services
PREPARED BY:	Dr. Debra E. Rinder, Executive Director, Special Education
SUBJECT:	**Approval of Special Education Master Contracts With Non-public Schools (NPS) And Non-public Agencies (NPA)**

The Superintendent recommends that the Board of Education approve 2023-2024 master contracts between Glendale Unified School District and state-certified non-public schools (NPS) and non-public agencies (NPA) that provide services to students in special education programs, as specified on each student's Individualized Education Plan (IEP).

Annually, the Foothill Special Education Local Planning Agency (SELPA) negotiates the terms of master contracts with providers that serve students in Los Angeles County. The following is a list of state-certified non-public agencies and non-public schools with which the Glendale Unified School District may contract for services for students in special education:

Non-public Agencies

Assessment Consultation & Treatment (ACT)
Autism Behavior Intervention
Autism Learning Partners
Autism Spectrum Therapies
Atlas Behavior Services
Aya Healthcare, Inc.
Behavior Frontiers
Behavior Learning Center, Inc.
Behavioral Learning Network
Building Block Resolutions
California Behavioral Care
California Psychcare
California Unified Services Providers
C.A.R.D.
C.A.R.E., Inc.
Center for Developing Kids
Center for Vision Dev. Optometry
CIBA, Inc./LeafWing
Comprehensive Therapy Associates
Cortica Behavioral Health Inc. - Glendale
Douglas Speech Associates
Dynamic Education Services, Inc.
Ed Supports dba Center for Social Dynamics

Haynes Family of Programs – S.T.A.R. Academy
Holding Hands Pediatric Therapy
In Touch Behavioral Services
Learning and Behavioral Center, LLC
Lovaas Institute for Early Intervention
Inclusive Education & Community Partnership
Maxim Healthcare Services
New Direction Solutions, LLC, dba Procare
Professional Tutors of America
Promise ABA, LLC
RCM Health Care Services
REACH
Ro Health – San Diego
Rosemary Johnson and Associates
Speech, Language and Educational Associates
Pediatric Therapy Services, LLC dba The Stepping Stones Group
Stowell Learning Center, Inc. - Pasadena
Total Education Solutions – Los Angeles
Verdugo Hills Autism Project
Vista Psychological Center

Non-public Schools

Academy For Advancement With Autism
Almansor Center
Anderson Center for Autism
Bayes Achievement Center, Inc.
Beach Cities Learning Center – San Gabriel
Bridgeport
Casa Pacifica Centers for Children and Families
Cheerful Helpers
Cinnamon Hills Youth Crisis Center
Copper Hills Youth Center
Daniels Academy
Deveareux – Cloe Wallace
Deveareux – League City
Echo Center
Elliott Institute
Excelsior Youth Center
Genesee Lake School
Heritage Schools, Inc.
Hillside School and Learning Center
Lava Heights Academy
Logan River Academy
Marianne Frostig Center
Monarch
New Haven School
North Point School
Oak Grove Center
Project Six
Provo Canyon School
Sierra School of Alhambra
Solstice
STEM^3 Academy
Summit View School
Sunrise School
The Academy for Advancement of Children with Autism
The Help Group/North Hills Prep
Valley High School & Learning Center, Inc. dba Dubnoff School
Villa Esperanza
Village Glen School
Vista Del Mar
Westmorland Academy

The provision of special education services implemented by non-public agencies and schools are funded by state special education appropriations.

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.*

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 22

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Dr. Brook Reynolds, Executive Director, Educational Services

SUBJECT: District Review Committee Approval of Waiver Requests

The Superintendent recommends that the Board of Education approve the waiver requests from the Collective Bargaining Agreement, based on proposals submitted by various District school sites and approved by the District Review Committee, to commence in the 2023-2024 school year.

Under the procedures as outlined in District Administrative Regulation 0420.6, a structure for school planning and management within the Glendale Unified School District has been established. The process begins with the establishment of a school plan. Schools wishing to implement a school-based management decision in specific selected areas as part of the plan may submit a proposal to the DRC. Such proposals may request that certain decisions currently made at the District level be made at the site level. Such proposals may request the waiver of existing law, collective bargaining agreements, or District policy.

The established procedures for the DRC stipulate that each year, the Board of Education is to approve DRC members. The composition of the group is to be three classroom teachers nominated by the Glendale Teachers Association, one representative of classified employees nominated by the California School Employees Association, two parents nominated by the Parent-Teachers Association, and three administrators.

