

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, October 1, 2024 11:34 AM
To: Cindy Quiterio
Subject: Clerical support

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

This is the best email for co tact and sharing information.

Appreciate the opportunity to work with you and Burbank Unified.

BreeAnn Weist
Owner

[Yahoo Mail: Search, Organize, Conquer](#)

Andrew Cantwell

From: Cindy Quiterio
Sent: Tuesday, October 1, 2024 11:38 AM
To: Breeann Weist
Subject: RE: Clerical support

Thank you!

Please note that your message has been received. I will send the Minutes which need double checking shortly.

Best,

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, October 1, 2024 11:34 AM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Clerical support

Caution! This message was sent from outside of Burbank Unified School District.

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Appreciate the opportunity to work with you and Burbank Unified.

BreeAnn Weist
Owner

[Yahoo Mail: Search, Organize, Conquer](#)

Andrew Cantwell

From: Cindy Quiterio
Sent: Tuesday, October 8, 2024 8:22 PM
To: Breeann Weist
Subject: RE: Clerical support
Attachments: Minutes 10.19.23 (UNOFFICIAL) - Edit Date.docx; Minutes 11.2.23 (UNOFFICIAL) - Edit Date.docx; Minutes 11.16.23 (UNOFFICIAL) - Edit Date.docx; Minutes 12.7.23 (UNOFFICIAL) - Edit Date.docx; Minutes 12.14.23 Sp (UNOFFICIAL) - Edit Date.docx; Minutes 12.21.23 (UNOFFICIAL) - Edit Date.docx; Minutes 9.7.23 (UNOFFICIAL) - Edit Date.docx; Minutes 9.12.23 Sp (UNOFFICIAL) - Edit Date.docx; Minutes 9.21.23 (UNOFFICIAL) - Edit Date.docx; Minutes 10.5.23 (UNOFFICIAL) - Edit Date.docx

Hello,

Attached please find Minutes which need to be reviewed/proofed. If you can do this it would be greatly appreciated. Once reviewed, I will go ahead and add them to the agenda for approval.

Do not hesitate to let me know if you have any questions.

Thank you!

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, October 1, 2024 11:34 AM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Clerical support

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Appreciate the opportunity to work with you and Burbank Unified.

BreeAnn Weist
Owner

[Yahoo Mail: Search, Organize, Conquer](#)

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, October 21, 2024 10:43 AM
To: Cindy Quiterio
Subject: minutes 10.19.23
Attachments: Minutes 10.19.23 (UNOFFICIAL II) - Edit Date.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Completed and attached.

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, October 21, 2024 12:06 PM
To: Breeann Weist
Subject: RE: minutes 10.19.23

Thank you!

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, October 21, 2024 10:43 AM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: minutes 10.19.23

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Completed and attached.

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, October 22, 2024 1:47 PM
To: Cindy Quiterio
Subject: 11.2.23 and 11.16.23
Attachments: Minutes 11.16.23 (UNOFFICIAL II) - Edit Date (1).docx; Minutes 11.2.23 (UNOFFICIAL II) - Edit Date.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Caution! This message was sent from outside of Burbank Unified School District.

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Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Sunday, October 27, 2024 8:37 PM
To: Cindy Quiterio
Subject: Board minutes December 2023
Attachments: Minutes 12.21.23 (UNOFFICIAL II) - Edit Date.docx; Minutes 12.14.23 Sp (UNOFFICIAL II) - Edit Date (4).docx; Minutes 12.7.23 (UNOFFICIAL II) - Edit Date.docx

Follow Up Flag: Follow up
Flag Status: Flagged

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[Report](#)

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, October 28, 2024 8:57 AM
To: Breeann Weist
Subject: RE: Board minutes December 2023

Thank you!!

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Sunday, October 27, 2024 8:37 PM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Board minutes December 2023

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Sunday, November 3, 2024 9:37 PM
To: Cindy Quiterio
Subject: October billing
Attachments: Clerical October 2024.docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Please make check payable to: Specialized Support Services

Thank you!

*Specialized Support Services
Clerical support
356 N. Catalina Street
Burbank, CA 91505*

email: CompleteClerica@gmail.com

October 2024

Various assignments aligned to past minutes of the Board of Education for the month of October, 2024

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, November 4, 2024 11:04 AM
To: Breeann Weist
Subject: RE: October billing

Received. Thank you!!
I will process/take care of it.

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Sunday, November 3, 2024 9:37 PM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: October billing

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Please make check payable to: Specialized Support Services

Thank you!

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, November 26, 2024 11:10 AM
To: Cindy Quiterio
Subject: Invoice for November 2024
Attachments: Clerical November 2024.docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Thank you so much for the opportunity to help you and your staff.

