

**AGREEMENT FOR EMPLOYMENT**  
**ASSISTANT SUPERINTENDENT, STUDENT SERVICES**  
**TORRANCE UNIFIED SCHOOL DISTRICT**

The Board of Education of the Torrance Unified School District (“Board” or “District”) and Deanna Sinfield (“Ms. Sinfield” or “Assistant Superintendent”) enter into this Employment Agreement (“Agreement”) as follows.

**1. TERM**

The initial term of this Agreement is from July 1, 2025 and ending on June 30, 2028. This Agreement may be extended by mutual agreement of the parties. Additionally, if the Superintendent evaluates the performance of the Assistant Superintendent as satisfactory or better, the Superintendent shall recommend to the Board that the Assistant Superintendent’s Agreement be extended for an additional school year.

**2. DUTIES**

2.1. Under the direction of the Superintendent, the duties and responsibilities of the Assistant Superintendent shall be performed in accordance with the applicable laws of the State of California, the rules and regulations of the California State Board of Education, and the policies and administrative regulations of the District’s Board of Education. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Agreement.

2.2. All powers and duties that may be delegated by the Superintendent to the Assistant Superintendent are to be executed in accordance with the laws, rules, regulations and policies set forth above.

**3. WORKING RELATIONS**

**Devotion to District Business**

3.1. (a) Ms. Sinfield agrees to loyally and conscientiously perform all of the duties, responsibilities and powers, expressly or impliedly, required of the District’s Assistant Superintendent.

(b) The Assistant Superintendent shall devote their work time, ability, and attention to the business of the Assistant Superintendent during the term of this Agreement.

(c) The Assistant Superintendent is not prohibited from engaging in consulting work, lectures, speaking engagements, writing or other professional work for hire during their non-work days. In addition, the expenditure of reasonable amounts of time for educational, charitable, or professional activities, such as attendance of seminars conducted by any association of educators, shall not be deemed a breach of this Agreement if those activities do not interfere with the services required under this Agreement.

**Conflict of Interest**

3.2. During the term of this Agreement, the Assistant Superintendent shall abide by the applicable conflict of interest laws of the State of California.

#### **4. EVALUATION**

The performance of the Assistant Superintendent performance will be evaluated annually by the Superintendent.

#### **5. WORK YEAR, COMPENSATION, AND BENEFITS**

5.1. During the term of this Agreement, the Assistant Superintendent shall be provided the following compensation and benefits during the established work year:

(a) The Assistant Superintendent's work year shall be 222 days exclusive of holidays provided to the other certificated employees of the District and defined in Education Code section 37220. To determine the Assistant Superintendent's daily rate, the Assistant Superintendent's total salary shall be divided by their workdays. With approval of the Superintendent, the Assistant Superintendent may work up to 10 additional days each year of this Agreement and be paid at their current daily rate with all necessary contributions being paid and deducted as appropriate. The parties to this Agreement recognize that the demands of the position of Assistant Superintendent will require Ms. Sinfield to average more than eight (8) hours a day and/or more than forty (40) hours per week.

(b) The annual salary for the Assistant Superintendent shall be in accordance with the Assistant Superintendent Salary Schedule, starting at Step 4-\$241,959, and based upon twelve (12) equal monthly payments, with a proration of the salary for a period of less than 12 months of employment.

(c) Commencing with fiscal year 2025-2026, the annual salary, including doctoral stipend, will be increased by the Board of Education by the same percentage increase, and with the same implementation date, as is extended to certificated bargaining unit employees. Any increase in salary does not automatically extend the term of this Agreement.

5.2. (a) The Assistant Superintendent, their spouse, and eligible dependents shall receive District-paid family medical, dental, and vision coverage equivalent to the medical plans provided to District Management employees. These health and welfare benefits shall also include the same contribution and deductible amounts required for District Management employees.

