

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL LAW CORPORATION

ATTORNEYS AT LAW

20 PACIFICA, SUITE 1100
IRVINE, CALIFORNIA 92618-3371
(949) 453-4260

FAX (949) 453-4262
WWW.AALRR.COM

CERRITOS
(562) 653-3200

FRESNO
(559) 225-6700

MARIN
(628) 234-6200

PASADENA
(626) 583-8600

PLEASANTON
(925) 227-9200

RIVERSIDE
(951) 683-1122

SACRAMENTO
(916) 923-1200

SAN DIEGO
(858) 485-9526

OUR FILE NUMBER:

June 6, 2025

VIA EMAIL (INFO@THESOBELGROUP.NET)

005798.00416
53019342.1

David Sobel
The Sobel Group, Inc.

**Re: Burbank Unified School District / Investigation of Consulting Agreement with
Specialized Support Services, LLC**

Dear Mr. Sobel:

This letter will confirm our request to engage The Sobel Group, Inc. (the "Investigator") to provide investigative services for Atkinson, Andelson, Loya, Ruud & Romo (the "Firm") on behalf of the Burbank Unified School District (the "District"). This Engagement Letter for Investigative Services ("Agreement") will govern all services to be performed for this investigation.

I. SCOPE OF SERVICES

The Firm hereby hires the Investigator to perform investigative services for the District in the form of an impartial investigation pertaining to a consulting agreement between the District and Specialized Support Services, LLC ("Specialized Support"), as well as the corresponding internal District investigation regarding such agreement, and any potential failings in the District's internal investigation and malfeasance committed by District employees in relation to such agreement. The Investigator will perform these services as a duly licensed private investigator, under the Firm's attorney-client privilege, for the purpose of facilitating the Firm's rendering of legal advice and services to the District.

The Investigator shall obtain written authorization from the Firm to exceed the scope of services, if necessary. In the event the Investigator discovers information outside the scope of the services, but relevant to the District, while conducting its investigation, it shall document that information and timely notify the Firm of the nature of that information.

Upon conclusion of its investigation, the Investigator shall prepare an investigation report containing investigation procedure, evidence reviewed, witnesses interviewed, allegations, findings of fact, analysis, and conclusions, to be delivered to the Firm under attorney-client privilege. The investigation report will not include individual witness summaries. The Investigator will retain notes and other materials related to the individual interviews. In the event the District

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or the Firm requests individual witness summaries in the future, the Investigator agrees to prepare summaries from the interview notes.

II. ATTORNEY-CLIENT PRIVILEGE

The Investigator's communications, notes, work product, and the final report will be protected from disclosure pursuant to the Firm's attorney-client, and/or attorney work product privileges, unless specifically waived in writing by the District's Governing Board.

The Investigator understands and agrees that it shall comply with the following conditions to maintain attorney-client privilege while rendering services under this Agreement:

- The Investigator acknowledges and agrees that its role as an outside investigator is to conduct a factual investigation, the results of which will be provided to the Firm for the specific purpose of the Firm providing legal service, advice, and/or advocacy to the District, as duly licensed attorneys.
- The Investigator shall not assume the role of general counsel or otherwise provide any legal recommendations or other advice to the District. The Investigator's services shall be limited to fact gathering and fact finding, on the Firm's behalf.
- The Investigator agrees its services and performance shall remain within the scope of this Agreement at all times, as defined in Section I, above.
- The Investigator agrees that it shall not disclose any information or evidence obtained in the course of its investigation to anyone other than the Firm. Specifically, the Investigator agrees that it shall not disclose or disseminate its findings, evidence gathered, or its investigation report to the District.
- The Investigator acknowledges and agrees that upon conclusion of its investigation, or upon the Firm's termination of the Investigator's services, the Investigator will return any materials it procures during the investigation to the Firm.
- The Investigator agrees that it shall immediately notify the Firm of and disclose any potential conflicts of interest that may arise in the performance of its obligations under this Agreement.
- The Investigator agrees that it shall perform its obligations under this Agreement in a timely and competent manner.
- The Investigator agrees that it shall comply with its obligations under California Business and Professions Code sections 7520, et seq.

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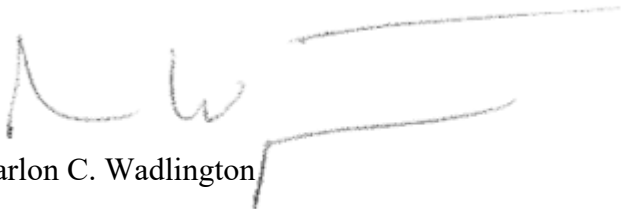
III. CONFIDENTIALITY ADMONITIONS

The Investigator shall not provide any confidentiality admonitions to complainants, witnesses, or respondents, unless directed to do so, in writing, by the Firm. The Firm agrees it will provide a confidentiality admonition in writing to the Investigator before witness interviews commence, if the Firm determines such admonition is appropriate. The Investigator agrees it will notify the Firm if any changed circumstances arise that relate to the confidentiality analysis.

To signify the Investigator's agreement with the terms of this letter, please sign the original and retain it for your records. An individual authorized to execute this Agreement on behalf of the Investigator should sign, date, and return a copy of this letter to the Firm.

Sincerely,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO




Marlon C. Wadlington

MCW:

I am authorized to sign this Agreement. I have read and understand the terms of this Agreement. I hereby confirm the engagement of The Sobel Group, Inc. to provide investigative services in accordance with its terms.

The Sobel Group, Inc.

David Sobel
Printed Name



Signature

President
Title

June 10, 2025
Date