Happy Thanksgiving!

Bree

Specialized Support Services

Clerical support

356 N. Catalina Street

Burbank, CA 91505

email: CompleteClerica@gmail.com

November 2024

Various assignments aligned to past minutes of the Board of Education for the month of November, 2024

Andrew Cantwell

From: Cindy Quiterio
Sent: Tuesday, November 26, 2024 11:19 AM
To: Breeann Weist
Cc: Cindy Quiterio
Subject: RE: Invoice for November 2024

Received. Thank you!

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, November 26, 2024 11:10 AM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Invoice for November 2024

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Thank you so much for the opportunity to help you and your staff.

Happy Thanksgiving!

Bree

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, December 2, 2024 7:17 AM
To: Cindy Quiterio
Subject: Minutes for September 2023
Attachments: UNADOPTED MINUTES OF THE BOARD OF EDUCATION.docx; Minutes 9.7.23 (UNOFFICIAL II - Edit Date.docx; Minutes 9.12.23 Sp (UNOFFICIAL II) - Edit Date (1).docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Cindy,

Attached please find the minutes for the 3 meetings in September 2023.

Ready for more!

Thank you,

Bree

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, December 2, 2024 8:43 AM
To: Breeann Weist
Subject: RE: Minutes for September 2023

Thank you, Bree!

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, December 2, 2024 7:17 AM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Minutes for September 2023

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Cindy,

Attached please find the minutes for the 3 meetings in September 2023.

Ready for more!

Thank you,

Bree

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Friday, January 3, 2025 9:40 AM
To: Cindy Quiterio
Subject: Invoice December 2024
Attachments: Clerical Decemberr 2024.docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

thank you again for the opportunity!

BreeAnn Weist

*Specialized Support Services
Clerical support
356 N. Catalina Street
Burbank, CA 91505*

email: CompleteClerica@gmail.com

December 2024

Various assignments aligned to past minutes of the Board of Education for the month of December, 2024

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Tuesday, February 11, 2025 11:25 PM
To: Cindy Quiterio
Subject: Invoice for January 2025

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[Report](#)

Additional clerical work for various projects for the month of January, 2025

\$10,000

Thank you!

[Yahoo Mail: Search, Organize, Conquer](#)

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, March 3, 2025 12:02 PM
To: Alice Markosian
Subject: FW: Board minutes December 2023
Attachments: Minutes 12.21.23 (UNOFFICIAL II) - Edit Date.docx; Minutes 12.14.23 Sp (UNOFFICIAL II) - Edit Date (4).docx; Minutes 12.7.23 (UNOFFICIAL II) - Edit Date.docx

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Sunday, October 27, 2024 8:37 PM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Board minutes December 2023

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Andrew Cantwell

From: Cindy Quiterio
Sent: Monday, March 10, 2025 10:09 AM
To: Alice Markosian
Subject: Minutes- Breeann

Breeann Weist <completeclerical@yahoo.com>

Cindy Quiterio
Executive Assistant to the Board of Education and Superintendent
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Office: (818) 729-4422

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Wednesday, March 12, 2025 1:47 PM
To: Cindy Quiterio
Subject: Invoice for February 2025
Attachments: Clerical February 2025.docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

*Specialized Support Services
Clerical support
356 N. Catalina Street
Burbank, CA 91505*

email: CompleteClerica@gmail.com

March, 2025

Various assignments aligned to past minutes of the Board of Education for the month of February, 2025

Andrew Cantwell

From: Cindy Quiterio
Sent: Wednesday, March 12, 2025 2:46 PM
To: Breeann Weist
Subject: RE: Invoice for February 2025

Received. Thank you!

Cindy

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Wednesday, March 12, 2025 1:47 PM
To: Cindy Quiterio <CindyQuiterio@burbankusd.org>
Subject: Invoice for February 2025

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Andrew Cantwell

From: Alice Markosian
Sent: Tuesday, March 25, 2025 10:09 AM
To: Breeann Weist
Cc: Cindy Quiterio
Subject: Minutes
Attachments: Minutes 2.1.24 Unadopted BW.docx; Minutes 1.18.24 Unadopted BW.docx

Good Morning Breeann,

Please see attached mintues:

1/18/2024

2/1/2024



Sincerely,

Alice Markosian

Senior Administrative Secretary
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506
(818) 729-4520 Direct

Andrew Cantwell

From: Alice Markosian
Sent: Monday, March 31, 2025 1:49 PM
To: Breeann Weist
Cc: Cindy Quiterio
Subject: BUSD Minutes
Attachments: Minutes 3.7.24 Unadopted BW.docx; Minutes 2.15.24 Unadopted BW.docx

Good Afternoon,

I have included 2 more minutes:
BOE meetings
2/15/24 and 3/7/24.