Following are the DRC committee members for the 2022-23 school year:

Glendale Teachers Association (GTA) Representatives

Justine Baldwin	Teacher, Keppel Elementary School
Jacqueline DaVolio	Teacher, Rosemont Middle School
Greta Sukazian	Teacher, Glendale High School

California School Employees Association (CSEA) Representative

Arturo De La Cruz	Electronics Technician/Facilities Maintenance

Parent Teacher Association (PTA) Representatives

Lerna Amiryans	Parent/PTA President
Lea Awni	Parent/PTA Executive Vice President

GUSD Administrator Representatives

Dr. Kyle Bruich	Director, Human Resources
Jennifer DeLadurantey	Principal, Toll Middle School
Dr. Tammy Taylor	Principal, College View School/FACTS

The District Review Committee is co-chaired by Chris Davis, GTA President, and Dr. Brook Reynolds, Executive Director, Educational Services.

At meetings held on May 24, May 31, and June 5, 2023, the District Review Committee was presented with a total of 23 school site banking day proposals; 22 proposals to amend a minimum day schedule for Back-to-School and/or Open House; and one proposal for an Article 19 waiver. At the conclusion of the presentations by the school sites, the DRC voted to approve all 46 of the proposals to take effect in the 2023-2024 school year. All waivers are valid for two years, with the exception of Crescenta Valley High School, whose Back-to-School/Open House waiver was approved for one year. A list of the schools whose proposals were approved is attached to this report.

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.*

GLENDALE UNIFIED SCHOOL DISTRICT
EUCATIONAL SERVICES

DISTRICT REVIEW COMMITTEE (DRC)
WAIVER APPROVALS
JUNE 20, 2023

VALIDITY: 2 Years (to take effect 2023-2024)* **EXPIRATION: June 30, 2025***

Crescenta Valley High School Back-to-School/Open House Waiver Approved for ONE year (to take effect 2023-2024) / Expiration: June 30, 2024

IMPLEMENTATION OF BANKING DAY SCHEDULE:

Waivers (9) Approved May 24, 2023
Edison, Franklin, and Keppel Elementary Schools; College View and FACTS; Rosemont and Toll Middle Schools; and Daily and Hoover High Schools

Waivers (8) Approved May 31, 2023
Cerritos Columbus, Jefferson, La Crescenta, Monte Vista, Valley View, Verdugo Woodlands, and RD White Elementary Schools

Waivers (6) Approved June 5, 2023
Dunsmore, Mann and Mountain Avenue Elementary Schools; Roosevelt and Wilson Middle Schools; and Glendale High School

IMPLEMENTATION OF BACK-TO-SCHOOL/OPEN HOUSE SCHEDULE:

Waivers (8) Approved May 24, 2023
Edison, Franklin, and Keppel Elementary Schools; College View and FACTS; Rosemont Middle School; and Daily and Hoover High Schools

Waivers (10) Approved May 31, 2023
Cerritos Columbus, Glenoaks, La Crescenta, Monte Vista, Valley View, and RD White Elementary Schools; Clark Magnet High School (2 waivers) and Crescenta Valley High School*

Waivers (4) Approved June 5, 2023
Dunsmore and Lincoln Elementary Schools; Wilson Middle School; and Glendale High School

ARTICLE 19 Waiver:

Waiver (1) Approved May 24, 2023
Hoover High School

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 23

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

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

PREPARED BY: Mark Rubio, Coordinator III, Athletics and Physical Education

SUBJECT: **Designation of California Interscholastic Federation Representatives**

The Superintendent recommends that the Board of Education designate the Crescenta Valley High School, Glendale High School, and Hoover High School principals as the voting representatives and a selected assistant principal or athletic director, as an alternate, in all California Interscholastic Federation (CIF) matters for the 2023-2024 school year.

California Interscholastic Federation regulations require that Boards of Education of school districts with member schools must annually designate their voting members. As now structured, each member school is able to cast one vote.

