



Burbank Unified School District

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Board of Education

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Acting Superintendent

John Paramo, Ed.D.

June 20, 2023

Dear Burbank Community:

Below is an overview regarding the accounting error that was presented at the Board of Education meeting on June 15, 2023:

1. What effect did the accounting error have?

The effect of the error is Burbank USD will end this fiscal year with \$11M more than had been budgeted throughout the school year.

2. What is the next step?

The District identified the error, made the correct accounting entries, and updated its budgets accordingly. At a specially-called Board Meeting on June 22, 2023, the Board will adopt a budget for the upcoming fiscal year (July 1, 2023 – June 30, 2024) which accounts for these corrections.

3. How do you plan to address the error moving forward? Is there an investigation being launched?

District leadership is reviewing all fiscal procedures and policies to ensure best practices are followed. Effective immediately, the completion of procedural steps will be verified by a wet-signature sign-off and validated by the appropriate supervisor.

In the coming weeks, district leadership will review all fiscal procedures with the aid of an outside entity to update practices with best practices and reduce the number of labor hours and manual entries required to create and update the budget.

4. Do you have a deadline for the next update?

The Board of Education and the community will receive a budget and business office update at its next regularly-scheduled meeting on July 6, 2023.

5. Is this simply an error on paper, but all is well? Or are there serious ramifications that this will have on our schools and students?

This was an error on paper that eroded public confidence in the accuracy of our fiscal reports. However, because the error was that we under-projected the amount of money we would end the fiscal year with, this will actually give the District the ability to make further investments in our schools and students.

6. What is the difference between Acting and Interim Superintendent?

Acting Superintendent is often the title given when the permanent superintendent is on leave or otherwise unable to fulfill the duties of the position or immediately following the separation of employment for a superintendent. Stated simply, when Dr. Hill was placed on leave on June 7, 2023, the District needed to immediately have someone perform the functions as the lead administrator of the district.

The position of Interim Superintendent requires formal Board action to appoint an individual to temporarily fill the role of superintendent while the Board evaluates the needs of the district and develops and implements a recruitment strategy for the long-term successor to the superintendent.