

BURBANK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE AFFAIRS GOVERNANCE COMMITTEE

October 12, 2023

6:00 p.m. – 7:30 p.m.

BOARD OF EDUCATION ROOM
DISTRICT OFFICE
1900 W. OLIVE AVENUE
BURBANK, CA 91506-2460

A G E N D A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education Committee on any agenda item or within its jurisdiction of the Academic Affairs Governance Committee during the Request to Address the Governance Committee section. Instructions for Virtual Public Speakers Who Wish to Address the Board:

- a. Speakers who wish to address the Governance Committee virtually should sign up at this link: [Administrative Affairs Governance Committee Meeting - Public Comments Sign-up Sheet](#) before 3:00 p.m. on Wednesday, October 11th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education Committee.
- b. The Zoom Webinar will open at 5:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the Friday before will be allowed to enter the Zoom Webinar. Speakers will receive an email on the day of the Governance Committee meeting with the Zoom Webinar login details.
- c. When it is time for a speaker to address the Committee, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Committee. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function is disabled.
- d. After a speaker completes their public comment, or if the three-minute (3) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings
- e. If you would like to address the Committee and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. on Wednesday to receive a registration link.
- f. The meeting will be streamed by visiting: [Meeting Livestream](#)
- g. The approved minutes will be posted online at: [Administrative Affairs Governance Committee Page](#)

Any individual with a disability who requires reasonable accommodation to participate in an Academic Affairs Governance Committee meeting may request assistance by contacting Instructional Services at 818.729.4455

3. LAND ACKNOWLEDGEMENT

We acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, Fernandeño Tataviam, and First Nations on which we are learning, educating, and living.

4. ADJUSTMENT TO THE AGENDA

The Committee Chair will announce any requests for adjustments to the meeting agenda.

5. APPROVAL OF MINUTES

Minutes 09.14.23

6. REQUESTS TO ADDRESS THE GOVERNANCE COMMITTEE

- a. An individual or group representative may address the Committee on any agenda item, or any item within the jurisdiction of the Administrative Affairs Committee by completing a blue request card. Speakers are requested to state their name prior to speaking to the Committee. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Committee. The Committee Chair and/or the District Assistant Superintendent may refer the matter to the proper department for review.

Virtual speakers will be invited to speak following in-person comments

- b. Staff Responses

- c. Board Member Responses

7. NEW AND/OR UNFINISHED BUSINESS

- a. Perkins Eastman - [Facilities Master Plan Presentation](#)

- b. Other Items for Discussion

8. ITEMS FOR FUTURE AGENDA

The Committee Chair will call for any future agenda items from the Committee members.

9. NEXT MEETING is scheduled for November 9, 2023

10. ADJOURNMENT