Issues addressed by the CIF through a vote of members include, but are not limited to, redistricting, length of seasons, and sanctioned sports. Since high school principals are prepared to address these issues, it is recommended that they be designated as the voting representatives from the Glendale Unified School District, with alternates assigned for each school. The designated voting representatives are listed below:

High School	Designated Voting Representative	Alternates
Crescenta Valley	Christine Benitez, Principal	Miguel Gonzalez, Assistant Principal Peter Kim, Athletic Director Paul Schilling, Athletic Director
Glendale	Dr. Ben Wolf, Principal	Isaac Olvera, Assistant Principal Tadeh Mardirosian, Athletic Director Narek Vardanian, Athletic Director
Hoover	Dr. Jeremy Spurley, Principal	*To Be Determined*, Assistant Principal John VanPatten, Athletic Director

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.*

2023-2024 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2023.**

Glendale Unified School District School District/Governing Board at its June 20, 2023 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2023-2024 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Crescenta Valley High School
NAME OF REPRESENTATIVE Christine Benitez POSITION Principal
ADDRESS 2900 Community Avenue CITY La Crescenta ZIP 91214
PHONE 818-249-5871 FAX 818-541-9531 E-MAIL cbenitez@gusd.net

****

NAME OF SCHOOL Crescenta Valley High School
NAME OF REPRESENTATIVE Miguel Gonzalez POSITION Assistant Principal
ADDRESS 2900 Community Avenue CITY La Crescenta ZIP 91214
PHONE 818-249-5871 FAX 818-541-9531 E-MAIL miguelgonzalez@gusd.net

****

NAME OF SCHOOL Crescenta Valley High School
NAME OF REPRESENTATIVE Peter Kim POSITION Athletic Director
ADDRESS 2900 Community Avenue CITY La Crescenta ZIP 91214
PHONE 818-249-5871 FAX 818-541-9531 E-MAIL pkim@gusd.net

****

NAME OF SCHOOL Crescenta Valley High School
NAME OF REPRESENTATIVE Paul Schilling POSITION Athletic Director
ADDRESS 2900 Community Avenue CITY La Crescenta ZIP 91214
PHONE 818-249-5871 FAX 818-541-9531 E-MAIL pschilling@gusd.net

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Kelly King Signature _____

Address 223 N. Jackson Street City Glendale Zip 91206

Phone 818-241-3111, Ext. 1208 FAX 818-543-0716

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.

2022-2023 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2022.**

Glendale Unified School District School District/Governing Board at its June 20, 2023 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2022-2023 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Glendale High School
NAME OF REPRESENTATIVE Dr. Ben Wolf POSITION Principal
ADDRESS 1440 E. Broadway CITY Glendale ZIP 91205
PHONE 818-242-3161 FAX 818-244-6309 E-MAIL bwolf@gusd.net

****

NAME OF SCHOOL Glendale High School
NAME OF REPRESENTATIVE Isaac Olvera POSITION Assistant Principal
ADDRESS 1440 E. Broadway CITY Glendale ZIP 91205
PHONE 818-242-3161 FAX 818-244-6309 E-MAIL iolvera@gusd.net

****

NAME OF SCHOOL Glendale High School
NAME OF REPRESENTATIVE Tadeh Mardirosian POSITION Athletic Director
ADDRESS 1440 E. Broadway CITY Glendale ZIP 91205
PHONE 818-242-3161 FAX 818-244-6309 E-MAIL tmardirosian@gusd.net

****

NAME OF SCHOOL Glendale High School
NAME OF REPRESENTATIVE Narek Vardanian POSITION Athletic Director
ADDRESS 1440 E. Broadway CITY Glendale ZIP 91205
PHONE 818-242-3161 FAX 818-244-6309 E-MAIL nvardanian@gusd.net

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Kelly King Signature _____

Address 223 N. Jackson Street City Glendale Zip 91206

Phone 818-241-3111, Ext. 1208 FAX 818-543-0716

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.

2022-2023 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2022.**

Glendale Unified School District School District/Governing Board at its June 20, 2023 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2022-2023 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Hoover High School
NAME OF REPRESENTATIVE Dr. Jeremy Spurley POSITION Principal
ADDRESS 651 Glenwood Road CITY Glendale ZIP 91202
PHONE 818-242-6801 FAX 818-247-8825 E-MAIL jspurley@gusd.net

****

NAME OF SCHOOL Hoover High School
NAME OF REPRESENTATIVE Vacant - To Be Determined POSITION Assistant Principal
ADDRESS 651 Glenwood Road CITY Glendale ZIP 91202
PHONE 818-242-6801 FAX 818-247-8825 E-MAIL

****

NAME OF SCHOOL Hoover High School
NAME OF REPRESENTATIVE John Van Patten POSITION Athletic Director
ADDRESS 651 Glenwood Road CITY Glendale ZIP 91202
PHONE 818-242-6801 FAX 818-247-8825 E-MAIL jvanpatten@gusd.net

****

NAME OF SCHOOL
NAME OF REPRESENTATIVE POSITION
ADDRESS CITY ZIP
PHONE FAX E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Kelly King Signature

Address 223 N. Jackson Street City Glendale Zip 91206

Phone 818-241-3111, Ext. 1208 FAX 818-543-0716

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.

SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.

GLENDALE UNIFIED SCHOOL DISTRICT

June 20, 2023

CONSENT CALENDAR NO. 24

TO: Board of Education

FROM: Dr. Vivian Ekchian, Superintendent

SUBMITTED BY: Lena Kortoshian, Director, Teaching & Learning

SUBJECT: **Approval of Services Agreement with Academic Language Advocacy Services**

The Superintendent recommends that the Board of Education approve a services agreement between the Glendale Unified School District and Academic Language Advocacy Services in the amount of $23,600 to provide Project GLAD two-day research and theory workshop and a four-day in-person classroom demonstration and reflection from September - November 2023.

Academic Language Advocacy Services (ALAS), in partnership with Glendale Unified School District (GUSD), will deliver a two-day research and theory workshop covering component courses focus/motivation; input; guided oral practice; reading/writing; and assessment/feedback. These courses are supported by research and data in second language acquisition and cultural studies. Teachers and teacher specialists will gain an understanding of Project Guided Language Acquisition Design (GLAD) and develop skills to design lessons for universal access and targeted language support. Project GLAD is an instructional model for TK-12 that supports the vision of the California English Learner roadmap policy by strengthening educational programs and practices for English learners.

Additionally, Project GLAD will provide four days of live classroom demonstrations conducted by two certified Project GLAD trainers. The trainers will demonstrate the application of GLAD strategies in a classroom setting, while one trainer serves as a coach for participating educators. This interactive learning experience will involve creating resources for lesson delivery, practicing and delivering strategies with coaching, and receiving feedback. Through this process, educators will gain confidence in implementing GLAD practices with intentionality and supporting GUSD teachers in meeting the needs of all students. Teachers will receive recognition of their growing competencies in implementing GLAD strategies. Trained GUSD educators can serve as support for future teachers who wish to implement GLAD strategies in their classroom.

The two-day research and theory workshop will take place on September 6-7, 2023, and the four-day in-person classroom demonstration and reflection will be held on November 2-6, 2023.

Funding for the ALAS services agreement in the amount of $23,600 for the Project GLAD program will be provided through the Educator Effectiveness 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.*

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 ALAS. Inc - Academic Language Advocacy Services, 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 September 6, 2023 and will diligently perform as required and complete performance by November 8, 2023.

2. **Scope of Services**
   Provide Project GLAD 2-day Research and Theory Workshop and four day Project GLAD in-person Classroom demonstration and Reflection

   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: $23,600.00.
   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, it 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
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 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:	**Contractor:**
Glendale Unified School District	ALAS, Inc.
223 N. Jackson Street	Joy Kerr, MA Ed.
Glendale, California 91206	
ATTN: Kelly King	

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: ALAS, Inc.

By: _____ Project GLAD Consultant
Signature Title

Joy Kerr, MA Ed. Dated: _____, 20__
Print Name

By: _____ _____
Signature Title

_____ Dated: _____, 20__
Print Name

*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.: Employer Identification Number:

_____ _____

Address: _____ Telephone: _____

_____ Email: _____

Type of Business Entity:

____Individual
____Sole Proprietorship
____Partnership
____Limited Partnership
____Corporation, State: _____
____Limited Liability Company

Other: _____

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

Kelly A. King, Ed.D.
Print Name

Assistant Superintendent, Educational Services
Title

Dated: _____, 20__

ADDENDUM A

SCOPE OF WORK

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

ADDENDUM B

"Cost Proposal"

Project GLAD 2-day Research and Theory Workshop to be held on September 6-7, 2023 8:30-3:30 p.m. Cohort capacity 20 (minimum of 10 participants) - $8,000.00

Project GLAD In-Person Classroom Demonstration and Reflection - Four days - Nov. 2, 6, 7, 8, 2023 Cohort Capacity 20 (minimum of 10 participants) - $14,000.00

Hotel (4 days) and Two Trainers at $200 per day - $1,600.00

Total - $23,600.00

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: ALAS, Inc.

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: ALAS, Inc.

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_____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 ALAS, Inc. ("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: ALAS, Inc.

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 ALAS, Inc. ("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: ALAS, Inc.

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: ALAS, Inc.

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 statues; 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