(b) (1) All reasonable and necessary expenses incurred for District business shall be paid by the District based upon receipts submitted by the Assistant Superintendent. Travel on District business shall be paid for, or reimbursed, in accordance with District rules and regulations.

(2) The Assistant Superintendent may use District communications equipment for reasonable personal use.

5.3. The Assistant Superintendent shall be entitled to one day of sick leave for each month of service for illness, injury, or legally established quarantine with full pay. Unused sick leave shall accrue from year to year without limitation as provided by the Education Code.

5.4. The Assistant Superintendent shall be provided all paid holidays and other leaves available to District Management employees.

5.5. The District encourages the Assistant Superintendent to participate in professional organizations and activities. The District shall pay membership dues on behalf of the

Assistant Superintendent for organizations related to their performance as Assistant Superintendent, as approved by the Superintendent.

## 6. **TERMINATION**

6.1. This Agreement may be terminated prior to its expiration date by any of the following events:

- (a) By mutual agreement, at any time.
- (b) The Assistant Superintendent may terminate this Agreement by giving thirty days written notice to the Superintendent, or as otherwise mutually agreed by both parties. In the event the Assistant Superintendent is selected as a finalist for a comparable or higher-level administrative position with another public or private employer, they may terminate this Agreement with fewer than thirty days' notice, provided that he promptly informs the Superintendent and the Board in writing of their finalist status, and makes reasonable efforts to assist in the transition process as determined in good faith by both parties.
- (c) Upon retirement from the District or death of the Assistant Superintendent.

### **Termination for Cause**

6.2. For cause, the Board of Education may terminate this Agreement at any time for the following reasons:

- (a) for material breach of this Agreement; or
- (b) for any grounds for termination of employment enumerated in the Education Code. It is agreed and understood that the processes described in the Education Code do not apply; rather, only the list of causes will be used as guidance.
- (c) Prior to terminating this Agreement for cause, the Board of Education shall provide the Assistant Superintendent with written notice of termination, the date the termination of employment will be effective, and a general statement of the acts or omissions which give rise to the termination of employment.
- (d) Upon termination of this Agreement for cause, the Assistant Superintendent shall cease to accumulate fringe benefits, including, but not limited to, health benefits, and sick days. In addition, the Assistant Superintendent shall return all District-owned property and shall not receive any reimbursement on account of business or any other expenses from the date of termination forward.

### **Termination without Cause**

6.3. Notwithstanding any other provisions of this Agreement, the Board shall have the option to terminate this Agreement at any time without the necessity of specifying material breach or cause, effective upon the provision after 60 days of written notice of such action to Ms. Sinfield.

- (a) In the event of termination without cause, the Board shall, on the first day of each month, pay Ms. Sinfield an amount of money equivalent to one month's salary, with the total of such payments not to exceed the lesser of twelve month's salary or salary for

the remainder of months in the term of the Agreement, whichever is less. The termination payments shall not include any other payment or allowance, such as contributions to CalSTRS. The Board shall provide Ms. Sinfield with health and welfare benefits for the same period of time, unless the Assistant Superintendent obtains other employment which provides health and welfare benefits, in which case, benefit payments shall cease.

(b) It is understood that section 6.3 is intended and agreed to satisfy the requirements of Government Code section 53260. Furthermore, it is understood that no notice of non-renewal of agreement, per section 7, is required if the Board of Education should exercise the option to terminate Ms. Sinfield's Agreement per this section. Ms. Sinfield acknowledges that payment pursuant to this section constitutes full and complete satisfaction of any claim for damages, express or implied, arising out of this Agreement or Ms. Sinfield's employment with the District.

## **7. NON-RENEWAL OF AGREEMENT AND NOTIFICATION OF THIS CONTRACT PROVISION**

If the Board of Education determines not to renew this Agreement, the Assistant Superintendent shall be given written notice at least sixty (60) calendar days in advance of the expiration of the term of this Agreement, including any extension thereof.