Thanks.

Sincerely,

Alice Markosian

Senior Administrative Secretary
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506
(818) 729-4520 Direct

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, April 7, 2025 8:11 AM
To: Cindy Quiterio; Alice Markosian
Subject: January 18 2024
Attachments: Minutes 1.18.24 Unadopted BW (1) II.docx

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Attached please find the minutes for 1.18.24 More to follow!

Bree

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, April 7, 2025 8:14 AM
To: Cindy Quiterio
Subject: Invoice for March 2025

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Invoice for work completed during March, 2025

\$15000,00

Thank you!

*Specialized Support Services
Clerical support
356 N. Catalina Street
Burbank, CA 91505*

email: CompleteClerica@gmail.com

March, 2025

Various assignments aligned to past minutes of the Board of Education for the month of February, 2025

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Monday, April 7, 2025 8:21 AM
To: Alice Markosian
Subject: Re: Minutes

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Yes!
Thank you!

On Tuesday, March 25, 2025 at 10:08:36 AM PDT, Alice Markosian <alicemarkosian@burbankusd.org> wrote:

Good Morning Breeann,

Please see attached mintues:

1/18/2024

2/1/2024



Sincerely,

Alice Markosian

Senior Administrative Secretary

Burbank Unified School District

1900 W. Olive Ave.

Burbank, CA 91506

(818) 729-4520 Direct

Andrew Cantwell

From: Alice Markosian
Sent: Tuesday, April 15, 2025 11:24 AM
To: Breeann Weist
Cc: Cindy Quiterio
Subject: Minutes
Attachments: Minutes 4.4.24 Unadopted BW.docx; Minutes 4.18.24 Unadopted BW.docx; Minutes 5.2.24 Unadopted BW.docx

Hi Breeann,

Hope you are doing well. I am including three more set of Minutes.

Thank you!

Sincerely,

Alice Markosian

Senior Administrative Secretary
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506
(818) 729-4520 Direct

Andrew Cantwell

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Wednesday, April 16, 2025 4:38 PM
To: Alice Markosian
Subject: Re: Minutes

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Thank you, Alice!

I should be returning another to you by Friday!

On Tuesday, April 15, 2025 at 11:24:21 AM PDT, Alice Markosian <alicemarkosian@burbankusd.org> wrote:

Hi Breeann,

Hope you are doing well. I am including three more set of Minutes.

Thank you!

Sincerely,

Alice Markosian

Senior Administrative Secretary

Burbank Unified School District

1900 W. Olive Ave.

Burbank, CA 91506

(818) 729-4520 Direct

Andrew Cantwell

From: Alice Markosian
Sent: Thursday, April 17, 2025 7:52 AM
To: Breeann Weist
Cc: Cindy Quiterio
Subject: RE: Minutes

Great! Thank you 😊

Sincerely,

Alice Markosian

Senior Administrative Secretary
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506
(818) 729-4520 Direct

From: Breeann Weist <completeclerical@yahoo.com>
Sent: Wednesday, April 16, 2025 4:38 PM
To: Alice Markosian <AliceMarkosian@burbankusd.org>
Subject: Re: Minutes

Caution! This message was sent from outside of Burbank Unified School District.

[Report](#)

Thank you, Alice!

I should be returning another to you by Friday!

On Tuesday, April 15, 2025 at 11:24:21 AM PDT, Alice Markosian <alicemarkosian@burbankusd.org> wrote:

Hi Breeann,

Hope you are doing well. I am including three more set of Minutes.

Thank you!

Sincerely,

Alice Markosian

Senior Administrative Secretary

Burbank Unified School District

1900 W. Olive Ave.

Burbank, CA 91506

(818) 729-4520 Direct

Andrew Cantwell

From: Cindy Quiterio
Sent: Friday, May 16, 2025 12:30 PM
To: Breeann Weist
Subject: 5/15/25 BOE Meeting Closed Session 5-15-25
Attachments: Scan To Email_20250516_121014.pdf

Hello Breeann,

Attached are copies of the Closed Session action items from last night's BOE meeting. I will print hard copies as well for you to reference.

Best,

Cindy

-----Original Message-----

From: Sharp Scan-to-Email <SharpScanToEmail@burbankusd.org>
Sent: Friday, May 16, 2025 11:10 AM
To: Alice Markosian <AliceMarkosian@burbankusd.org>
Subject: Scanned image from P50-HR-BX

Reply to: SharpScanToEmail@burbankusd.org <SharpScanToEmail@burbankusd.org> **Device Name:** P50-HR-BX **Device Model:** MX-M6071
Location: P50-HR-BX

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe to view the document.

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