



BURBANK UNIFIED SCHOOL DISTRICT

Instructional Services

M e m o r a n d u m

DATE: September, 2021

TO: Principals, Office Managers, and Office Assistants

FROM: Sharon Cuseo, Assistant Superintendent, Instructional Services

SUBJECT: *Procedure for Submission of Instructional Consultant Requests*

All Consultant Requests must be approved by the Board of Education ***prior to services being rendered***. Board meetings are usually held on the first and third Thursday of each month. The Superintendent's Office establishes deadlines for submitting Board agenda items. To accommodate these deadlines, items from school sites must be submitted to Instructional Services, Attn: Terri Ramirez Adams, approximately two weeks prior to the Board meeting date. (Attached is a list of consultant paperwork due dates.) It is important to remind you that the Board will not approve payment on retroactive requests. Work must not begin until you receive a confirmation of Board approval from Instructional Services:

Instructional Consultant Request Procedure:

1. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, as stated in the Agreement for Consultant Services, the Consultant will be required to provide Department of Justice fingerprint clearance.
2. Submit the Consultant Request for Board Approval to Terri Ramirez Adams in Instructional Services along with a copy of the Agreement for Consultant Services. The Agreement for Consultant Services is provided to Terri only for the purpose of determining if a Consultant needs to be fingerprinted and to have an Assistant Superintendent sign the agreement.
3. Requests for Board Approval forms must be typed or handwritten neatly, using proper grammar with no misspelled words (administrators may assist with wording questions). Correct dates, cost, appropriation numbers and program names must be included.
4. Consultant's qualifications and purpose sections must be complete. Please do not type/write "see attached resume".
5. A one-page, camera ready resume or fact sheet, listing the proposed consultant's background and qualifications must accompany the Consultant Request for Board Approval form. Camera ready implies neatly typed, clean copy, without fax markings on the page, etc. The left margin must be adequate to accommodate 3-hole punching.
6. All requests received which do not meet required timelines and format specifications will be returned to the sites for correction and resubmission.
7. The Consultant must sign one copy of the Agreement, W-9 form, and Authorization for Payment and return them to the sponsoring site administrator. These documents remain at your school site.
8. Once Board approved, your signed paperwork will be return to your site. You will need to enter a requisition into Smartetools. You will need to attach the Agreement for Consultant Services (signed by both the Consultant and an Assistant Superintendent), the Board Agenda item and the W-9 form.
9. Once services are rendered, the Authorization for Payment form is sent to Purchasing. It will be forwarded to Accounts Payable with the AP copy of the PO. Make sure board approval dates are noted on all forms.

You may wish to save these attachments on your computer to be used as "master copies". All forms have been created as "fillable-pdfs" so you can just type right on the form.

If you have any questions, please contact Terri Ramirez Adams, Instructional Services, x44455. Thank you for your assistance and cooperation.