If timely notice of non-renewal by the Board of Education is not provided to the Assistant Superintendent, then it is hereby stipulated that this Agreement shall be automatically renewed for one additional fiscal year only, and for the same compensation that was in effect during the prior fiscal year, unless otherwise mutually agreed in writing between the parties.

## **8. GENERAL PROVISIONS**

### **Interpretation**

8.1. This Agreement shall not be construed in favor of or against either party but shall be construed as if all parties participated in the negotiation and preparation of this Agreement.

### **Entire Agreement**

8.2. This Agreement supersedes any and all other agreements, promises and representations either oral or in writing, between the parties hereto with respect to the employment of the Assistant Superintendent by the District and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

### **Amendments**

8.3. Any modification of this Agreement shall be effective only if it is in writing, signed by both parties, and approved by the Board of Education at a regular meeting of the Board of Education.

## **Effect of Waiver**

8.4. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

## **Partial Invalidity**

8.5. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

## **Notices**

8.6. All notices under this Agreement shall be in writing and shall be delivered by personal service or by email. Any written notice to any of the parties required or permitted hereunder shall be deemed to have been duly given on the date of service if served personally or by District email. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given as provided hereunder shall be deemed to be receipt of the notice, demand or request sent. Notices of the parties shall be addressed as follows:

To Employer:               President, Board of Education  
                                  Torrance Unified School District  
                                  2335 Plaza Del Amo  
                                  Torrance, CA 90509

To Assistant Superintendent:  
                                  Deanna Sinfield  
                                  Torrance Unified School District  
                                  2335 Plaza Del Amo  
                                  Torrance, CA 90509

## **Defense and Indemnification**

8.7. The District shall provide for the defense and indemnification of Ms. Sinfield from claims or lawsuits arising from acts or omissions in the course and scope of employment consistent with California law. This provision shall continue to remain in full force and effect after the term of this Agreement, for a period of four years, unless Ms. Sinfield is terminated for cause under section 6(d).

## **Abuse of Office or Position**

8.8. In accordance with Government Code section 53243.2, the parties acknowledge, regardless of the term of this Agreement, that if the Agreement is terminated, any cash settlement related to the termination that the Assistant Superintendent may receive from the District shall be fully reimbursed to the District within thirty (30) days if the Assistant Superintendent is convicted of a crime involving an abuse of office or position.

**No Attorney's Fees**

8.9. Neither party shall be entitled to, nor awarded any attorney's fees pertaining to this Agreement, including but not limited to, any administrative or legal proceeding arising out of the enforcement or challenge to this Agreement. In this regard, it is agreed and understood that each party shall bear their own attorney fees, costs, and expenses and shall not be entitled to any claim for reimbursement from the other party.

**Savings**

8.10. If any provisions of this Agreement are held to be contrary to law by final legislative act or by final judgment of a court of competent jurisdiction; however, all other provisions of this Agreement shall continue in full force and effect.

**Complete Agreement**

8.11. This Agreement is the full and complete Agreement between the parties. Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval of such amendment, modification, or variation by the Board of Education and the Assistant Superintendent.

**Applicable Law**

8.12. This Agreement is subject to all applicable laws of the State of California, rules and regulations of the California State Board of Education, and rules, regulations, and policies of this Board of Education, all of which are made a part of the terms and conditions of this Agreement as though set forth herein.

**TORRANCE UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Anil Muhammed, Board President

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Timothy H. Stowe, Ed.D., Superintendent

Dated: \_\_\_\_\_

**APPROVED AS TO FORM FOR THE BOARD OF EDUCATION**

By: \_\_\_\_\_  
Anthony P. DeMarco, Attorney-at-Law

Dated: \_\_\_\_\_

**ASSISTANT SUPERINTENDENT-STUDENT SERVICES:**

By: \_\_\_\_\_  
Deanna Sinfield, Assistant Superintendent-Student Services